FAQ’s – OCGA Timely Submission of Proposals

1. **Why is it necessary that OCGA establish deadlines for sponsored research proposals?**

   To maximize the chances that sponsored research proposals are successfully selected for award, it is vital that the campus continue to submit the highest-quality proposals to our sponsors. Last minute proposal submissions can result in not enough lead time to conduct a proper review of the proposal before it is submitted and also jeopardize the successful submission in time to meet a sponsor’s deadline.

   Additionally, the electronic submission process requires accessing the sponsor website systems/portals to submit the proposal with ample time to upload the documents, respond to errors, and potentially resubmit the proposal with sufficient time before the published deadline. Sponsors are no longer sympathetic to circumstances that lead to late proposal submissions, so if the system’s time-stamped deadline is not met, the proposal will be rejected and not considered for potential funding.

   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.

2. **Are OCGA services changing or being reduced?**

   Please be reassured that the services provided by OCGA are not being reduced. Rather: these guidelines are designed to help us improve our services to the campus research community and to better assist you in the proposal submission process.

3. **What happens if I can’t submit the proposal by the OCGA deadline? Will it not be approved for submission by sponsor due date?**

   Emergencies and unique circumstances will occur and OCGA will certainly work with everyone to make sure that all sponsor deadlines are met, within reason.

4. **Confirmation that a PI exception (if required at time of proposal submission) is in process. What does that entail?**

   Make sure that the Request for Extramural Support Form (RES) is properly marked indicating that a PI exception is required. This lets OCGA know that you are aware that a PI exception is necessary at time of proposal submission and that the Department/ORU needs to route it and have formally in-place/approval before any resulting Award can be finalized.

5. **What does the draft SOW contain?**
A concise draft descriptive statement of the research activities that UCSD will be performing/conducting on the project (i.e., it does not need to be the final version).

6. **What happens if we can’t submit a completely signed Request for Extramural Support (RES) form by the OCGA deadline or the Sponsor deadline?**

   Submit the RES with as much information as possible, and some, if not all of the signatures. Let us know when we can expect the fully completed and signed RES and also if there are any issues in having all signatures obtained on the RES. PLEASE NOTE: the Department Chair/ORU Director and MSO/DBO signatures on the RES form (including those for any participating departments/ORUs) are extremely important and represent the indicator to OCGA that the proposal has the formal endorsement to be submitted.

7. **What happens if we can’t submit a signed COI form by the OCGA deadline or the Sponsor deadline?**

   While preferred as close to the time of proposal submission as possible, the 700-U conflict of interest form (utilized for non-profit and for-profit sponsors) needs to be provided and cleared by the COI Office before any resulting Award can be finalized. HOWEVER, PLEASE NOTE: NIH, NSF, and other DHHS sponsors policy require that a 9510 COI Form be completed at time of proposal submission.

8. **What if the PI is out of town and cannot sign the RES, etc. by the deadline?**

   Please submit the RES with the signatures obtained to-date. Let us know when we can expect the fully completed and signed RES and also if there are any issues in having all signatures obtained on the RES.

9. **What happens if I get my proposal to OCGA past your deadline?**

   Please submit the proposal to OCGA as soon as you can and be sure to alert us (via phone or email) that a proposal is on the way, as well as when it is due and how it will be submitted (Grants.gov, E-mail, other on-line system/portal, etc.). This will alert OCGA staff to be on the lookout for the proposal.

10. **What happens when I don’t get enough advance notice from the agency?**

    As is the case with question number 8 above, please submit the proposal to OCGA as soon as you can and be sure to alert us (via phone or email) that a proposal is on the way, as well as when it is due and how it will be submitted (Grants.gov, E-mail, other on-line system/portal, etc.). This will alert OCGA staff to be on the lookout for the proposal.
11. **What if the subcontract site doesn’t get us the info in time?**
   Please be sure to discuss any Subcontractor site information that may not be finalized with the OCGA Contract and Grant Officer you are working with. Thorough detailed information is always optimal, and securing the official confirmation from the subcontractor site (ideally at time of proposal submission or as soon as possible immediately following submission) is key.

12. **Will you accept emailed PDF copies of the RES form?**
   Yes. This is actually preferred (i.e., there is no need to follow up with paper copies).

13. **Will you accept emailed PDF copies of the 9510 COI form and the 700-U COI form?**
   Yes. Please note, however, that UCSD’s Conflict of Interest (COI) Office will require the eventual original of the 700-U COI form, per State of Calif. law.

14. **What happens if I need to revise a budget or change another part of the proposal between the initial submission to OCGA and the final submission deadline?**
   Please submit the revisions to OCGA as soon as you can and be sure to alert us (via phone or email) that a revision is on the way. This will alert OCGA staff to be on the lookout for the revisions.

15. **What if I submit my proposals through the Health Sciences Sponsored Projects Pre Award Office (HSSPPO) or the Scripps Institution of Oceanography (SIO) Contract and Grant (C&G) Office – do these deadlines apply to me?**
   These deadlines are for all proposals submitted via OCGA. As both HSSPPO and the SIO C&G Office have similar deadline policies, please be sure to check their proposal submittal requirements. [HSSPPO Proposal Deadlines](link).