

## **09-007 HINTS AND TIPS**

### **SUBMITTING PROPOSALS TO THE CALIFORNIA INSTITUTE OF REGENERATIVE MEDICINE (CIRM)**

Faculty who are planning to submit proposals to CIRM are advised that the submission procedure is complex. Although CIRM identifies its awards as grants, they are processed as contracts in OCGA, as are all awards from State of CA agencies. As a result, CIRM proposals are handled by Contract and Grant Officers rather than Grant Analysts. We recommend the following:

- If you are planning to submit a proposal, contact your Contract and Grant Officer immediately.
- Read the instructions in the applicable RFA before initiating proposal preparation.
- Refer to the CIRM Grants Administration Policy for Academic and Non-Profit Institutions in preparing the proposal:  
<http://www.cirm.ca.gov/reg/default.asp>
- Note that calculation of Facilities and Administrative costs for most CIRM programs is unusual and OCGA will provide information as to how to do the calculation. .
- CIRM policy may be updated periodically.
- CIRM programs are subject to various salary caps
- Plan extra time for the management of awards.

The directory of Contract and Grant Officers may be found at  
<http://www.research.ucla.edu/SRassn.htm>