

To: UCLA Deans, Directors, Department Chairs, Administrative Officers and Faculty

Dear UCLA Research Community:

The Office of Contract and Grant Administration (OCGA) and the staff of the Research Policy and Compliance (RPC) unit of my office will be moving to the 3rd floor of the Kinross Building on Friday, September 14 and Monday, September 17. Extramural Fund Management (EFM) will be relocated to the 3rd floor of the Kinross Building on Tuesday, September 18 and Wednesday, September 19. With the completion of these moves, the various offices within Research Administration, and the Office of Intellectual Property & Industry Sponsored Research will all be located in a single building.

I ask the UCLA research community's cooperation and support during this period of transition. To the greatest extent possible all proposals due between September 14 and September 18 should be sent to OCGA for submittal by Wednesday, September 12. So we can ensure that critical proposal submission deadlines are met, we ask that you or your departmental staff immediately notify the contract and grant team working with your area to discuss any special considerations you may need. We anticipate that the move will result in only minimal delays in processing awards, submitting financial reports, and similar non-urgent transactions. I hope that by working together this will be a smooth transition and that we can minimize the number of disruptions that result from this move.

During the move, OCGA, EFM and RPC staff will not have phones and access to computers will be very limited. When the phones are re-connected, the existing numbers will be unchanged.

Mail for OCGA, EFM and RPC should be sent to the mailing addresses below.

Off-campus:
11000 Kinross Avenue, Suite 102
Box 951406
Los Angeles, CA 90095-1406

On-campus:
102 Kinross Building
Mail code: 140607

I apologize in advance for any inconvenience and appreciate your understanding.

Sincerely,

Roberto Peccei
Vice Chancellor for Research

cc:

James R. Greenwood, Asst. Vice Chancellor for Research - Administration
Ann M. Pollack, Assistant Vice Chancellor - Research
Linda Lee, Director, Office of Contract and Grant Administration
Evelyn Balabis, Director, Extramural Fund Management