UCLA EPASS
Extramural Proposal Approval And Submission Summary

2A. EPASS System Login and PI Selection			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	PI (Select PI)		Select the PI from the list. If more than one PI with the same name exists, confirm correct PI using their UID. If the PI does not appear in the list, click the "here" hyperlink to enter the PI information manually. Be sure to add the proposed start date in the "Remarks" section.
	Preliminary Proposal		Select Yes or No if this is a white paper submission, letter of intent to submit or preliminary proposal. This will lead to a truncated version of the EPASS System, as all fields are not required
	Due Date and Time		Use the calendar to select the due date of the proposal. The date may also be manually entered. In addition, Indicate the time the application is due to the sponsor only in Pacific Standard Time.
	Deadline Type		Select the applicable deadline type from the drop-down menu.
	Preparer		Select the name of the EPASS Preparer. Communications regarding the EPASS will be sent to this individual

2B. Preliminary Proposal			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
			As these questions are included in the full EPASS system, the detailed instructions not required.

2C. Investigators			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	PI		This will be auto-populated from the previous step.
	Co-PI/Multiple PI #1 Co-PI/Multiple PI #2		Select other UCLA Principal Investigators or Co-PIs as defined by UCLA Policy 900. If more than one PI with the same name exists, confirm correct PI using their EIN. If the PI/Co-PI does not appear in the list, click the "here" hyperlink to enter the PI information manually.
	Fellow (If an Individual Fellowship)		If the EPASS pertains to an individual fellowship, provide the name of the fellow, and list the mentor/advisor as PI. In addition, provide the Employee ID, Email and Phone number for the Fellow.

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2C. Department Information			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Is this a DRA Submission?		Check “Yes” if proposal will be submitted by a Departmental Research Administrator (DRA). If not, click “No”. Take note of the submission requirements in the Attachments Tab. You will be required to confirm whether this proposal has been submitted in the “Review Screen”.
	Is this EPASS being created for an award that has already been received?		Check “Yes” if an award for this proposal has already been received. This will lead to additional questions. • Is there an associated PATS Number?: Has this award been sent to the OCGA Award Intake Team and a PATS record created? If yes, enter it in the space provided. A section will also appear to upload a copy of the Award Documnt.
	Administering Department		Select the name of the UCLA department/unit/ORU that will have primary responsibility for administering the award. This may or may not be the PI's home department.
	Mail Code		Enter the UCLA Mail Code for Administering Department.
	Account Number		Provide an appropriate department account number (e.g., 44XXXX, 78XXXX, 40XXXX) to be assigned if an award is issued in response to this proposal. Only one number should be listed that corresponds to the *primary* activity of the project
	Cost Center		Enter the applicable cost center if the administering department uses these designations; otherwise, enter “N/A”.
	Recharge ID#		Provide a Recharge ID to be used in the event OCGA needs to ship documents related to the proposed project.
	Department Contact		Provide contact information for the departmental administrator who is familiar with the proposal and can respond to questions from OCGA/OIP-ISR/CTCU regarding the proposal and/or resulting award. If the pre-award contact is different from the post-award contact, provide additional contact information in “Remarks” field of the **Attachments** tab.
	Department Contact phone number		
	Department Contact Email		

	Department Unit/Email		If the administering department/unit has a single e-mail address for all proposal/award related correspondence, enter it here.
	Services of a Campus Center or ORU?		If the proposal is affiliated with or uses the resources of a campus Center(s) and/or Organized Research Unit(s), select the supporting center or ORU from the drop-down list.
	If Other/Center Institute		If “Other” is selected, identify the supporting Center(s) or ORU in the text field.

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2E. Proposal Information			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Proposal Title		Enter the title as it appears on the proposal face page/cover sheet.
	Is this COVID-19 Subject Matter?		Select Yes if the subject matter of this research proposal is COVID-19.
	Project Begin Date		Enter the dates (month/day/year) of the proposed project period *start* based on sponsor guidelines or in consultation with the PI.
	Project End Date		Enter the dates (month/day/year) of the proposed project period *end* based on sponsor guidelines or in consultation with the PI.

2F. Types			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Special Program Type	*Special Program Type Selections*	Select "Not Applicable" or the special program type from the drop-down menu based on the descriptions provided.
		Not Applicable	Indicates the award or proposal does not have a special program type.
		SBIR	Small Business Innovative Research - Federal program designed to support small business concerns conducting innovative research/research & development with potential for commercialization in partnership with a large business or educational institution. The small business is the prime grantee or contractor and the university is the subgrantee/subcontractor.
		STTR	Small Business Technology Transfer - Federal program designed to support cooperative research/research & development with potential for commercialization, through a formal cooperative effort between a small business and a U.S. research institution. The small business or research institution can be the prime grantee or contractor.
		Tobacco Industry	Indicates proposal is to be submitted in Tobacco Industry sponsor, which requires special review and reporting to UCOP.
		UC Program	Any UC-funded program.
		UC Discovery	A former UCOP-funded program that matched industry funding against UCOP funding.
		Limited Submission	Indicates this proposal is the one or one of only a few that was nominated for submission from UCLA. These proposals must be approved for submission, as the sponsor accepts a limited number from each institution.
		CDA/NDA	A formal agreement between UCLA and an outside entity that protects the confidential information generated at UCLA and/or that of our outside collaborators.
		Master Agreement	An agreement reached between parties, in which the parties agree to most of the terms that will govern future transactions or future agreements.
		MOU	Memorandum of Understanding is an agreement that details the terms and conditions that will govern and be referenced in future contracts between two parties.
		DUA or DTUA	Data Use Agreement or Data Transfer and Use Agreement is an agreement that details the conditions under which data may be shared between parties.

		Teaming Agreement	An agreement that details the conditions under which the parties will collaborate. For example, a collaborative proposal development effort. Generally, not a funding mechanism.
	Award Type	*Award Type Selections*	Select the anticipated type of funding mechanism from the drop-down menu based on the descriptions provided below:
		Contract	Agreement to provide support for research or other activities in return for a set statement of work or deliverables.
		Cooperative Agreement	An award in which the funding agency remains involved in the research or project during its performance by the receiving entity.
		Grant	A financial assistance mechanism to support the conduct of research or other activities as described in a general scope of work.
		Other Transaction Agreement	Other Transactions (OTs) are legally binding instruments that may be used to engage industry and academia for a broad range of research and prototyping activities. OTs are typically defined by what they are not: they are not standard procurement contracts, grants, or cooperative agreements. As such, they are generally not subject to the federal laws and regulations that apply to government procurement contracts (e.g., FAR/DFARS). Definition.
		OTA Subaward	Subaward Agreements under a Prime Other Transaction Agreement (OTA) to another entity that provides support to UCLA. This Subaward may be used to engage industry and academia for a broad range of research and prototyping activities.
		Subcontract	Agreement under a prime contract to another entity that provides support to UCLA for research or other activities in return for a set statement of work or deliverables.
		Subgrant	Agreement under a prime grant award to another entity that provides financial assistance to UCLA to support the conduct of research or other activities as described in a general scope of work.
	Proposal Types	*Proposal Type Selections*	Select the appropriate Proposal Type from the drop-down menu based on the descriptions provided below.
		Competitive Renewal	A competitively reviewed proposal requesting additional funds and an additional project period beyond the current project period.
		Modification/Amendment	Modification to an existing fully-executed grant or contract.
		New	A new proposal.

		Preliminary Proposal	A brief description, usually 2-10 pages, of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal. Also termed "pre-proposal".
		Resubmission - New	A proposal that is a resubmission of a previously declined proposal.
		Resubmission - Competing Renewal	A proposal that is a resubmission of a competitive renewal that was previously declined.
		Supplement	A separate proposal for additional funding and scope to be added to a fully-executed grant or contract.
		Transfer (In)	An award that is being transferred from another institution to UCLA.
	Program Type	*Program Type Selections*	Select the type of sponsored project activity from the drop-down menu based on the descriptions provided
		Applied Org Research	Research to determine and expand the potential of new scientific discoveries or improvements in technology, materials, processes, methods and devices, and attempts to advance the state of the art.
		Basic Org Research	Research directed toward an increase of knowledge where the primary aim of the investigation is a fuller knowledge or understanding of the subject under study rather than a clear or direct practical application.
		Capital Program	Conceptualization, planning, design and construction of capital improvement projects, including financial strategies, architectural design, review of plans and specifications, environmental reviews, construction contracts and agreements, and staging plans.
		Clinical Research	Medical science that determines the safety and effectiveness of medications, devices, diagnostic products and treatment regimens intended for human use. These may be used for prevention, treatment, diagnosis or for relieving symptoms of a disease.
		CT Device	Industry funded or device provided by Sponsor, controlled, clinical testing in human subjects of investigational device(s)/equipment/contrast agent(s) to assess safety, efficacy, benefits, costs, adverse reactions, and/or outcomes.
		CT Drug	Industry funded or drug provided by Sponsor, controlled, clinical testing in human subjects of investigational new drug(s) to assess safety, efficacy, benefits, costs, adverse reactions, and/or outcomes.
		CT Gene Therapy	Industry funded, controlled, clinical testing in human subjects of gene therapy to assess safety, efficacy, benefits, costs, adverse reactions, and/or outcomes.

		CT Gov./Non-profit	A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. See Common Rule definition of research at 45 CFR 46.102(d) See Common Rule definition of human subject at 45 CFR 46.102(f) The term "prospectively assigned" refers to a pre-defined process (e.g., randomization) specified in an approved protocol that stipulates the assignment of research subjects (individually or in clusters) to one or more arms (e.g., intervention, placebo or other control) of the clinical trial. An intervention is defined as a manipulation of the subject or subject's environment for the purpose of modifying one or more health-related processes and/or endpoints. Examples include, but are not limited, to: drugs/small molecules/compounds, biologics, devices; procedures (e.g., surgical techniques); delivery systems (e.g., telemedicine, face-to-face); strategies to change health-related behavior (e.g., diet, cognitive therapy, exercise, development of new habits); and, treatment, prevention, and diagnostic strategies. A health-related biomedical or behavioral outcome is defined as the pre-specified effect of an intervention on the study subjects. Examples include positive or negative changes to physiological or biological parameters (e.g., improvement of lung capacity, gene expression); psychological or neurodevelopmental parameters (e.g., mood management intervention for smokers; reading comprehension and/or information retention); disease processes; health-related behavior; and, well-being or quality of life Biomedical clinical trials of an experimental drug, treatment, device, or behavioral intervention may proceed through four phases: Phase I. Tests a new biomedical intervention in a small group of people (e.g. 20-80) for the first time to determine efficacy and evaluate safety (e.g., determine a safe dosage range and identify side effects). Phase II. Study the biomedical or behavioral intervention in a larger group of people (several hundred) to determine efficacy and further evaluate safety. Phase III. Study to determine efficacy of the biomedical or behavioral intervention in

			large groups of people (from several hundred to several thousand) by comparing the intervention to other standard or experimental interventions as well as to monitor adverse effects, and to collect information that will allow the interventions to be used safely. Phase IV. Studies conducted after the intervention has been marketed. These studies are designed to monitor the effectiveness of the approved intervention in the general population and to collect information about any adverse effects associated with widespread use.
		CT In Kind	Test article (i.e. drug or device) without funding.
		CT PI	A clinical trial where the PI authors the protocol and industry is funding to study drug(s) and/or device(s).
		CT Other	Industry funded, controlled, clinical testing in human subjects to assess safety, efficacy, benefits, costs, adverse reactions, and/or outcomes. This option is used when other CT options do not apply, could include but is not limited to core lab services agreement, registry agreements.
		Dev Org Research	Research concerned with the systematic use of scientific and technical knowledge in the design, development, testing or evaluation of potential new products or services.
		Equipment	An award for the purchase or fabrication of tangible nonexpendable property and having a useful life of more than one year.
		Individual Fellowship	A financial and intellectual reward for a student's personal and academic achievements, as well as the recognition of future potential. These awards generally include a stipend paid to the student and may also include payment of fees and other educational costs.
		Other Org Research	Research that does not meet the definition of Basic, Applied, or Developmental.
		Other Service	An agreement for services which the University provides or makes available which do not fit within the categories of training or public service, such as the use of University facilities by for-profit entities.

		Personnel Agreement/IPA	A funding reimbursement mechanism to enable UCLA personnel to perform activities at a non-UC agency for a defined period of time.
		Public Service	An award that provides support for the purpose of organizing, establishing, providing, or enhancing the delivery of services to a particular community or non-university audience.
		Research Training	Training of UCLA students and/or employees in the scientific techniques used while conducting research (e.g NIH Diversity Supplements and K-awards, NSF REU Supplements).
		Training	An award for the instruction of university students and/or employees in research or in the techniques or practices pertinent to a particular academic discipline.
		Visiting Scientist	Agreement that details the conditions under which a scientist/academic from another entity will visit a department or school within UCLA for scholarly work.
	If this Proposal Relates to an Existing Award or Master Agreement	*Related Proposal Selections*	
		Not Applicable	Indicates the proposal is not related to an existing award or Master Agreement.
		Continuation	A non-competitive continuation of an existing award, sometimes known as progress report.
		Modification/Amendment	Modification to an existing fully-executed grant or contract.
		No-cost extension	An extension of the existing fully-executed grant or contract without funding.
		Option	A priced and scoped component of a contract that is negotiated at the time of contract execution but is not committed funding. Sponsor may "exercise the option" by formally modifying the agreement after execution to fund a particular option.
		Master Agreement/Task Order	*Master Agreement:* A contract where the parties agree to terms and conditions that will govern future transactions. *Task Order:* A discrete, project-specific agreement that generally includes a scope of work and budget, but not other terms and conditions as those would have been agreed to in the master agreement.

		Supplement	A separate award with additional scope and funding that is issued by the sponsor as an addition to a current award. In most cases, a separate proposal was submitted in order to request these funds.
	Current Sponsor Award Number		If the proposal relates to an *existing* proposal/award, provide the current sponsor award or other ID. This field may be blank if there is no related award.

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2G. Sponsor Information

	EPASS Question	Selection Options (If a Dropdown)	Instructions
	Sponsor Name		Select the name of the entity to which UCLA is submitting the proposal. If the Sponsor does not appear in the list, click the "here" hyperlink to enter the sponsor name manually.
	Contact (name, phone, email)		Enter the name, phone number and e-mail address of the individual to whom the proposal, or questions related to this proposal, should be directed. This field is not required, but may be helpful with private non-profit sponsors or pass-through entities.
	URL		Provide the URL for the Sponsor website.
	Sponsor Due Date		Indicate the date the application is due to the sponsor. For subawards, the sponsor is defined as the entity to which UCLA is submitting the proposal. If no deadline or "ASAP" is indicated, a standard deadline of five business days from date of receipt will be used.
	Time		Indicate the time the application is due to the sponsor only in Pacific Standard Time.
	Deadline Type		Select the applicable deadline type from the drop-down menu.
	Sponsor Guidelines and/or FOA/RFA/RFP		Check "Yes" or "No" to indicate whether the sponsor has issued guidelines and/or an opportunity number. Instructions via e-mail are also considered as sponsor guidelines. If yes, section will appear to allow the uploading of the Sponsor Guidelines.
	Name/Number		Provide the Name and/or Number in the text field or attach the guidelines in the Attachments tab and indicate "attached" in the text field. If available online, the URL should be provided in the Remarks tab and the name or opportunity number provided.
	Prime Sponsor Information		When UCLA is a Subrecipient, the same information is required for the prime sponsor, as for the Sponsor (see *Sponsor Information*, above). Enter the prime sponsor information (Sponsor name, due date, due time, deadline type, guidelines).

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2H. Proposal Checklist			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	PI Exception		If the PI does not meet the eligibility criteria to serve as PI, then a PI Exception approval may be required. Eligibility: http://portal.research.ucla.edu/SearchTools/PISearch.aspx Criteria: http://www.adminpolicies.ucla.edu/APP/Number/900 A sample approval form may be found here: https://medschool.ucla.edu/workfiles/Site-ORA/preawardforms/PI-Exception-Form.pdf This form may be uploaded into the Attachments Tab.
	On/Off Campus Space		Enter whether the proposed project will be conducted on campus, off campus, or both on and off campus. The campus space address or off campus location ***must*** be provided. Note: At least one must be marked as "Yes". Both questions may not be marked "No".
	Outgoing Agreements		If there are agreements to be issued under this proposal, if awarded, then mark "Yes". Note: the documents referenced in this section should be attached as a part of the complete proposal package for final submission.
	Activities Outside of the US or International Collaborators		Check "Yes" if there are any foreign components, whether receiving funds or not. Provide the names of the countries where the activities will be taking place. Multiple countries may be listed.

<table>
<tr>
<td></td>
<td>Cost Sharing</td>
<td></td>
<td>Cost Sharing: Project costs not borne by the sponsors, but supported by contributions from the University and/or third parties.

If cost sharing is marked as “Yes”, provide the information as instructed. If “Yes", the amount is required to be entered.

<table>
<tr><td>Mandatory Committed</td><td>If this cost sharing is required by the sponsor, it is mandatory committed cost sharing and requires tracking via the financial system or other auditable documentation and reporting to the sponsor and is part of the award eligibility criteria.</td></tr>
<tr><td>Cost Share Amount:</td><td>Indicate the total dollar amount of mandatory committed cost sharing from all sources (including in-kind).</td></tr>
</table>
For more information on types of cost sharing/matching, refer to the UC Contract and Grant Manual (5-300).</td>
</tr>
<tr>
<td></td>
<td>Unfunded Effort</td>
<td></td>
<td>If Unfunded Effort is proposed, select “Yes”.

In accordance with UC Policy unfunded effort must be reported in ERS. This does not apply to salary cap differential.</td>
</tr>
<tr>
<td></td>
<td>Anticipated Program Income</td>
<td></td>
<td>If there is Anticipated Program Income, select “Yes”. Specify the source of the program income and also provide an estimated amount.

Program income is gross income earned by a grantee, a consortium participant, or a contractor under a grant that was directly generated by the grant-supported activity or earned as a result of the award.

Program income includes, but is not limited to, income from fees for services performed; charges for the use or rental of real property, equipment or supplies acquired under the grant; the sale of commodities or items fabricated under an award; charges for research resources; and license fees and royalties on patents and copyrights.</td>
</tr>
</table>

			(Note: Program income from license fees and royalties from copyrighted material, patents, and inventions is exempt from reporting requirements.)
	Human Subjects		If "Yes", enter click "IRB # or Exception #" and enter the number assigned by the IRB in the text field, or click "Pending". If the proposed use of human subjects is to be defined after award as part of the proposed scope of work, describe this clearly in the scope of work and in the proposal narrative section describing use of human subjects, and click "Delayed Onset." Additional Information for the requirements may be found at the UCLA Office of Human Research Protection Program: http://ora.research.ucla.edu/ohrpp/Pages/OHRPPHome.aspx
	NIH-funded Clinical Trial		Investigators and staff involved in the conduct, oversight, or management of clinical trials should be trained in Good Clinical Practice. Training is available through CITI Program, but may be accomplished through other sources. For details regarding Good Clinical Practice, see NIH notice, NOT-OD-16-148. If the sponsor or prime sponsor is an NIH Institute, IRB is marked as yes, and NIH-Funded Clinical Trial is marked as yes, a section will appear at the bottom of the checklist tab. Provide names, emails and training completion dates the section that appear at the bottom of the page.
	Coverage Analysis		Coverage Analysis (CA) is a financial review of a Clinical Research Study that is required to be performed pursuant to the National Coverage Decision (NCD310.1) and Federal Clinical Trials Policy (CTP). UCLA Policy 915 requires Coverage Analysis review for any clinical research study requiring UCLA Health System resources, including but not limited to any patient care costs. 1. Identify and document whether a study is a Qualifying Clinical Trial (QCT) that allows for billing certain study required items/services to insurance pursuant to applicable laws and regulations; and

			2. Determine and document billing designations for all patient care costs required by the study. Billing designations for study required items/services may either be: ○ Routine Costs that may be billed to a study participant and/or their insurer(s); or ○ Study Costs for items/services that are primarily required for research purposes that should be paid for by research funding and/or support. Document and reference applicable billing regulations, insurance coverage decisions, and supporting information that support Routine Costs insurance billing.
	Animal Subjects		If "Yes", enter click "IRB # or Exception #" and enter the number assigned by the IRB in the text field, or click "Pending".If the proposed use of animal subjects is to be defined after award as part of the proposed scope of work, describe this clearly in the scope of work and in the proposal narrative section describing use of animal subjects, and click "Delayed Onset." Additional Information for the requirements may be found at the UCLA Research Safety and Animal Welfare Administration (RSAWA): http://rsawa.research.ucla.edu/
	Radiation Safety		If Radiation will be used in humans or animals, select "Yes". If the approval number is in hand, enter MSRC/RDRC or RUA approval number or "Pending".
	Human Embryonic Stem Cell Research		For more information, refer to the provided hyperlinks: Embryonic stem Cell Research Oversight (ESCRO) Committee - https://stemcell.ucla.edu/oversight-review http://ora.research.ucla.edu/RPC/Pages/GeneticMaterials.aspx
	Non-UCLA Materials/Equipment		If "Yes", describe the "Type(s)" and "Source(s)" of the non-UCLA materials/equipment to be used in the text boxes.
	Institutional Biosafety Committee		For more information, refer to the provided hyperlink

			http://rsawa.research.ucla.edu/
	UC Intellectual Property		If UC-Protected Intellectual Property to be used, click “Yes” and indicate the IP disclosure case number in the text box.
	Export Control		If any of the questions are applicable, mark “Yes” and provide specific items and/or countries in the text boxes provided. For more information, refer to the provided hyperlinks: RPC: http://rpc.research.ucla.edu/RPC/Pages/RPCHome.aspx OFAC: https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

2I. Subawards			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Subrecipient Institution Name		Enter the Subrecipient Name. If not included, it can be manually entered.
	Subrecipient PI		Select the PI at the Subrecipient Institution. If not included, this information can be manually entered.
	Subrecipient Central Administration Contact		Enter the email address for the individual who should be contacted for questions regarding the administration of this subaward.
	Uploading Subrecipient Attachments		Please be sure to upload the required documents. Note that these are not required; however the Institution name and PI name are required.
	Compliance Questions		Please confirm whether the subrecipient proposal includes any of the following items that will require additional compliance checks: 1. Human Subjects 2. Embryonic Stem Cell Research 3. Genomic Data Sharing 4. Animal Subjects 5. Data Use Research of Concern

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2J. Additional Forms Required			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Conflict of Interest (COI)		The requirements for disclosure can be found at the following hyperlink. http://ora.research.ucla.edu/RPC/Pages/COI.aspx The following three questions will assist in determining which disclosure forms may be required for this submission
	COI for PHS, Department of Energy or Agency with adopted PHS regulations (Sponsor or Prime Sponsor)		If the sponsor/prime sponsor adheres to the PHS/Dept of Energy COI regulations, click "Yes". A list of sponsors that require compliance with PHS/Department of Energy COI regulations may be found here: http://ora.research.ucla.edu/RPC/Documents/PHS_Agency_List.pdf If the response is "Yes", the names of the project personnel that are responsible for the design, conduct or reporting of the proposed project must be provided. The date of their disclosures should also be provided. These individuals are required to submit or update their PHS/Department of Energy FCOI disclosure in eDGE prior to proposal submission or award acceptance: http://coi.research.ucla.edu
	COI For Federal Non-PHS Agencies		If the sponsor/prime sponsor is a non-PHS Federal agency, click "Yes". The fully signed 740 form is required to be received by OCGA prior to submission of this proposal. The links to the COI Form 740 and Supplement to Form 740 are as follows: http://ora.research.ucla.edu/RPC/Documents/RPCForms/Form_740.pdf

			http://ora.research.ucla.edu/RPC/Documents/RPCForms/740_Disc_Supplement.pdf
	COI for Non-Government Sponsor/Prime Sponsor		If the sponsor/prime sponsor is a non-government sponsor and this project is considered research, check "Yes". If determined that the form is required, then OCGA will require the original signed 700-U form for the submission of this proposal. The **original** signed 700-U, 700-U Addendum, 700-U Supplement (As applicable), will be required for proposal submission, unless the sponsor is exempt. The links to the forms and exemption list are as follows: Form 700-U: http://ora.research.ucla.edu/RPC/Documents/RPCForms/Form700-U.pdf Form 700-U Addendum: http://ora.research.ucla.edu/RPC/Documents/RPCForms/Addendum_to_Form_700U.pdf Form 700-U Supplement: http://ora.research.ucla.edu/RPC/Documents/RPCForms/Form_700-U_and_Add_Supp_October_2010.pdf Exemption List: https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/conflict-of-interest/list-of-non-governmental-entities-exempt-from-disclosure-requirement.html
	Industry Sponsored Research or Clinical Trial		If either of the following questions apply, then this submission will not be able to be routed to OCGA for review. See below for the appropriate proposal routing. 1. If yes, this proposal should be routed to the **UCLA Technology Development Group (TDG)** 2. If yes, this proposal should be routed to the **UCLA Clinical Trials Contract & Strategic Relations Office.**

2K. Funds Requested			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Funds Requested for the 1st Budget Period		Indicate the Direct Costs (Included and Excluded) requested in the 1st budget period. Excluded Direct Costs: Indicate the amount of direct costs that are not subject to/assessed F&A for the 1st budget period only. Indicate the Facilities and Administrative (F&A) costs requested in the 1st budget period. Total Costs for the 1st Budget Period will calculate automatically. *If no funds are requested, $0 for each of the fields.*
	Funds Requested for the Project Period		Indicate the Direct Costs (Included and Excluded) requested for the entire project period. Excluded Direct Costs: Indicate the amount of direct costs that are not subject to/assessed F&A for the entire project period. Indicate the Facilities and Administrative (F&A) costs requested for the entire project period. Total Costs for All Budget Periods will calculate automatically. *If no funds are requested, entering $0 as the value for the 1st budget period is sufficient. The funds requested for the 1st budget period may not be greater than the requested project period funds.*
	F&A Rate		Enter the F&A rate that is to be applied to this proposal. *If no F&A funds are requested, enter "0" as the rate and use TDC as the default base type in the next section.*

	F&A Base Type	*F&A Base Type Selections*	Select the F&A base type that best fits this submission.
		Lump Sum	Indicates the F&A is awarded as a lump sum and not as a percentage of the direct costs.
		Modified Total Direct Costs (MTDC)	Indicates F&A is being calculated on a portion of the total direct costs. MTDC excludes equipment, capital expenditures, charges for patient care, student tuition remission, rental/lease costs of off-site facilities, scholarships and fellowships, as well as a portion of each subgrant and subcontract in excess of $25,000.
		Other	Indicates a non-standard F&A Rate is being utilized on this award. This includes alternates to the MTDC base described above. If Other is selected, enter the details in the text box provided.
		Salaries and Wages	Indicates F&A is only charged on Salary Expenses. All other expenses (including benefits) are excluded from the F&A calculation.
		Salaries and Wages (w/ Benefits)	Indicates F&A is only charged on Salary and benefit Expenses. All other expenses are excluded from the F&A calculation.
		TADC (Federal Training)	TDC base excluding tuition and fees and equipment expenditures.
		Total Costs (TC)	Indicates F&A is calculated based on a percentage of Total Costs (e.g., if F&A Rate = 10% of Total Cost, F&A on $100,000 Total Costs would be $10,000
		Total Direct Costs (TDC)	Indicates F&A is calculated based on a percentage of Total Costs (e.g., if F&A Rate = 10% of Total Cost, F&A on $100,000 Total Costs would be $10,000)

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2L. Remarks and Attachments			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Remarks		If any additional information is needed for the submission of this proposal, enter it in the text field. If there is a URL for the proposal guidelines, be sure to note them in the Remarks section.
	Proposal Electronic System		Select the appropriate proposal system that this submission will go through. In addition, the identifier for the specific proposal must be entered to ensure we can locate the proposal for review. For these submissions, uploading the minimum documents is not required; however, the requirements for the other compliance documents still are in place (COI, PI Exception, etc.) If the system is not listed in the dropdown, select "Other" and enter the name in the text field provided.
	Minimum Documents, Attachments and Routing to OCGA		In order for a proposal to be routed to OCGA through the EPASS system, the documents/proposal materials must meet one of the scenarios listed in the EPASS instructions. If requirements are not met, you will not be able to route the proposal for PI Signature and, subsequently, for OCGA review. The minimum document requirements may be found at the following link: https://ocga.research.ucla.edu/wp-content/uploads/minimum-proposal-requirements.pdf Note that for non-electronic system submissions, the minimum documents uploaded should be in a single PDF (including but not limited to the draft Statement of Work, Final Budget, and Final Budget Justification).
	Uploading Proposal Attachments		For proposals that are not routed in electronic systems, documents must be attached in the EPASS system in order to route to OCGA. Do take note of the accepted file types and size limitations of the attachments.

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2M. Final EPASS Review and Submission			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Errors		Errors must be fixed prior to submitting. The specific sections that require additional review/corrections will be hyperlinked for ease of navigation. Until all issues are resolved, the EPASS and proposal may not be submitted to the PI or OCGA.
	Warnings		Warnings in the EPASS review indicate sections where information may be missing from the EPASS responses, but are not required to be completed or not applicable for submission.
	EPASS Preview		The completed EPASS may be reviewed and/or downloaded as a PDF document.
	Submit for Review		This button routes the EPASS and all attachments to the PI for review. The PI may review the responses, attachments and approve/deny the EPASS, or return it to the preparer with Comments.
	Send to OCGA (Non-DRA Submissions)		After the PI has electronically approved the EPASS, this button is used to route the proposal to the OCGA Proposal Intake Team for review and assignment.
	Send to OCGA (DRA Submissions)		For DRA Submissions, the preparer must confirm whether this proposal has been submitted to the sponsor. Select Yes or No. A blank or "No" response will disable the ability to send the proposal to OCGA for review and assignment.

2N. EPASS Returned to Preparer			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	Reviewing Returned Records		Records will be returned via Email or they may be viewed in the EPASS System under the Preparer Dashboard Tab, “Requires Preparer Review”
	Notes		If any notes are comments are provided on a returned EPASS Record, click on the “Notes” tab to view. The email notification will include the comments in the body of the email.
	Reply		Once the requested corrections have been made, a reply may be sent back to OCGA. The EPASS record will need to be resubmitted to OCGA for review.
	Edit EPASS		In order to edit the EPASS, the button is available to directly take the preparer back to the “Edit” view of the proposal to make any corrections required.

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2P. EPASS Routing and Approval			
	EPASS Question	**Selection Options (If a Dropdown)**	**Instructions**
	PI Electronic Signature Approval		The PI may Approve or Deny the EPASS record. If Approved, they must review and accept the certification language in the pop-up. Click "Approve" to accept, "Return to Preparer" for any corrections or "Deny" if the EPASS/Project is not approved. This will prompt two additional routing scenarios: (1) Preparer (2) Chair/ORU Director/Dean or any custom routing defined.
	Routing (1) Preparer		As soon as the PI has approved the EPASS record, the Preparer will receive the EPASS record back. It is now ready for submission to the OCGA Proposal Intake Team.
	Routing (2) Chair/ORU/Dean		As soon as the PI has approved the EPASS record, the Chair (and other approved individuals), will receive a notification of an EPASS record ready for review and approval. The EPASS and documents attached to the record are all included in this screen for review.
	Chair/ORU Director/Dean Signature		The Chair/ORU Director/Dean may Approve or Deny the EPASS record. If Approved, they must review and accept the certification language in the pop-up. Click "Approve" to accept, "Return to Preparer" for any corrections or "Deny" if the EPASS/Project is not approved.
	Fully-Executed EPASS		Once all signatures have been received, the OCGA reviewer and department assigned to this proposal will receive an email notification with the fully signed EPASS attached.