

OUR MISSION

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

THE PROPOSAL PROCESS

Proposal Preparation

For your reference, the proposal-preparation process is mapped on the inside pages. You can find updates and related information on the Sponsored Programs website.

For submission to Sponsored Programs, a complete proposal package (whether printed or electronic) includes a proposal prepared in accordance with sponsor and university policies, absent errors, ready for signature and submission to the sponsor. At a minimum, the package will include (1) a Data Sheet, (2) signature/cover page, (3) final budget with justification, and (4) Scope of Work (either draft or final).

Proposal Submission to Sponsored Programs

Submit your proposal and related materials using the method most convenient to you:

- Hand carry to Sponsored Programs
- E-mail to proposals@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 proposal to an analyst for review, and send e-mail confirmation to you.

Review & Feedback

The 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.

Proposal Submission to Sponsor

Once review is complete, the analyst will secure Sponsored Programs sign off, then electronically submit the package or contact you to pick up for submission.

When the proposal is submitted, 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
■ **Proposal Submission** proposals@ucdavis.edu
■ **Notice of Award** 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

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

PARTNERING WITH YOU ON PROPOSALS

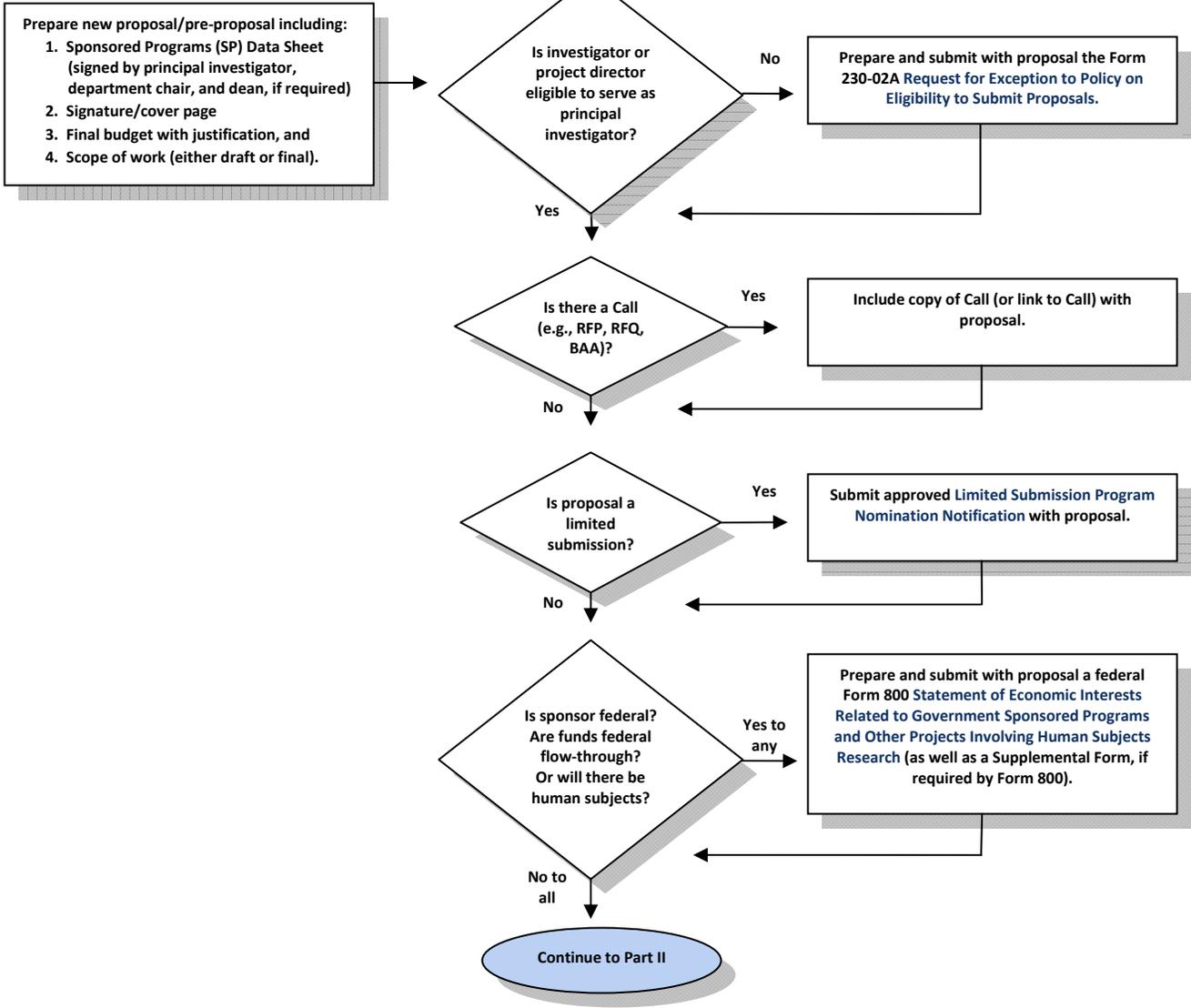
WORKING WITH
SPONSORED PROGRAMS
TO PREPARE AND SUBMIT PROPOSALS

UCDAVIS
OFFICE of RESEARCH

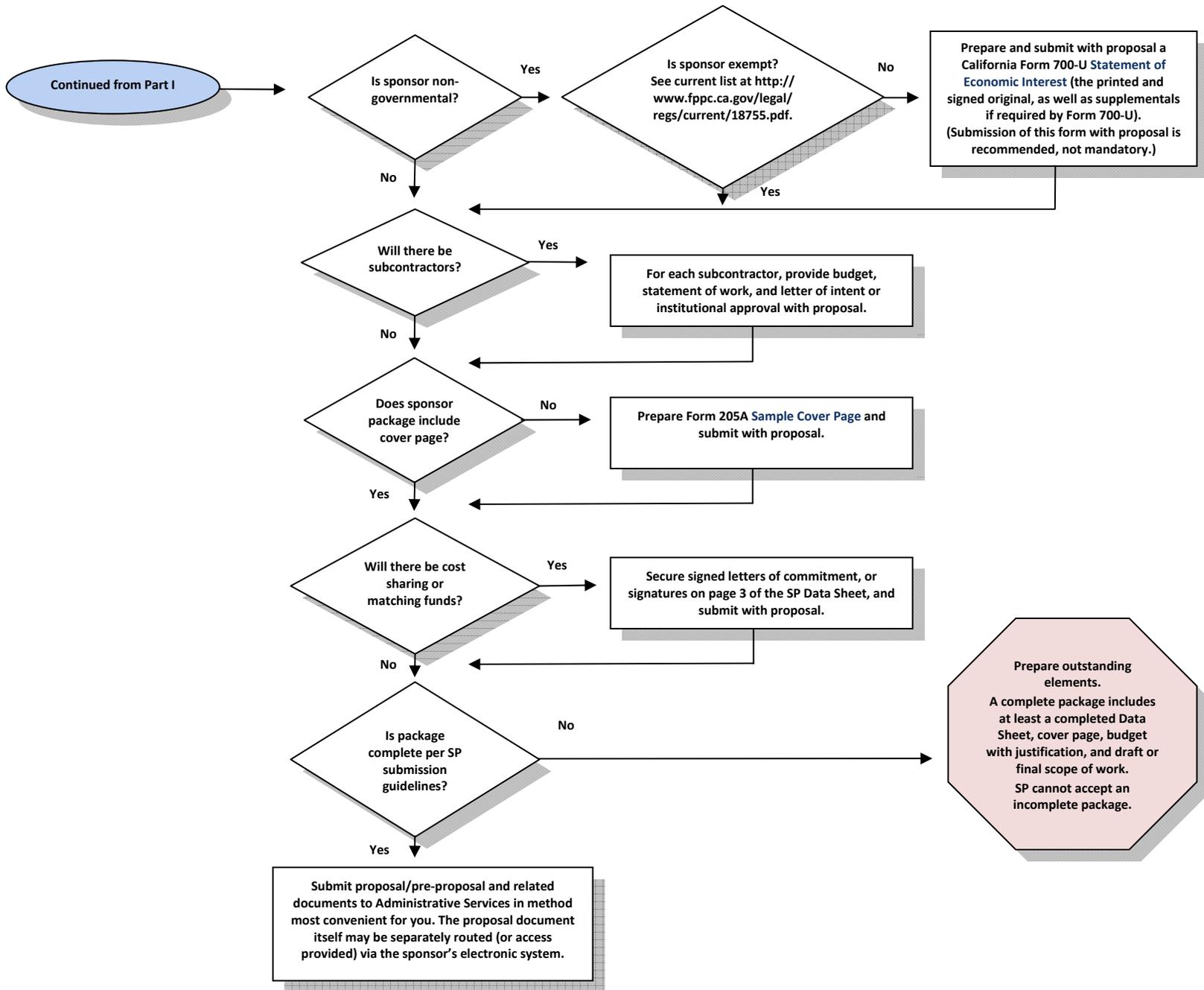
THE PROPOSAL PREPARATION PROCESS ■ PART I

OBJECTIVES

- Ensure the proposal package is complete.
 - Reduce turnaround time and labor—for yourself and for Sponsored Programs.
- Expedite submission to the sponsor.
 - Improve the rate of award.



THE PROPOSAL PREPARATION PROCESS ■ PART II





CHECKLIST FOR PROPOSAL REVIEW

During the proposal process, the analyst first ensures that required elements are in place—to avoid delays, ensure that the package is complete and accurate, and submit to the sponsor on time. 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:

- Final Scope of Work
- PI eligibility
- Institutional eligibility
- Lead PI and Chair/Director certification; Dean and other department approval
- Limited submission selectee documentation
- Subcontractor information (i.e., budget and justification, scope of work, institutional approval)
- Cost-sharing certification
- Budget and budget justification, including:
 - PI minimum effort
 - Appropriate indirect cost rate
 - Accurate calculations
 - Graduate student fees and nonresident tuition
 - Subcontractor costs
 - Allowable and allocable costs
- Form 800, Statement of Economic Interests Related to Government Sponsored Programs and Other Projects Involving Human Subjects Research
- Informed participation
- Institutional Review Board (IRB) approval (recommended at time of proposal submission)
- Institutional Animal Care and Use Committee (IACUC) approval (recommended)
- Biological Use Authorization (BUA), if rDNA or pathogenic agents (recommended)
- Form 700-U, Statement of Economic Interests for Principal Investigators (recommended)

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 |
|---|--|---|
| Department – Principal Investigator | | |
| 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 |
| Department – Administrative Support | | |
| 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 | |
| Extramural Funds Accounting | | |
| Prepare financial reports | Approve DaFIS accounts for awards | |
| Prepare invoices | | |
| Sponsored Programs | | |
| Review and approve proposals | | |
| Negotiate awards and sub-awards | | |
| Verify and approve sponsor reporting | | |