ALL ACADEMICS and STAFF

SUBJECT: Requirements for submission of Sponsored Research Proposals to the Office of Contract and Grant Administration (OCGA)

Dear Colleagues,

To maximize the chance that sponsored research proposals are successfully selected for award, it is vital that we continue to submit high-quality proposals to our sponsors. OCGA’s role in this process is to ensure that proposals incorporate all essential data, forms, and information, and that they comply with both University and sponsor requirements.

The Health Sciences and General Campus communities have benefited from a highly flexible practice by the Office of Contract and Grant Administration (OCGA), receiving proposals in response to sponsor solicitations for review, analysis and submission with very little advance notice prior to the published sponsor deadline. Increasingly, proposals are received for the first time by OCGA the day before or the same day of the sponsor deadline. This practice causes other Principal Investigator’s proposals, submitted with ample advance notice, to be set aside in order for the last minute proposals to be reviewed and submitted. This can lead to increased risk of proposals being submitted with errors, and increased rejection rates from Sponsors’ automated web services system.

Effective July 1, 2012, the following proposal submission deadlines will be enforced for all proposals submitted to OCGA. (The Health Sciences Sponsored Project Pre-Award Office (HSSPPO) and SIO’s Contract and Grant Office have implemented similarly appropriate deadline standards for their communities.)

**OCGA Proposal Submission Deadlines**

Proposal packages and documents should be sent to proposals-ocga.ucsd.edu (with cc: to the OCGA Contract Officer) no later than:

<table>
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<tr>
<th>Proposal Components</th>
<th>Grant and subaward grant activity</th>
<th>Contract and subaward contract activity</th>
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<td>Final proposal package, including draft of the sciences portion</td>
<td>8am four (4) working days prior to the sponsor’s published deadline</td>
<td>8am five (5) working days prior to the sponsor’s published deadline</td>
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<tr>
<td>Final text for the sciences portion</td>
<td>12:00 noon on the day before the sponsor’s published deadline</td>
<td>12:00 noon on the day before the sponsor’s published deadline</td>
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Proposals received by OCGA after these stated submission deadlines

- Emergency circumstances will occur. When they do, please inform your Department Business Officer as early as possible so they can provide assistance and support along with notifying OCGA. Notifying OCGA as early as possible to such emergencies allows them to anticipate and assist with the pending proposal.
- Proposals received prior to (or by) the OCGA submittal deadlines will be processed first.
- Proposals received after the OCGA submittal deadlines are not guaranteed to be successfully submitted due to
  - Errors that result in a rejection and require a resubmission to the Sponsors’ automated web services system
  - Network volume, slowing down transmission of proposal to Sponsors’ automated web services system and thus missing the sponsor due date/time.
- Periodic reports will be sent to the Chair, Director, Dean, Assistant Dean and Business Officers reflecting proposal submission data to assist with Departmental compliance.

In consideration of the growing complexity and rigor of the proposal submission process from all sponsors and the extensive volume of proposal activity, it is in the best interests of all Principal Investigators do their utmost to observe these deadlines. Doing so will enable Department/ORU staff and OCGA to ensure they are providing the PI with the highest level of service, and that a proposal can be successfully prepared, reviewed, and submitted, without errors, to meet the sponsor’s deadline.

Over the course of the next two months, OCGA will publish detailed guidelines and checklists for dissemination to Principal Investigators, Department/ORU business officers, and fund managers. These new plans will also be posted on the OCGA website, along with Frequently Asked Questions (FAQ’s). In addition, OCGA will hold brown-bag sessions for the Health Sciences and General Campus community to learn more about this process, before it becomes effective July 1, 2012. We recommend that Departments/ORUs commence a dialogue with their Principal Investigators to alert them to this new program, and to help them transition their timeline and planning process to take these deadlines into account.

For links to policies for timely submission of proposals, refer to http://ocga.ucsd.edu/Proposals/Timely_Submission.htm. If you have questions regarding the implementation of these deadlines, please contact Lynelle Gehrke by email or at X40243.

Sandy Brown
Vice Chancellor Research