

How To Submit A Proposal To OCGA

All proposals requiring OCGA review and submission should be routed to the OCGA Proposal Intake Team proposals@research.ucla.edu.

And **must** include the following **subject line** of the e-mail:

“Proposal for Review: Sponsor Name, PI Name”

Include the following information and/or attachments in the e-mail to the OCGA Proposal Intake Team for the following preparation/submission methods

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.

Proposals prepared using sponsor required system (e.g. Proposal Central, NASA NSPIRES, CIRM);

- 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.

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.

NOTE: For S2SGrant, All OCGA required internal documents should be uploaded in S2S Grants in the “Proposal Summary/Documents” section to expedite intake