Step-by-Step: How to add a PIs Home Department when a Proposal is submitted through a different UCSD Department or Organized Research Unit (ORU)

When the Lead PI is submitting a proposal through a UCSD Department or ORU that is not the PIs Home Department (primary appointment), approval is required from the Lead Department or ORU as well as from the PIs Home department. In EPD, the Lead Department is determined by the Aggregator (individual creating the proposal record). For a list of ORUs, click here.
Step-by-Step: How to add a PI's Home Department when a Proposal is submitted through a different UCSD Department or Organized Research Unit (ORU)

Step 1: Add the PI in the Investigators/Key Persons Screen and then click on ‘Details’

Step 2: Click on ‘Add Unit’ under the Unit Details section to search for the PI's home unit, click on ‘Search’, enter the criteria for your search (i.e. Unit Number or Unit Name), click on ‘Search’
Step 3: Click on the ‘Unit Number’ or ‘Unit Name’ link

Step 4: Click on ‘Save’ and then ‘Return to Investigator’