

## Semel Institute Proposal Submission Policy

### Purpose

This policy outlines the Semel Institute's requirements for submitting proposals for external funding, in alignment with [UCLA Policy 909](#): Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University.

### Policy Overview

The **UCLA Office of Contract and Grant Administration (OCGA)** requires proposals to be submitted at least **five (5) business days** before the sponsor's deadline for institutional review and approval. The Semel Institute enforces this timeline to ensure timely, complete, and compliant submissions.

### Why This Matters

UCLA must comply with sponsor guidelines, solicitation requirements, and federal regulations (e.g., OMB Uniform Guidance). Adequate lead time allows the **Office of Research Opportunity & Strategy (OROS)** to review proposals for compliance and quality, increasing the likelihood of successful submissions.

Proposals submitted without prior OROS review may be withdrawn at the discretion of the Chair and OCGA.

### Proposal Review Process

1. PI or administrator emails [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu) when considering a submission, or submits an [Intent to Submit](#).
2. OROS provides a timeline as well as the [OROS Proposal Preparation Matrix](#), and if applicable, the [TDG Checklist](#) or [CTC&SR Checklist](#).
3. PI or administrator submits EPASS and required documents via the [EPASS system](#).
4. PI or administrator notifies the OROS reviewer and/or [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu) via email when ready for review.
5. OROS will review within 2 business days and return a list of required corrections.
6. Once addressed, OROS or OCGA/TDG/CTC&SR will submit the proposal per the applicable deadline.

**Late Submissions:** If [minimum documents](#) are not received via the EPASS system by the 5-day deadline, the OROS team will notify the PI and the administrator regarding the consequences of late submission.

### Consequences of Late Submission:

- Reviewed only after all on-time proposals
- May receive only a cursory compliance review
- Risk of rejection by sponsor systems
- Limited time for corrections
- Potential delays in award processing

At fiscal year-end, the Department Chair and Director of Research Administration will meet with PIs who frequently miss internal deadlines to understand barriers to timely submission, develop resources aimed at improving proposal support, and discuss strategies to reduce late submissions.

### Resources

- [CTSI Sample Grants Library](#)
- [List of Sponsors Subject to Salary Cap](#)
- [OROS Decision Support Tool for Contracts](#)

### Questions?

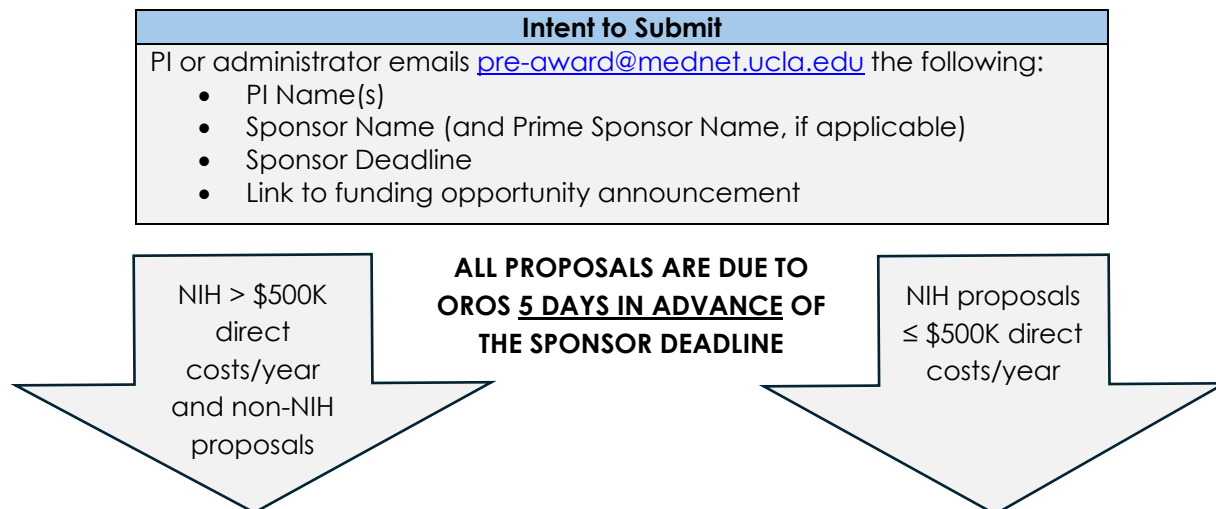
**General:** Contact [OROS Pre-award](#) or [Anna Lau](#)

**Office of Contract and Grant Administration:** Contact [Proposal Intake](#) or [Award Intake](#) (Please include a PATS number if available)

**Technology Development Group:** Contact [TDG](#) or [Elina Kreditor](#) (Please include an ISR number if available)

**Clinical Trials Contracts & Strategic Relations:** Contact [CTC&SR](#) or [Ann Ciminera](#) (Please include an IRB number if available)

## Submission Deadline Workflow



**OROS Review + [OCGA/TDG/CTC&SR](#) Submission**

A review-ready proposal must include the following items:

- [Completed EPASS](#)
- Sponsor guidelines
- Sponsor forms requiring OCGA, TDG or CTC&SR signature
- Final [budget and justification](#) (including internal Excel budget)
- Draft scope of work\*
- [PI exception approval](#) (if applicable)
- [Sub-award documents](#) (if applicable)
- [Conflict of interest documentation: OCGA FCOI decision tool](#)

**\* If using [Cayuse](#), OCGA requires a draft abstract.**

**OROS Review & Submission ([NIH only](#))**

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- Final [budget and justification](#) (including internal Excel budget)
- Draft scope of work\*
- [PI exception approval](#) (if applicable)
- [Sub-award documents](#) (if applicable)
- [Conflict of interest documentation: OCGA FCOI decision tool](#)
- Completed NIH application in Cayuse or ASSIST (all sections final except Specific Aims, Research Strategy, and References, which may be finalized by 9 AM on the deadline day)

Once all bulleted documents are uploaded to EPASS, PI or administrator submits EPASS **and** emails OROS reviewer and/or [preaward@mednet.ucla.edu](mailto:preaward@mednet.ucla.edu) to notify OROS that proposal is ready for review.

### [Mentored Career Awards Support](#)

For early-career researchers submitting mentored grants (e.g., K Awards, VA CDAs, Foundations), Semel offers a pre-review service by the Implementation Committee for Next Generation Success Co-Chairs listed below. Contact at least **Eight (8) weeks** before the sponsor deadline:

- **Emily Ricketts** – [ERicketts@mednet.ucla.edu](mailto:ERicketts@mednet.ucla.edu)
- **Sung-Jae Lee** – [SJLee@mednet.ucla.edu](mailto:SJLee@mednet.ucla.edu)