

## OUR MISSION

Sponsored Programs assists the campus research community with its efforts to secure extramural funding while promoting proper stewardship of those funds.

## THE AWARD PROCESS

### Notice of Award

Submit notice of award in the method most convenient to you:

- Hand carry to Sponsored Programs
- E-mail to [awards@ucdavis.edu](mailto:awards@ucdavis.edu)
- Electronically submit via eDocuments (eDocs) at <http://research.ucdavis.edu/edocs>
- Send by USPS mail or courier
- Drop at Sponsored Programs drop box
- Fax to (530) 752-0333
- Inter-office mail—if not time-sensitive

Administrative Services will timestamp, assign the award to an analyst for review, and send e-mail confirmation to you.

### Review & Feedback

The assigned analyst will review the package to ensure completeness and adherence to applicable university and regulatory requirements. If the analyst identifies outstanding elements, you will receive an e-mail requesting the items.

### Negotiation & Execution

The analyst will review terms and conditions—especially for adherence to university policy—negotiate the agreement, and secure contracts with the sponsor and subcontractors, if any.

Some awards are straightforward, while others are complex. Therefore, duration of negotiations will vary. The analyst will keep you informed of progress during negotiations.

When the award is secured, you will receive an e-mail-generated automated survey, Sponsored Programs Customer Survey, for your feedback and comments. We highly value your input and make every effort to maintain a high level of customer service.

## UC OFFICE OF THE PRESIDENT POLICY

University of California policy requires the submission of proposals through Sponsored Programs, who works with project directors and investigators to ensure that proposals meet applicable regulations.

**UC Policy No. 95-01:** It is the policy of the University of California that employees who receive any part of their salary through the university, or whose activities use any university resources or facilities, must submit their proposals for extramural support through the appropriate local contracts and grants office. Awards must be made to The Regents of the University of California. This requirement is necessary to insure that all research and other extramurally funded projects conducted by university employees, or with the use of university resources or facilities, are approved by the appropriate university contracts and grants office and comply with relevant university policies and guidelines, including but not limited to those governing:

- Integrity in research
- Appropriateness of the activity to the university
- Protection of human and animal subjects and the environment
- Use of university facilities
- Adherence to personnel policies
- Compensation plans
- Intellectual property
- Conflicts of interest
- Recovery of direct and indirect costs
- Liability insurance and indemnification, and
- Medical malpractice coverage.

### CONTACT US

With general inquiries, for proposal submission, and for notice of award, please contact Sponsored Programs Administrative Services.

**Telephone** (530) 754-7700

**Fax** (530) 752-0333

**E-mail** ■ **General Inquiry** [vcresearch@ucdavis.edu](mailto:vcresearch@ucdavis.edu)  
■ **Proposal Submission** [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu)  
■ **Notice of Award** [awards@ucdavis.edu](mailto:awards@ucdavis.edu)

To discuss an active proposal or award, please contact the assigned analyst directly. See our website for the staff directory, proposal submission information, links, and forms.

**Website** [www.research.ucdavis.edu](http://www.research.ucdavis.edu)

**Address** 1850 Research Park Drive, Suite 300  
Davis, CA 95618

# PARTNERING WITH YOU ON AWARDS

WORKING WITH  
SPONSORED PROGRAMS  
TO SECURE AWARDS

**UC DAVIS**  
**OFFICE OF RESEARCH**



## CHECKLIST FOR AWARD REVIEW

During the award process, the analyst first ensures that required elements are in place—to expedite review and negotiations, and to ensure the award is secured. The analyst relies on the Sponsored Programs checklist, Pending Recommended & Mandatory, outlined below.

While sponsors have specific requirements, general requirements include the following, when applicable:

- Institutional Review Board (IRB) approval
- Institutional Animal Care and Use Committee (IACUC) approval
- Biological Use Authorization (BUA), if rDNA or pathogenic agents
- Form 700-U, Statement of Economic Interests for Principal Investigators
- PI concurrence
- Informed participation
- Approval to conduct stem cell research
- Approval for use of anatomical specimens
- Data Sheet (if not already on file)
- Award budget

If there are outstanding requirements, the analyst will contact you, describe the requirement, provide additional information (or links to policy and forms), and request your follow up.

## CAMPUS ROLES & RESPONSIBILITIES

Administrative	Fiscal	Technical
<b>Department – Principal Investigator</b>		
Develop complete, timely proposals	Manage project funds, including subcontractor funds	Ensure scientific integrity and manage projects
Prepare technical, invention, progress, and other reports to sponsors	Authorize expenses  Certify personnel effort and approve cost-share transactions	Manage subcontractor progress
<b>Department – Administrative Support</b>		
Assist with development of proposals	Create DaFIS accounts for awards	
Prepare socio-economic and equipment reports to sponsors	Verify effort commitments  Set up cost-sharing accounts	
<b>Extramural Funds Accounting</b>		
Prepare financial reports  Prepare invoices	Approve DaFIS accounts for awards	
<b>Sponsored Programs</b>		
Review and approve proposals		
Negotiate awards and sub-awards		
Verify and approve sponsor reporting		