

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

Revised October 3, 2013

PI Name: _____

Agency _____

Due Date: _____

DOM/OCGA

Due Date: _____

Agency: _____

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?	<input type="checkbox"/> Animal <input type="checkbox"/> Human <input type="checkbox"/> Neither				
<input type="checkbox"/> Is this a revision/resubmission? ○ If so, do you have a copy of the original grant submission and the agency assigned grant number?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No	Yes	No
Yes	No				
Yes	No				
<input type="checkbox"/> Is your lab/research conducted on or off campus?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">On</td> <td style="width: 50%; text-align: center;">Off</td> </tr> </table>	On	Off		
On	Off				
<input type="checkbox"/> When do you expect 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)	<input type="checkbox"/> Detailed <input type="checkbox"/> Modular				
<input type="checkbox"/> Will the direct cost budget exceed \$500,000 in any given year?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Are there any outgoing subawards? ○ If yes, are any to foreign institutions/entities? ○ Provide the Admin contact name/info for each subawardee(s)?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/> Yes</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No				
<input type="checkbox"/> Yes	<input type="checkbox"/> No				
<input type="checkbox"/> What type of proposal is this, e.g. grant, contract, clinical trial, subaward, etc.?					
<input type="checkbox"/> Who are your key personnel/consultants/Other Significant Contributors/Consultants on this proposal? ○ 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.	<input type="checkbox"/> UCLA <input type="checkbox"/> Non-UC <input type="checkbox"/> Both _____ _____ _____ _____				

<input type="checkbox"/> Is UCLA submitting as the prime Institution? Or as a Subaward?	<input type="checkbox"/> Prime <input type="checkbox"/> Subaward
<input type="checkbox"/> Is this an electronic/web-based or hard copy paper submission?	<input type="checkbox"/> Electronic <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Is this a Multiple PI/PD proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 Key Personnel/Consultants/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](#)):
 - Obtain Performance Site information, including Congressional District and DUNS #:
 - <http://grants.nih.gov/grants/funding/phs398/performancesite.docx>
 - Obtain Institutional Profile information for S2S Detailed Subaward Budgets:
 - <http://www.research.ucla.edu/ocga/S2SGrantsInfo/doc/Institutional%20Profile%20Request%20-%20BLANK.pdf>
 - OCGA Subrecipient Commitment Form (replaces signed PHS 398 Face Page) for each subaward PRIOR to grant submission. This form is for internal OCGA/DOM DRA use only and should NOT be included in the proposal submitted to the agency:
 - http://www.research.ucla.edu/ocga/Forms/Sub_Compmitment_Form_revJuly_2013.pdf
 - Budget and Budget Justification
 - Scope of Work
 - BioSketches
 - Resources Page
 - Letters of Support
- If human subjects - copies of CITI training certificates for all UCLA key personnel.
- Send OCGA Analyst/Officer/DOM DRA an email to let them know you will be submitting a grant proposal. Include the PI name & division, agency, due date, RFA/PA #, and any proposal complications or other pertinent information in the email.
- 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. to obtain necessary signatures early so that it can be uploaded/submitted **prior to proposal submission**.