



February 20, 2015

As announced in the Research Administrator's Forum (RAF) on February 12, 2015, effective immediately, all proposals requiring OCGA review and submission should be routed to the OCGA Proposal Intake Team proposals@research.ucla.edu.

All proposals routed to the OCGA Proposal Intake Team must include the following in the subject line of the e-mail:

"Proposal for Review: Sponsor Name, PI Name"

Depending on the preparation/submission method, include the following information and/or attachments in the e-mail to the OCGA Proposal Intake Team:

For proposals prepared using S2S Grants (Cayuse); include the following:

- "Proposal Name" from S2S Grants (e.g. *FML*, *Bruin*, *PA-15-001*, *Plasma R01 – New*)
 - *FML* = First, Middle, Last initial of reviewer
Reviewer should be your OCGA Officer or Analyst, or DRA
 - *Bruin* = PI Last Name
 - *PA-15-001* = Sponsor Funding Opportunity Number
 - *Plasma R01 – New* = Any other user information for preparer and/or PI
- With this identifying information, OCGA will retrieve the corresponding proposal and internal documents from S2S Grants.

NOTE: All OCGA required internal documents should be uploaded in S2S Grants in the "Proposal Summary/Documents" section.

For proposals prepared using any other electronic system (e.g. NSF FastLane, NIH ASSIST, Proposal Central, NASA NSPIRES, CIRM); include the following:

- Indicate the electronic system used.
- OCGA will retrieve the proposal from the system.
- If system limitations restrict OCGA access to the proposal, attach a PDF copy of the full proposal document.
- All OCGA required internal documents.

For all other submission methods; include the following:

- A copy of all required proposal documents.
- All OCGA required internal documents.

Upon receipt, the OCGA Proposal Intake Team will confirm that the documents above are included, and respond to the sender and PI identifying the OCGA Officer or Analyst to whom the proposal has been assigned.

The OCGA Proposal Intake Team provides a central point of entry for all OCGA proposals, and we look forward to the success of this new process as we work together to ensure timely and efficient proposal receipt, review and submission.

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