

August 15, 2014

Dear Colleagues,

I am pleased to announce the launch of the **OCGA Master Training Calendar**. Presented by subject matter experts, this new training opportunity offers monthly, 90 minute sessions on focused topics of interest to the UCLA research administration community.

These regularly-scheduled sessions are held the first Thursday of the month (with a few exceptions), beginning September 4, 2014 in the Kinross Building, Room 210 from 10:30 – noon. There is no cost to attend these sessions, but we encourage attendees to RSVP for planning purposes.

The OCGA Master Training Calendar is available on the OCGA website at:  
<http://www.research.ucla.edu/ocga/training-calendar.html>.



**UCLA OCGA**  
Office of Contract and Grant Administration

### OCGA Master Training Calendar

**September 2014 - June 2015**

First Thursday of the Month  
210 Kinross  
except January 2015 (second Thursday)

Month	Day	Topic
July '14	1	
August '14	1	
September '14	4	Filling out the EPASS: What is it, when is it required and how to complete
October '14	2	Compliance: The Who, What, When and Why
November '14	6	What Constitutes a Complete Proposal Package?
December '14	4	Post Submission – Pre Award

**Click anywhere on a specific month for details and to RSVP**

**2014 November**

Topic	<b>What Constitutes a Complete Proposal Package?</b>
Date/Time	Thursday, November 6, 2014, 10:30 a.m. - Noon
Location	11000 Kinross Avenue, Suite 210
Presenter	Johnny Kidd, Johanna Haraway, Yessenia Sarmiento
Summary	This session will address elements of a proposal needed to initiate a review. We will review and discuss minimum requirements for review and submission. This session is appropriate for anyone with responsibility for sending proposal materials to OCGA.
	<a href="#">RSVP Form</a>

**Link to RSVP**

I hope you will take advantage of this exciting new program and we look forward to seeing you in September.

Sincerely,

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