

Questions to Ask the PI When Notified of a New Grant Proposal

Revised August 2, 2018

PI Name: _____

Sponsor _____

Due Date: _____

DOM/OCGA

Due Date: _____

Sponsor: _____

PA/RFA#: _____

Basic Questions

<input type="checkbox"/> What is the project period/start date? (not necessarily always the earliest start date allowable)	
<input type="checkbox"/> How many budget years will there be?	1 2 3 4 5 _____
<input type="checkbox"/> Are there animal or human subjects involved? NIH Human Subject Decision Tree	Animal Human Neither
<input type="checkbox"/> If NO to Human Subject, does the research involve human subject specimens and/or data?	Yes No
<input type="checkbox"/> If YES to Human Subjects, is it Exemption #4?	Yes No
<input type="checkbox"/> If YES to Human Subjects, is this a Clinical Trial?	Yes No
<input type="checkbox"/> Is this a revision/resubmission?	Yes No
<input type="checkbox"/> If so, do you have a copy of the original grant submission and the agency assigned grant number?	Yes No
<input type="checkbox"/> Is your lab/research conducted on or off campus?	On Off
<input type="checkbox"/> Date expected to be done with the scientific research plan?	

Questions to Determine Level of Complexity of Proposal

<input type="checkbox"/> Is the budget modular or non-modular detailed? (over \$250,000 DC requires a detailed budget)	Detailed Modular
<input type="checkbox"/> Will the direct cost budget exceed \$500,000 in any given year?	Yes No
<input type="checkbox"/> Are there any outgoing subawards?	Yes No
<input type="checkbox"/> If yes, are any to foreign institutions/entities?	Yes No
<input type="checkbox"/> Provide the Admin contact name/info for each subawardee(s)?	_____
<input type="checkbox"/> What type of proposal is this, e.g. grant, contract, clinical trial, subaward, etc.?	
<input type="checkbox"/> Who are the key personnel/consultants/Other Significant Contributors/Consultants on this proposal?	UCLA Non-UC Both

<ul style="list-style-type: none"> ○ Are they UCLA personnel, or are they affiliated with another institution? **If UCLA KP & for PHS applications, confirm eCOI/eDGE has been completed within the past year. ○ If they are affiliated with another institution, provide contact information to obtain BioSketches, etc. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<input type="checkbox"/> Is UCLA submitting as the Prime institution, or as a Subaward?	<table border="1"> <tr> <td style="text-align: center;">Prime</td> <td style="text-align: center;">Subaward</td> </tr> </table>	Prime	Subaward
Prime	Subaward		
<input type="checkbox"/> Is this an electronic/web-based or hard copy paper submission?	<table border="1"> <tr> <td style="text-align: center;">Electronic</td> <td style="text-align: center;">Hard Copy</td> </tr> </table>	Electronic	Hard Copy
Electronic	Hard Copy		
<input type="checkbox"/> If this is a non-NIH proposal, do you have a website or other documentation for instructions/policies on proposal submission?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
<input type="checkbox"/> Is this a Multiple PI/PD proposal?	<table border="1"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

Initial Action Items we need to start working on immediately:

- Carefully read through the RFA/PA for agency submission guidelines. Check agency website for additional grant submission policies and guidelines.
- If the F&A rate differs from [UCLA's Federally negotiated rate](#), provide your OCGA Analyst/Officer with the Sponsor's documented F&A rate (i.e. guidelines or website) to obtain a waiver # for this submission.
- Obtain updated Biosketches for all Senior/Key Personnel and Other Significant Contributors.
- Draft detailed budget - even if the grant is modular.
- Obtain administrative contact name/numbers/email for any Subawards.
- Contact the Subaward institution early to get them started on their mini proposal packet.
 - See [Checklist](#) for all required items.
 - Obtain [Institutional Profile information](#) for S2S Detailed Subaward Budgets.
- If YES to human subjects (excluding Exemption #4) - Obtain copies of CITI training certificates for all UCLA key personnel. Not needed for proposal submission, but will be needed for JIT.
- Send OCGA Analyst/Officer or DOM DRA an email to let them know you will be submitting a proposal. Include the PI name & division, agency, due date, RFA/PA #, and any proposal complications or other pertinent information.
- Get the final TITLE of the proposal early so that you can start working on all of the internal forms.
- Start EPASS, 740/700/eDGE eCOI, PI Exception Letter, etc. Obtain necessary signatures early so that it can be uploaded/submitted **prior to proposal submission**.