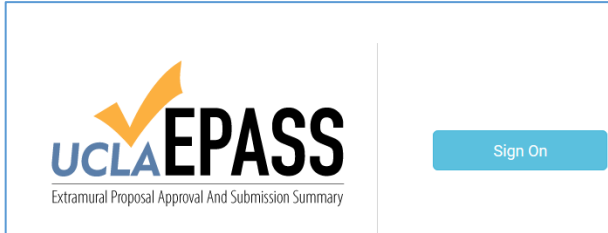


2A. EPASS System: Login and PI Selection

2A-01 Log in to the EPASS System [<http://epass.research.ucla.edu/Account/Login>] using your UCLA Single Sign-On Credentials and Multi-Factor Authentication.



2A-02 To create a **NEW** Proposal for submission, click on “New Proposal” from the navigation panel at the top of the screen:



2A-03 This will open the “New Proposal” screen:

New Proposal

PI

Select PI ...

(Contact your department’s EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

Are you submitting a Preliminary Proposal (Letter of Intent/White Paper/Step-1 (NASA))?

Yes No

Due Date Time (Pacific)

Deadline Type

Select deadline type: ▾

Preparer

KUKREJA, HARVEEN Kaur ▾

Start

2A-04 **Select the Principal Investigator (PI)**

PI

Select PI ...

Select PI ...

LEONARD, MICHELLE C - 603638853 - Microbiology

Lyon, Grant D - 305442459 - Biomechanics

Select PI using the dropdown. If more than one PI with the same name exists, confirm correct PI using their EIN/Home Department.

If PI is not yet in the dropdown, then click on the link under the dropdown to view the options.

PI

Select PI ...

(Contact your department's EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

This will provide the name of the administrators that may be able to confirm whether the individual may be added into the EPASS system.

If this is a "New PI" not yet at UCLA, then you may manually enter their information by clicking the correct link to do so. Scroll to the end of the screen to find the link to manually enter the PI.

PI

Admins

Name	Email	Program(s)
Grant D Lyon	grant.lyon@research.ucla.edu	All
HOOMAN AFSHARI	hooman.afshari@research.ucla.edu	All

(Click [here](#) to manually enter the PI)

(Click [here](#) to go back and select from the PI list)

This will lead you to complete the information regarding the PI.

- If the PI is manually identified, the PI's signature will need to be collected outside of the system by the Preparer and uploaded back into this EPASS. No emails will be sent to them by the system and they will not be able to log in to the system to approve the EPASS.
- If this is a PI who has a start date in the future, provide the start date in the Remarks section.

First Name MI Last Name

Nine Digit Employee ID Email Work Extension

Program

(Click [here](#) to go back and select from the PI list)

Enter **all** the information in the text fields. Note that the PI may not have an EIN as they are not yet in UCPath. At a minimum, the first name, last name and email address must be provided.

Take note that the PI Signature will have to be collected outside of the EPASS system, though the proposal may still be submitted to OCGA. The remaining required signatures may still be routed through the EPASS system.

Be sure to note the PI start date in the *Remarks* section.

Confirm if this submission is a Preliminary Proposal/LOI/White Paper

Are you submitting a Preliminary Proposal (Letter of Intent/White Paper/Step-1 (NASA))?

Yes No

If this is not a full proposal submission, please select YES. Note that the required EPASS fields for Preliminary Proposals are not as extensive as a full proposal submission.

If this is not a preliminary proposal, select NO.

For the steps following a "YES" response to this question, please see EPASS Guide 2B "Preliminary Proposal".

2A-05 **Complete the remaining new proposal fields**

	<div data-bbox="456 218 1273 705" style="border: 1px solid #0070C0; padding: 10px;"> <p>Due Date 1 Time (Pacific) 2</p> <p><input style="width: 100%; height: 20px; margin-bottom: 5px;" type="text"/> <input style="width: 100%; height: 20px; margin-bottom: 5px;" type="text"/></p> <p>Deadline Type</p> <p><input style="width: 90%; height: 20px; margin-bottom: 5px;" type="text" value="Select deadline type:"/> 3</p> <p>Preparer</p> <p><input style="width: 90%; height: 20px; margin-bottom: 5px;" type="text" value="KUKREJA, HARVEEN Kaur"/></p> <hr style="border-top: 1px dotted #000; margin: 10px 0;"/> <p style="text-align: center;">Start</p> </div> <ol style="list-style-type: none"> 1. Use the calendar to select the due date of the proposal. 2. Enter the time the proposal is due (or use the dropdown). Note that the time due must be in Pacific Standard Time. 3. Select the name of the EPASS Preparer if different than the individual completing the EPASS. Communications regarding the EPASS will be sent to this individual.
2A-06	Once completed, click Start to begin filling out the EPASS Record.

2B.1 EPASS System: Preliminary Proposal/LOI/White Paper

2B-01 For Preliminary Proposals/LOI/White Papers, please follow these instructions:

New Proposal

PI

Select PI ...

(Contact your department's EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

Are you submitting a Preliminary Proposal (Letter of Intent/White Paper/Step-1 (NASA))?

Yes No

Due Date **Time (Pacific)**

Deadline Type

Select deadline type:

Preparer

KUKREJA, HARVEEN Kaur

Start

2B-02 Enter the following fields:

New Proposal

PI

Select PI ... 1

(Contact your department's EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

Are you submitting a Preliminary Proposal (Letter of Intent/White Paper/Step-1 (NASA))?

Yes No 2

Due Date 3

Time (Pacific) 4

Deadline Type 5

Select deadline type: v

Preparer

KUKREJA, HARVEEN Kaur v

Start

	<div style="border: 1px solid blue; padding: 10px;"> <h2 style="text-align: center;">New Proposal</h2> <p>PI</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Select PI ... 1 </div> <p>(Contact your department's EPASS Admin if the PI is not in the list. Click here for a list of Admins)</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Are you submitting a Preliminary Proposal (Letter of Intent/White Paper/Step-1 (NASA))?</p> <p><input type="radio"/> Yes <input type="radio"/> No 2</p> </div> <p>Due Date 3 Time (Pacific) 4</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> </div> <p>Deadline Type 5</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Select deadline type: v </div> <p>Preparer</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> KUKREJA, HARVEEN Kaur v </div> <hr style="border-top: 1px dashed #ccc;"/> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border: none; cursor: pointer;">Start</div> </div> </div> <ol style="list-style-type: none"> 1. Enter the PI 2. Mark "YES" for Preliminary Proposal 3. Enter the Due date and Time of the preliminary proposal 4. Select the Deadline Type <p>Click Start.</p>
2B-03	<p>This will open the "New Proposal" screen, but you can note that it will not have all of the tabs required for standard proposals. No checklist section will be required.</p>

	<div data-bbox="332 235 974 283"> <h2>Principal Investigators EPASS Instructions</h2> </div> <div data-bbox="332 310 641 340"> <p>PI: LEONARD, MICHELLE C</p> </div> <div data-bbox="332 357 1429 409"> <p>Investigators Department Proposal Types Sponsor Forms Funds Attachments Review Log</p> </div> <div data-bbox="332 457 1047 556"> <p>PI</p> <p>LEONARD, MICHELLE C - 603638853 - MLEONARD@RES... x v 1</p> </div> <div data-bbox="332 567 1063 630"> <p>(Contact your department's EPASS Admin if the PI is not in the list. Click here for a list of Admins)</p> </div> <div data-bbox="332 714 1023 808"> <p>Co-PI/Multiple PI</p> <p>Select Co-PI... v Delete Co-PI 2</p> </div> <div data-bbox="332 814 641 844"> <p>(Click here if PI is not in the list)</p> </div> <div data-bbox="332 892 446 934"> <p>+ Add Co-PI</p> </div> <div data-bbox="332 1008 1039 1102"> <p>Fellow</p> <p>Select Fellow... v 3</p> </div> <div data-bbox="332 1113 1104 1176"> <p>(Contact your department's EPASS Admin if the Fellow is not in the list. Click here for a list of Admins)</p> </div> <div data-bbox="332 1249 657 1291"> <p>Save Save and next 4</p> </div> <div data-bbox="349 1365 885 1501"> <ol style="list-style-type: none"> 1. Confirm the PI 2. Enter any Co-PI/Multiple PI, if applicable 3. Enter Fellow 4. Save and Next </div>
2B-04	<p>Enter the Department Information</p>

Department or Organized Research Unit (ORU) EPASS Instructions

PI: LEONARD, MICHELLE C

[Investigators](#) | [Department](#) | [Proposal](#) | [Types](#) | [Sponsor](#) | [Forms](#) | [Funds](#) | [Attachments](#) | [Review](#) | [Log](#)

Is this EPASS being created for an award that has already been received? Do not mark 'Yes' if this proposal requires a submission to the sponsor.

Yes No 1

<p>Administering Department</p> <p>Select a department: ▼</p>	<p>Recharge ID</p> <p><input style="width: 100%;" type="text"/></p>
<p>Account Number</p> <p><input style="width: 100%;" type="text"/></p>	<p>Cost Center</p> <p><input style="width: 100%;" type="text"/></p>

+ Add Account Number/Cost Center

Who can Central Administration contact with questions about this proposal and/or the resulting award?

Select a department contact ▼

<p>Contact Work Phone Number</p> <p><input style="width: 100%;" type="text"/></p>	<p>Contact Email</p> <p><input style="width: 100%;" type="text"/></p>
<p>Departmental Pre-Award Email</p> <p><input style="width: 100%;" type="text"/></p>	<p>Departmental Post-Award Email</p> <p><input style="width: 100%;" type="text"/></p>

Note: If these email addresses need to be updated, please ask your EPASS Admin to contact EPASSHelp@research.ucla.edu

Have the services of any campus center or ORU been used in the development of this Proposal? If Yes, select: *

<p>Select affiliated center: ▼</p> <p>4</p>	<p><small>If Other Center/Institute is selected, please specify name, or if multiple Center(s)/Institute(s), please add additional selection(s) here:</small></p> <p><input style="width: 100%;" type="text"/></p> <p>5</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Preparer

KUKREJA, HARVEEN Kaur ▼

Save and previous |
 Save |
 Save and next 6

1. Enter "No" For award received by OCGA as this is a preliminary proposal and may lead to a full proposal invitation.
2. Select the administering department and complete the appropriate account/cost center
3. Using the dropdown, select the department administrator who would be the best contact for this preliminary proposal. Their phone number and email should auto-populate.
4. If this proposal is being submitted under a campus center/ORU, please use the dropdown to select the correct unit. If the desired unit is not available, please select "Other"
5. If "Other" is selected, the text area will be available to enter the name
6. Save and Next

	<p>Enter the Proposal Type Information</p> <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Award / Proposal / Program Type EPASS Instructions </h3> <p>PI: LEONARD, MICHELLE C</p> <p style="margin: 5px 0;"> Investigators Department Proposal Types Sponsor Forms Funds Attachments Review Log </p> <p>Special Program Type 1</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select a special program type: ▼ </div> <p>Award Type 2</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select an award type: ▼ </div> <p>Proposal Type 3</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Preliminary Proposal ▼ </div> <p>Program Type 4</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select a program type: ▼ </div> <p>If this EPASS relates to an existing Award or Master Agreement, select an Action Type: 5</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select an action type: ▼ </div> <p>Current Sponsor Award/ID # 6</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; height: 20px;"></div> <hr/> <p style="margin: 5px 0;"> Save and previous Save Save and next 7 </p> </div> <ol style="list-style-type: none"> 1. Enter the Special Program Type. If none, please select “Not Applicable” 2. Select Anticipated Award Type, if full proposal is funded 3. Select “Preliminary Proposal” as the Proposal Type 4. Select the type of work proposed 5. If this is related to an existing record, please note what action type this may be 6. If (5) is Yes, the current sponsor award number/fund number/PATS record number 7. Save and Next
2B-05	Enter the Sponsor Information

Sponsor Information

[EPASS Instructions](#) 

PI: LEONARD, MICHELLE C

[Investigators](#) [Department](#) [Proposal](#) [Types](#) **Sponsor** [Forms](#) [Funds](#) [Attachments](#) [Review](#) [Log](#)

Sponsor Information *(entity which will provide funding directly to UCLA)*

Select a sponsor **1**

(Click [here](#) if sponsor is not in the list)

Contact *(if known)* **2**

Email Address

Phone Number

URL for Sponsor Homepage

Sponsor Due Date **3**

Time (Pacific) **4**

Deadline Type **5**

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No **6**

Name/Number

 7

1. Enter the Sponsor Name. If not listed, please click on blue hyperlink to expand sponsor information section and manually enter
2. Enter sponsor contact information (name, email, phone and URL)
3. Enter Sponsor Due Date
4. Enter Sponsor Due Time. Note this must be in Pacific Standard Time (PST)
5. Select Deadline Type (Electronic, Receipt, Postmark)
6. Confirm if there are sponsor guidelines (Yes/No).
7. If yes is selected, you may enter the Name/Number OR additional fields will appear to allow you to upload a copy of the guidelines or enter the URL:

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Upload Sponsor Guidelines

File Type: .csv,.xls,.xlsx,.doc,.docx,.ppt,.pptx,.pdf,.txt.
The individual file sizes cannot exceed 25 MB.

File	Description
<input type="button" value="Browse..."/> No file selected.	

URL for Sponsor Guidelines

If this is a flow-through award, please enter the same for the prime sponsor section:

Prime Sponsor Information *(Complete this section when UCLA is a subrecipient)*

Select a prime sponsor ¹

(Click [here](#) if prime sponsor is not in the list)

Contact *(if known)* ²

Email Address

Phone Number

URL for Prime Sponsor Homepage

Prime Sponsor Due Date ³

Time (Pacific) ⁴

Prime Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No ⁵

Name/Number

 ⁶

1. Enter the PRIME Sponsor Name. If not listed, please click on blue hyperlink to expand sponsor information section and manually enter
2. Enter Prime sponsor contact information (name, email, phone and URL)
3. Enter PRIME ponsor Due Date

4. Enter Prime Sponsor Due Time. Note this must be in Pacific Standard Time (PST)
5. Select Deadline Type (Electronic, Receipt, Postmark)
6. Confirm if there are PRIME Sponsor guidelines (Yes/No).
7. If yes is selected, you may enter the Name/Number OR additional fields will appear to allow you to upload a copy of the guidelines or enter the URL:

Prime Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Upload Prime Sponsor Guidelines

File Type: .csv, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .pdf, .txt.
The individual file sizes cannot exceed 25 MB.

File	Description
<input type="text" value="Browse..."/> No file selected.	<input type="text"/>

URL for Prime Sponsor Guidelines

Save and Next

2B-06

Additional Forms Required

For Preliminary Proposals, no full checklist is required to be completed. Only two questions are included in this section regarding industry sponsored research:

Additional Forms Required EPASS Instructions

PI: LEONARD, MICHELLE C

Investigators
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Industry Sponsored Research

Industry Sponsored Non-Clinical Proposal? 1

Yes No If yes, attach [Industry Sponsored Research Checklist](#).

Industry Sponsored Clinical Trial? 2

Yes No If yes, view the [Clinical Trials Contract & Strategic Relations Checklist](#) to determine additional required attachments.

Save and previous

Save

Save and next 3

1. Mark YES if this award should be under review by the UCLA Technology Development Group (Industry Sponsored, non-Clinical). Otherwise, select NO.
2. Mark YES if this award should be under review by the UCLA Clinical Trials Contract & Strategic Relations (CTC&SR) (Industry Sponsored Clinical Trial). Otherwise, select No.
3. Save and Next.

Enter Funds Requested

Note that this section is optional. If there is no budget required to be submitted, it will not cause any validation stops when submitting for signature.

Funds Requested EPASS Instructions

PI: LEONARD, MICHELLE C

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<p style="font-size: small; margin: 0;">1st Budget Period <i>(If there is no budget associated to this project, please enter 0 for Direct Costs, Excluded Direct Costs, and F&A Costs)</i></p> <p>Direct Costs (\$) <input style="width: 100%;" type="text"/></p> <p>Excluded Direct Costs (\$) <input style="width: 100%;" type="text"/></p> <p>F&A Costs (\$) <input style="width: 100%;" type="text"/></p> <p>Total Costs (\$) <input style="width: 100%; background-color: #f0f0f0;" type="text" value="0"/></p>	<p style="font-size: small; margin: 0;">All Budget Periods <i>(complete only when multiple budget periods are involved)</i></p> <p>Direct Costs (\$) <input style="width: 100%;" type="text"/></p> <p>Excluded Direct Costs (\$) <input style="width: 100%;" type="text"/></p> <p>F&A Costs (\$) <input style="width: 100%;" type="text"/></p> <p>Total Costs (\$) <input style="width: 100%; background-color: #f0f0f0;" type="text" value="0"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

F&A:

F&A Rate (%) - If more than one F&A Rate, explain in Remarks

F&A Base Type

Select F&A base type: ▼

If Other, specify:

Save and previous
Save
Save and next

For this section please fill out the Direct and F&A costs if applicable. If only a lump sum is noted in the preliminary proposal budget, then please enter it in the direct costs.

Save and Next.

2B-07

Remarks and Attachments

	<div data-bbox="321 233 1425 275"> <h2>Remarks / Attachments EPASS Instructions</h2> </div> <div data-bbox="321 296 1425 317"> <p>PI: LEONARD, MICHELLE C</p> </div> <div data-bbox="321 338 1425 369"> <p> Investigators Department Proposal Types Sponsor Forms Funds Attachments Review Log </p> </div> <div data-bbox="321 411 1425 474" style="background-color: #fff9c4; padding: 5px;"> <ul style="list-style-type: none"> • If more than one F&A Rate, explain in Remarks below. </div> <div data-bbox="321 520 1425 552"> <p>Remarks (optional) 1</p> </div> <div data-bbox="321 558 1425 621" style="background-color: #e1f5fe; padding: 5px;"> <p>Maximum of 6 lines, 500 characters.</p> </div> <div data-bbox="321 642 1044 737" style="border: 1px solid #ccc; height: 45px; margin-top: 5px;"></div> <div data-bbox="321 825 1425 856"> <p>Proposal Electronic System How to Submit a Proposal to OCGA 2</p> </div> <div data-bbox="321 863 1425 919"> <p> Electronic System: <input type="text" value="Select electronic system:"/> If Other, specify: <input type="text"/> Proposal Identifier: <input type="text"/> </p> </div> <div data-bbox="321 972 1425 993"> <p>Attachments</p> </div> <div data-bbox="321 1031 1425 1052"> <p><i>No files have been uploaded.</i></p> </div> <div data-bbox="321 1129 1425 1161"> <p>Upload Documents</p> </div> <div data-bbox="321 1188 1425 1220"> <p>+ Attach Proposal 3</p> </div> <div data-bbox="321 1251 1425 1283"> <p>+ Attach Other Documents 4</p> </div> <div data-bbox="321 1314 1425 1346"> <p> <input type="button" value="Save and previous"/> <input type="button" value="Save"/> <input style="background-color: #2196f3; color: white;" type="button" value="Save and next"/> 5 </p> </div> <div data-bbox="354 1455 1425 1661" style="margin-top: 20px;"> <ol style="list-style-type: none"> 1. Enter any comments or remarks that may be helpful to the reviewer 2. Enter the electronic system where the preliminary proposal may be reviewed. Please be sure to mark the system and appropriate proposal identifier 3. If no electronic system is required, please upload the preliminary proposal 4. Upload any other documents that may be required 5. Click Save and Next </div>
2B-08	Review Screen

Review EPASS

[EPASS Instructions](#)

PI: LEONARD, MICHELLE C

[Investigators](#) [Department](#) [Proposal](#) [Types](#) [Sponsor](#) [Forms](#) [Funds](#) [Attachments](#) **Review** [Log](#)

Errors (fix before submitting) **1**

- Department: [Administering Department](#) is required

Warnings **2**

- Sponsor: [Sponsor Contact Information](#) is missing

1. Review any errors. These errors must be corrected before the ability to send for the PI's signature is enabled
2. Warnings may be reviewed, but are not required to be fixed prior to sending for the PI's signature.

Hyperlinks are provided to take you directly to the section which requires correction/review.

This page will also render a copy of the EPASS for review. When all errors are resolved, it will allow the routing of this record to the PI and also display a preview of all signers for this record. Since this is a preliminary proposal, only the PI signature is required:

[Previous](#)

Submit for Review

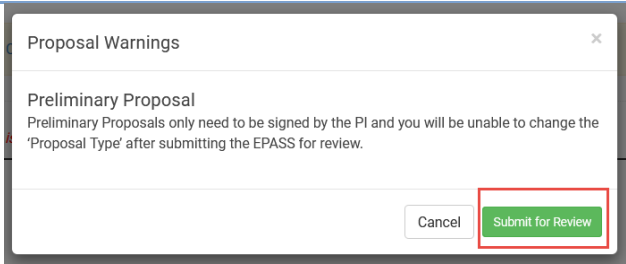
PI: LEONARD, MICHELLE C - Microbiology

Signers Preview

Group	Program	Signer(s)
PI	Microbiology	LEONARD, MICHELLE C

To send for routing to the PI, click on "Submit for Review".

A pop-up will appear.



Please confirm the submission of this record to the PI by clicking “Submit for Review”.

2B-09

Submission Review Screen

This will lead to the summary screen of the submission, including preliminary proposal information, documents, and routing information. Note that in order to submit this to OCGA, the PI MUST sign. At this point, the record is still editable, except for the proposal type.

Review Proposal

The proposal has been submitted for review.
✕

Test Preliminary Proposal	
PI	LEONARD, MICHELLE C
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
DRA submission?	N/A
EPASS for award already received?	No
Sponsor	A. P. GIANNINI FOUNDATION (FRMLY GIANNINI FAMILY FOUNDATION)
Sponsor Due Date	10/28/2023
Sponsor Due Time	5:00pm
Proposal Type	Preliminary Proposal
Sponsor Award/ID #	
Routing Status	In Review

PI's signature is required to Send to OCGA
✕

Edit EPASS

Documents

- 📄 EPASS Form
- 📄 1. Sponsor Guidelines – Guidelines (EPASS-form.pdf)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - *ProposalCentral*
Proposal Identifier - *Prelim Test Record*

Remarks

Signatures
Notes 1
Log

View Notes and Edit EPASS

Admin

Pause Approvals

Deny Proposal

Group	Program	Signer(s)	Status	Approval Action
● PI	Microbiology	LEONARD, MICHELLE C		<div style="background-color: #4caf50; color: white; padding: 2px 5px; display: inline-block;">Resend Approval Reminder</div>

Delete EPASS

From here, you can also send reminders for the PI to sign the EPASS or if needed, delete the record.

2B-10

Once the record has been signed, this record must be submitted to OCGA. If this is a record for TDG or CTC&SR, the EPASS may be downloaded and sent to the respective reviewing office via email. At this point, edits may still be made to this record.

Review Proposal

Test Preliminary Proposal

PI	LEONARD, MICHELLE C
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
DRA submission?	N/A
EPASS for award already received?	No
Sponsor	A. P. GIANNINI FOUNDATION (FRMLY GIANNINI FAMILY FOUNDATION)
Sponsor Due Date	10/28/2023
Sponsor Due Time	5:00pm
Proposal Type	Preliminary Proposal
Sponsor Award/ID #	
Routing Status	Approved

Send to OCGA
Edit EPASS

Documents

- 📄 EPASS Form
- 📄 1. Sponsor Guidelines – Guidelines (EPASS-form.pdf)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - *ProposalCentral*
Proposal Identifier - *Prelim Test Record*

Remarks

Signatures
Notes 0
Log
View Notes and Edit EPASS

Admin
Deny Proposal

	Group	Program	Signer(s)	Status
✓	PI	Microbiology	LEONARD, MICHELLE C	Approved 10/23/2023 10:10 AM by Grant D Lyon

Delete EPASS

If any edits are required, click “Edit EPASS”. Changes may be made only before submission to OCGA. Once submitted, editing is locked.

2B-11

Send to OCGA for review

Review Proposal

Test Preliminary Proposal

Send to OCGA

Edit EPASS

PI	LEONARD, MICHELLE C
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
DRA submission?	N/A
EPASS for award already received?	No
Sponsor	A. P. GIANNINI FOUNDATION (FRMLY GIANNINI FAMILY FOUNDATION)
Sponsor Due Date	10/28/2023
Sponsor Due Time	5:00pm
Proposal Type	Preliminary Proposal
Sponsor Award/ID #	
Routing Status	Approved

Documents

- EPASS Form
- 1. Sponsor Guidelines – Guidelines (EPASS-form.pdf)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - *ProposalCentral*
Proposal Identifier - *Prelim Test Record*

Remarks

Signatures
Notes 0
Log

View Notes and Edit EPASS

Admin
Deny Proposal

	Group	Program	Signer(s)	Status
✓	PI	Microbiology	LEONARD, MICHELLE C	Approved 10/23/2023 10:10 AM by Grant D Lyon

Delete EPASS

To submit this preliminary proposal record, click “Send to OCGA”. This will trigger a notification to the OCGA Proposal Intake Team to review and assign this preliminary proposal to the appropriate contact.

A pop-up will appear and will allow any additional notes to be provided to the Proposal Intake Team/Reviewer. Note that these notes are not recorded in the submission record:

Send to OCGA ✕

OPTIONAL: Add a note for Proposal Intake and/or the Officer/Analyst that will be reviewing the Proposal. These comments will be added to the assignment email that is sent out when the proposal has been assigned for review.

These comments will **not** be included in the proposal package; any comments that should be included in the proposal package should be added to the Remarks section of the EPASS.

0/1000 characters

Cancel
Send to OCGA

Once notes are added (not required), click “Send to OCGA”.

The page will refresh to indicate that this record has been sent to OCGA PIT:

Review Proposal

A notification has been sent to the Proposal Intake Team. ✕

Test Preliminary Proposal

PI	LEONARD, MICHELLE C
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
DRA submission?	N/A
EPASS for award already received?	No
Sponsor	A. P. GIANNINI FOUNDATION (FRMLY GIANNINI FAMILY FOUNDATION)
Sponsor Due Date	10/28/2023
Sponsor Due Time	5:00pm
Proposal Type	Preliminary Proposal
Sponsor Award/ID #	
Routing Status	Approved

Documents

- [EPASS Form](#)
- [1. Sponsor Guidelines – Guidelines \(EPASS-form.pdf\)](#)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - *ProposalCentral*
Proposal Identifier - *Prelim Test Record*

Once PIT assigns this record, an email will be generated to confirm the assignment and the reviewer information.

2C. EPASS System: Principal Investigator

2C-01 Once the PI, Due Date and Preparer Information are entered, the Principal Investigator page will populate with the PI Information auto-completed from the previous page.

Principal Investigators [EPASS Instructions](#)

PI: Lyon, Grant D

[Investigators](#)
[Department](#)
[Proposal](#)
[Types](#)
[Sponsor](#)
[Checklist](#)
[Forms](#)
[Funds](#)
[Attachments](#)
[Review](#)
[Log](#)

PI

Lyon, Grant D - 305442459 - Test 1 x | v

(Contact your department's EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

Co-PI/Multiple PI

Select Co-PI... v Delete Co-PI

(Click [here](#) if PI is not in the list)

+ Add Co-PI

Fellow

Select Fellow... v

(Contact your department's EPASS Admin if the Fellow is not in the list. [Click here](#) for a list of Admins)

Save
Save and next

Instructions for this specific tab are provided in the PDF link at the top of the page.

2C-02 Verify the PI name selected is correct. If necessary, update the PI name.

PI

Lyon, Grant D - 305442459 - Test 1 x | v

(Contact your department's EPASS Admin if the PI is not in the list. [Click here](#) for a list of Admins)

2C-03 **If applicable in the proposal, complete the Co-PI/Multiple PI #1 and #2**

Co-PI/Multiple PI **1**

▼
Delete Co-PI
3

(Click [here](#) if PI is not in the list)

+ Add Co-PI
2

1. List other UCLA Principal Investigators as defined by UCLA Policy 900.
2. If there are more than one Co-PI/Multiple PI for this proposal, click “Add Co-PI” to add their names.
3. If there is no Co-PI that is needed to be added or if a previously added individual requires to be deleted, click “Delete Co-PI”

2C-04 **If Co-PI is not yet in UCPATH, then click on the link under the dropdown.**

Co-PI/Multiple PI

▼
Delete Co-PI

(Click [here](#) if PI is not in the list)

+ Add Co-PI

This will lead you to complete the information regarding the Co-PI.

Co-PI/Multiple PI

- If the PI is manually identified, the PI's signature will need to be collected outside of the system by the Preparer and uploaded back into this EPASS. No emails will be sent to them by the system and they will not be able to log in to the system to approve the EPASS.
- If this is a PI who has a start date in the future, provide the start date in the Remarks section.

First Name

MI

Last Name

Nine Digit University ID

Email

Work Extension

Delete Co-PI

Organization Program

(Click [here](#) to select from the PI list)

Other Program

Enter **all** the information in the text fields. Note that the Co-PI may not have a nine digit EIN as they are not yet in UCPATH. At a minimum, the first name, last name and email address must be provided.

The Co-PI Signature will have to be collected outside of the EPASS system, though the proposal may still be submitted to OCGA. The remaining required signatures may still be routed through the EPASS system.

Be sure to note the Co-PI start date in the *Remarks* section.

2C-05 Complete the following step if this proposal is for an Individual Fellowship

Select the name of the Fellow, if the department administrators have added their information into the EPASS system.

Fellow

v

(Contact your department's EPASS Admin if the Fellow is not in the list. [Click here for a list of Admins](#))

If their information is not available, they may be manually entered.

Fellow

Admins

Name	Email	Program(s)
Grant D Lyon	grant.lyon@research.ucla.edu	All
HOOMAN AFSHARI	hooman.afshari@research.ucla.edu	All

(Click [here](#) to manually enter the Fellow)

(Click [here](#) to go back and select from the Fellow list)

- If the Fellow is manually identified, the Fellow's signature will need to be collected outside of the system by the Preparer and uploaded back into this EPASS. No emails will be sent to them by the system and they will not be able to log in to the system to approve the EPASS.
- If this is a Fellow who has a start date in the future, provide the start date in the Remarks section.

First Name MI Last Name

Nine Digit Work

University ID Email Extension

(Click [here](#) to go back and select from the Fellow list)

Enter the Fellow's information: Name, nine digit EIN (if available), Email and Work Phone Number. If there is a fellow, all of the fellow information fields are required to be completed. At a minimum, the first name, last name and email address must be provided.

Note that the Fellow's signature will need to be collected outside of the EPASS system if they are not in the system.

	Note: The PI for this application should be the mentor/advisor.
2C-06	Save and Next

2D. EPASS System: Departmental Information

2D-01 Complete the department or Organized Research Unit (ORU) information.

Department or Organized Research Unit (ORU) [EPASS Instructions](#)

PI: Lyon, Grant D

[Investigators](#) | **Department** | [Proposal](#) | [Types](#) | [Sponsor](#) | [Checklist](#) | [Forms](#) | [Funds](#) | [Attachments](#) | [Review](#) | [Log](#)

Will this proposal be submitted by a Departmental Research Associate (DRA)?

Yes No

Is this EPASS being created for an award that has already been received? Do not mark 'Yes' if this proposal requires a submission to the sponsor.

Yes No

Administering Department **Recharge ID**

Select a department:

Account Number **Cost Center**

[+ Add Account Number/Cost Center](#)

Who can Central Administration contact with questions about this proposal and/or the resulting award?

Select a department contact:

Contact Work Phone Number **Contact Email**

Departmental Pre-Award Email **Departmental Post-Award Email**

Note: If these email addresses need to be updated, please ask your [EPASS Admin](#) to contact EPASSHelp@research.ucla.edu

Have the services of any campus center or ORU been used in the development of this Proposal? If Yes, select:

Select affiliated center:

If Other Center/Institute is selected, please specify name, or if multiple Center(s)/Institute(s), please add additional selection(s) here:

Preparer

KUKREJA, HARVEEN Kaur

Instructions for this specific tab are provided in the PDF link at the top of the page.

2D-02 **Is this is a DRA submission?**

Will this proposal be submitted by a Departmental Research Associate (DRA)?

Yes No

Select "Yes" or "No".

Take note of the DRA attachment/proposal identifier requirements in Guide 2J, Step 2J-03.

2D-03 **Is this EPASS being created for an award that has already been received?**

Is this EPASS being created for an award that has already been received? **Do not mark 'Yes' if this proposal requires a submission to the sponsor.**

Yes No

Select "Yes" or "NoO". **Please take note that if a proposal is required to be submitted, select NO.**

If you mark "Yes", the following will appear:

Is this EPASS being created for an award that has already been received? **Do not mark 'Yes' if this proposal requires a submission to the sponsor.**

Yes No

Is there an associated PATS number?

Yes No **1**

Upload Award Documents **2**

File Type: .csv, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .pdf, .txt.
 The individual file sizes cannot exceed 25 MB.

Note: Do not upload an award snapshot here; instead upload the official award document that requires review by the analyst/officer. **1**

File	Description
<input type="button" value="Browse..."/> No file selected.	

1. Has this award been sent to the OCGA Office and was a PATS number created for this award?

a. If "Yes", enter the PATS number:

Is there an associated PATS number?

Yes No

PATS Number:

Please contact OCGA Award Intake or your assigned OCGA Staff member to obtain this information if you are unable to locate it.

b. If no PATS number exists, select "No".

2. Upload a copy of the award document to this section for OCGA review. It will also appear in the Attachments tab.

Upload Award Documents

File Type: .csv, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .pdf, .txt.
 The individual file sizes cannot exceed 25 MB.

Note: Do not upload an award snapshot here; instead upload the official award document that requires review by the analyst/officer.

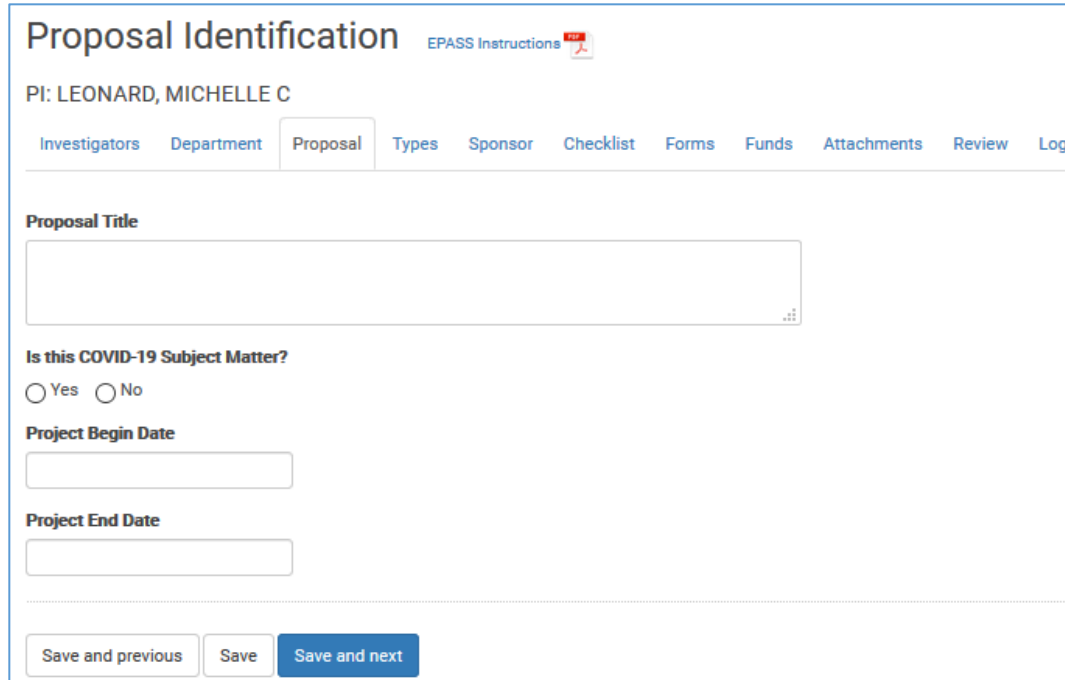
File	Description
<input type="button" value="Browse..."/> No file selected.	

	<p>Note that the Award Snapshot is not an award document. This document should be a sponsor issued notice of award/agreement that requires review and negotiation by the OCGA Officer/Analyst.</p>
<p>2D-04</p>	<p>Enter the Administering Department and FAU information</p> <div data-bbox="488 489 1240 789" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Administering Department 1 Recharge ID 2</p> <p>Select a department: <input type="text"/> <input type="text"/></p> <p>Account Number 3 Cost Center 4</p> <p><input type="text"/> <input type="text"/></p> <p><input type="button" value="+ Add Account Number/Cost Center"/> 5</p> </div> <ol style="list-style-type: none"> 1. Select the department/unit/ORU that will have primary responsibility for administering the award, from the dropdown. This may or may not be the PI's home department. 2. Provide a Recharge ID to be used in the event OCGA needs to ship documents related to the proposed project. 3. Provide an appropriate department account number (e.g., 44XXXX, 77XXXX, 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. 4. List the applicable cost center if the administering department uses these designations; otherwise, enter "N/A". 5. If an additional Account Number/Cost Center applies to this project, click the "Add Account Number/Cost Center" button. <div data-bbox="394 1270 1365 1383" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Account Number Cost Center</p> <p><input type="text"/> <input type="text"/> <input type="button" value="Delete Account Number/Cost Center"/></p> </div>
<p>2D-05</p>	<p>Complete the Departmental Contact information</p>

	<div data-bbox="321 201 1409 604" style="border: 1px solid #ccc; padding: 10px;"> <p>Who can Central Administration contact with questions about this proposal and/or the resulting award? 1</p> <p>Select a department contact <input type="text"/></p> <p>Contact Work Phone Number 2 <input type="text"/> Contact Email 3 <input type="text"/></p> <p>Departmental Pre-Award Email 4 <input type="text"/> Departmental Post-Award Email 5 <input type="text"/></p> <p>Note: If these email addresses need to be updated, please ask your EPASS Admin to contact EPASSHelp@research.ucla.edu</p> <p>Have the services of any campus center or ORU been used in the development of this Proposal? If Yes, select: 6 <input type="text"/></p> <p>If Other Center/Institute is selected, please specify name, or if multiple Center(s)/Institute(s), please add additional selection(s) here: 7 <input type="text"/></p> </div> <ol style="list-style-type: none"> 1. Select the name of the department contact. Populating the name from the dropdown <i>may</i> auto-populate the phone number and email of this contact. If the information does not populate or requires correction, please do so. 2. Provide contact phone number for the departmental administrator 3. Provide contact email for the departmental administrator 4. If your department/unit has a single Pre-Award e-mail address for all proposal related correspondence, enter it here. 5. If your department/unit has a single Post-Award e-mail address for all award/Post-Award related correspondence, enter it here. 6. 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. Otherwise, select Not Applicable. 7. If the center/ORU does not appear in the list, select “Other”, and identify the supporting center(s) or ORU in the text field.
2D-06	<p>Preparer</p> <p>If necessary, the Preparer of this EPASS record may be updated in this screen using the dropdown:</p> <div data-bbox="688 1302 1036 1436" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">Preparer</p> <p style="margin: 0; border: 1px solid #ccc; padding: 2px;">KUKREJA, HARVEEN Kaur <input style="float: right;" type="text"/></p> </div>
2D-07	<p>Save and Next.</p>

2E. EPASS System: Proposal Information

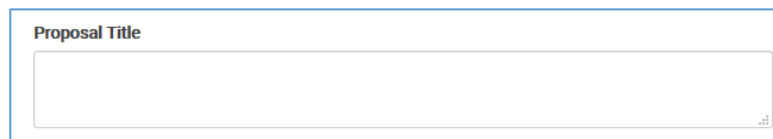
2E-01 Complete the **Proposal Information**.



The screenshot shows the 'Proposal Identification' tab in the EPASS system. At the top, it displays 'PI: LEONARD, MICHELLE C' and a navigation menu with options: Investigators, Department, Proposal (selected), Types, Sponsor, Checklist, Forms, Funds, Attachments, Review, and Log. Below the menu, there is a 'Proposal Title' text input field. Underneath, a question asks 'Is this COVID-19 Subject Matter?' with radio buttons for 'Yes' and 'No'. Further down, there are two date input fields labeled 'Project Begin Date' and 'Project End Date'. At the bottom of the form, there are three buttons: 'Save and previous', 'Save', and 'Save and next'.

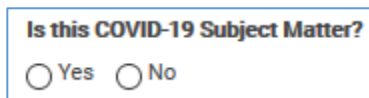
Instructions for this specific tab are provided in the PDF link at the top of the page.

2E-02 Enter the proposal title as it appears on the proposal face page/cover sheet



This is a close-up of the 'Proposal Title' text input field from the form shown in the previous block.

2E-03 Is this COVID-19 Subject Matter?



This is a close-up of the 'Is this COVID-19 Subject Matter?' question with radio buttons for 'Yes' and 'No'.

If this proposal is for **research** on COVID-19, select “Yes” or “No”.

2E-04 Enter the project dates as it appears in the proposal

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Project Begin Date 1</p> <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Project End Date 2</p> <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/> </div> <p>Using either the calendar tool or manual entry:</p> <ol style="list-style-type: none"> 1. Enter the dates (month/day/year) of the proposed project period start based on sponsor guidelines or in consultation with the PI. 2. Enter the dates (month/day/year) of the proposed project period end based on sponsor guidelines or in consultation with the PI.
2E-05	Save and Next.

2F. EPASS System: Proposal/Award/Program Type

2F-01 Please complete the proposal type demographics.

Award / Proposal / Program Type [EPASS Instructions](#)

PI: Lyon, Grant D

[Investigators](#) [Department](#) [Proposal](#) **Types** [Sponsor](#) [Checklist](#) [Forms](#) [Funds](#) [Attachments](#) [Review](#) [Log](#)

Special Program Type
Select a special program type:

Award Type
Select an award type:

Proposal Type
Select a proposal type:

Program Type
Select a program type:

If this EPASS relates to an existing Award or Master Agreement, select an Action Type:
Select an action type:

Current Sponsor Award/ID #

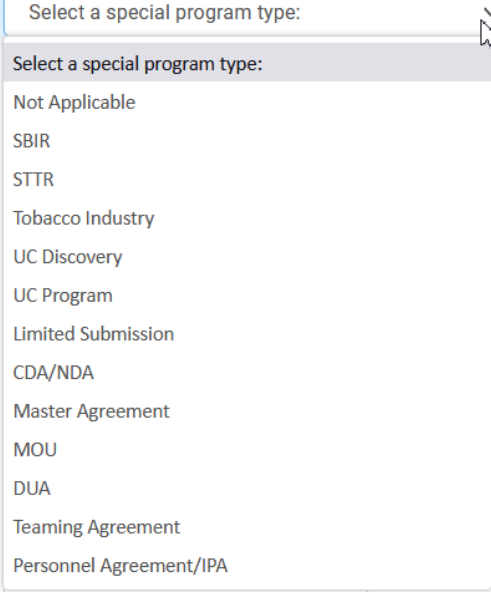
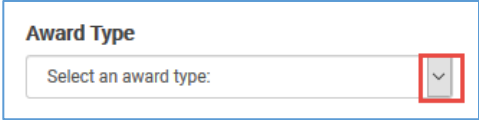
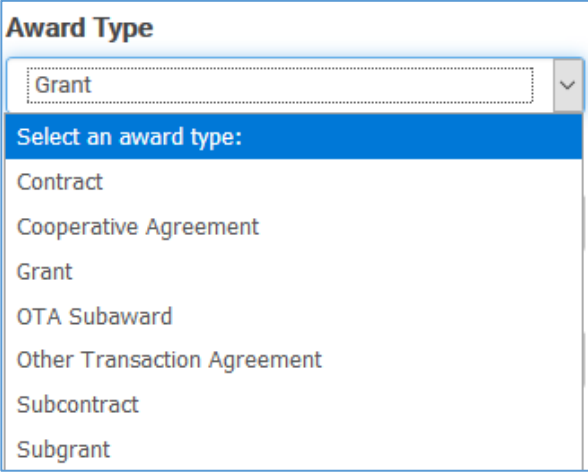
Instructions for this specific tab are provided in the PDF link at the top of the page.

2F-02 **Select the Special Program Type**

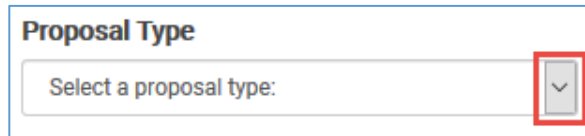
Using the dropdown:

Special Program Type
Select a special program type:

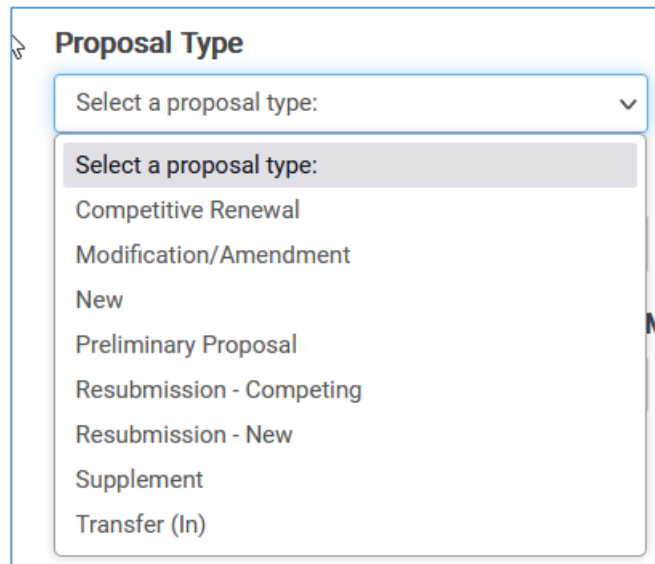
The dropdown will provide the following options:

	 <p>Select the type of special program type from the drop-down menu.</p>
<p>2F-02</p>	<p>Select the Award Type</p> <p>Using the dropdown:</p>  <p>The dropdown will provide the following options:</p>  <p>Select the anticipated type of funding mechanism from the drop-down.</p>
<p>2F-03</p>	<p>Select the Proposal Type</p>

Using the dropdown:



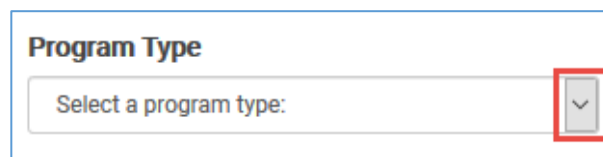
The dropdown will provide the following options:



Select the anticipated type proposal type from the drop-down.

2F-04 **Please select the Program Type**

Using the dropdown:



The dropdown will provide the following options:

	<ul style="list-style-type: none"> ■ Select a program type: Applied Org Research Basic Org Research Capital Program Clinical Research CT Device CT Drug CT Gene Therapy CT Government Non-Profit CT In Kind CT Other CT- PI 	<ul style="list-style-type: none"> Dev Org Research Equipment Individual Fellowship Other Org Research Other Service Public Service Research Training Training Visiting Scientist
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Select the type of sponsored project activity from the drop-down menu.

2F-05 Relate to an Existing Award or Master Agreement

If this proposal relates to an existing an award, please use the dropdown to select the type of action. This action should not be a new proposal.

If this EPASS relates to an existing Award or Master Agreement, select an Action Type:

Select an action type: ▼

The dropdown will provide the following options:

Select an action type: ▼

- Select an action type:
- Not Applicable
- Continuation
- Modification/Amendment
- No Cost Extension
- Renewal
- Option
- Master Agreement/Task Order
- Supplement

If applicable, select the appropriate Action Type from the drop-down menu. If none apply or it does not apply to an existing award, select “Not Applicable”.

2F-06	<p>If the proposal relates to an existing proposal/award, select the action type and then provide the current sponsor award or other ID.</p> <p>This field may be blank if not related to an existing award.</p> <div data-bbox="634 411 1094 546" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"><p>Current Sponsor Award/ID #</p><input data-bbox="651 464 1073 525" type="text"/></div>
2F-07	<p>Save and Next.</p>

2G. EPASS System: Sponsor Information

2G-01 Complete the sponsor information. This section also has fields pertaining to the prime sponsor, if applicable.

Sponsor Information EPASS Instructions

PI: Lyon, Grant D

[Investigators](#)
[Department](#)
[Proposal](#)
[Types](#)
[Sponsor](#)
[Checklist](#)
[Forms](#)
[Funds](#)
[Attachments](#)
[Review](#)
[Log](#)

Sponsor Information *(entity which will provide funding directly to UCLA)*

Select a sponsor

Select a sponsor ...

(Click [here](#) if sponsor is not in the list)

Contact *(if known)*

Email Address Phone Number

URL for Sponsor Homepage

Sponsor Due Date Time (Pacific)

Deadline Type

Sponsor Guidelines and/or FOA/RFA/RFP: Yes No

Name/Number

Prime Sponsor Information *(Complete this section when UCLA is a subrecipient)*

Select a prime sponsor

Select a prime sponsor ...

(Click [here](#) if prime sponsor is not in the list)

Contact *(if known)*

Email Address Phone Number

URL for Prime Sponsor Homepage

Prime Sponsor Due Date Time (Pacific)

Prime Sponsor Guidelines and/or FOA/RFA/RFP: Yes No

Name/Number


Instructions for this specific tab are provided in the PDF link at the top of the page.

2G-02

Indicate the name of the entity to which UCLA is submitting the proposal using the dropdown

Sponsor Information *(entity which will provide funding directly to UCLA)*

Select a sponsor


Select a sponsor ... 


(Click [here](#) if sponsor is not in the list)


The dropdown has a smart search option to locate the sponsor name:


Sponsor Information *(entity which will provide funding directly to UCLA)*

Select a sponsor

Select a sponsor ... 




Select a sponsor ... 

- 100 Women in Hedge Funds
- 13 Wishes Foundation
- 23 AND ME, INC.
- 2M Research Services, LLC
- 3-DIMENSIONAL PHARMACEUTICALS, INC.
- 3COM CORP. TECHNOLOGY DEV. CENTER
- 3M CORPORATION (INCL 3M HEALTH CARE & 3 M PHARMACEUTICALS)
- 4D Molecular Therapeutics 

If the sponsor is not listed, click on the link below the dropdown to enter the New Sponsor Information.

Sponsor Information *(entity which will provide funding directly to UCLA)*

Select a sponsor

Select a sponsor ... 

(Click [here](#) if sponsor is not in the list)

Enter the sponsor name in the text field.

	<p>Sponsor Information <i>(entity which will provide funding directly to UCLA)</i></p> <p>New Sponsor Name</p> <input type="text"/> <p>(Click here to select from the sponsor list)</p>
<p>2G-03</p>	<p>Provide the Sponsor Contact Information, if known</p> <div data-bbox="472 535 1252 894" style="border: 1px solid #ccc; padding: 10px;"> <p>Contact <i>(if known)</i> 1</p> <input type="text"/> <p>Email Address 2 Phone Number 3</p> <input type="text"/> <input type="text"/> <p>URL for Sponsor Homepage 4</p> <input type="text"/></div> <p>1-3. If known, enter the point of contact for the sponsor (name, e-mail address and phone number).*</p> <p>If this application requires a hard-copy submission, enter the mailing address in the <i>Remarks</i> section.</p> <p>Note: All applications that are shipped via private carrier require a phone number and street address.</p> <p>4. Provide the URL for the Sponsor Website</p> <p>* It is highly recommended to enter a contact for Subgrant or Subcontract proposals.</p>
<p>2G-04</p>	<p>Complete the Proposal Submission Information</p> <p>This information should be pre-filled from previous screens. Please edit as necessary.</p> <div data-bbox="483 1564 1240 1822" style="border: 1px solid #ccc; padding: 10px;"> <p>Sponsor Due Date 1 Time (Pacific) 2</p> <input type="text" value="8/29/2018"/> <input type="text"/> <p>Deadline Type 3</p> <input type="text" value="Select deadline type:"/> <input type="button" value="v"/></div>

1. 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 (5) business days from the date of receipt will be used.
2. Indicate the time the application is due to the sponsor (Pacific Time only).
3. Select the applicable deadline type from the drop-down menu. If sponsor requires both electronic and hard-copy submission, provide the additional information in *Remarks*.

2G-05 Enter the Sponsor Guideline Information.

For sponsor guidelines, indicate Yes/No.

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Name/Number

If yes is selected, the guidelines must be provided by one of the following methods:

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Upload Sponsor Guidelines

File Type: .csv, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .pdf, .txt.
The individual file sizes cannot exceed 25 MB.

File ¹	Description
<input type="button" value="Browse..."/> No file selected.	

Name/Number ²

1. Upload as an attachment directly in the Sponsor Information Screen. A description of the file may be entered, if necessary.
2. Enter the name/number of the funding opportunity in the text box or type “URL” if the guidelines are available on a website. The full URL may be provided in the *Remarks* section.

If “No”, provide an explanation in the Remarks section.

Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Name/Number

Provide explanation in Remarks

2G-06

UCLA as the Subrecipient (Prime Sponsor Information)

If applicable, where UCLA is submitting a Subgrant or Subcontract proposal, the prime sponsor information **must** be provided. When UCLA is the subrecipient, the same information is required for the Prime Sponsor, as for the Sponsor (see *Sponsor Information*, above).

Prime Sponsor Information *(Complete this section when UCLA is a subrecipient)*

Select a prime sponsor

Select a prime sponsor ...

(Click [here](#) if prime sponsor is not in the list)

Contact *(if known)*

Email Address Phone Number

URL for Prime Sponsor Homepage

Prime Sponsor Due Date Time (Pacific)

Prime Sponsor Guidelines and/or FOA/RFA/RFP:

Yes No

Name/Number

Enter the prime sponsor information.

2G-07

Save and Next.

2H. EPASS System: Proposal Checklist

2H-01 Complete the proposal checklist information. Check “Yes/No” for each question. For the on/off campus space address fields, be sure to include the complete address/room numbers. This section must be completely filled out.

Proposal Checklist EPASS Instructions

PI: LEONARD, MICHELLE C

Investigators
Department
Proposal
Types
Sponsor
Checklist
Forms
Funds
Attachments
Review
Log

PI Exception Required? (Check Requirements and Look up Eligibility). If yes, attach approval form (Sample Approval Form).

Yes No

On campus space?

Yes No

Building: Select Building If other: Room:

Off campus space?

Yes No

Location:

Outgoing Agreements? If yes, attach Sub-recipient Commitment Form(s) or FDP Expanded Clearinghouse Subrecipient Letter(s) of Intent for each entity. PI signature indicates review and approval of the cost reasonableness of subrecipients' budgets. (See Outgoing Subawards Overview).

Yes No

Does this project involve activities outside the U.S. and/or partnership with foreign collaborators, whether or not funded?

Yes No

Is any mandatory Cost Sharing/Matching proposed in this application? (Cash, unfunded effort, or in-kind contributions - do not include salary cap differential.)

Yes No Voluntary cost share is discouraged under UC Policy.

Is any unfunded effort proposed in this application? In accordance with UC Policy, "unfunded effort", must be reported in ERS. (Do not include salary cap differential here.)

Yes No

Do you anticipate program income?

Yes No Specify Source: Estimated Amount:

Human subjects?

Yes No

If yes, indicate IRB #/Exception # or Pending Status:

IRB # or Exception #: Pending Delayed onset

NIH-funded Clinical Trial? If yes, 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. Additional information about NIH-funded Clinical Trials can be found on the NIH website.

Yes No

Will the clinical research study utilize UCLA Health System resources, including but not limited to, any patient care costs? If yes, then a Policy 915 Coverage Analysis is required (contact coverageanalysis@mednet.ucla.edu).

Yes No

<p>2H-02</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Animal subjects? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, indicate ARC # or Pending Status: <input type="radio"/> ARC #: <input type="text"/> <input type="radio"/> Pending <input type="checkbox"/> Delayed onset</p> <hr/> <p>Use of radiation in humans and/or animals? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, indicate "Pending", MRSC/RDRC# and/or RUA#: <input type="checkbox"/> Pending MRSC/RDRC#: <input type="text"/> RUA#: <input type="text"/></p> <hr/> <p>Human Embryonic Stem Cell Research? If yes, refer to the Stem Cell Policy and Procedures. <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Non-UCLA materials/equipment to be used? <input type="radio"/> Yes <input type="radio"/> No If yes, indicate type: <input type="text"/> Source: <input type="text"/></p> <hr/> <p>Human or primate cells, tissue, or fluids; recombinant or synthetic nucleic acids; potentially infectious materials; exotic plants or plant pathogens; select agents or toxins? For more information, see IBC website. <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p>Use of UC Intellectual Property? <input type="radio"/> Yes <input type="radio"/> No If yes, specify the case number: <input type="text"/></p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Export Control (see RPC Website) – Does the project involve the following:</p> <p>Shipping or carrying any tangible object or item to a foreign country? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Conducting research or other activities in, taking money to, or planning to have money transferred to a foreign country? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Training foreign persons in using equipment, technology, or technical data? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Traveling to or doing research in a country currently under a US Trade or Economic Embargo (see OFAC website)? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> </div> <p>Check "Yes"/"No" for each question. Responses are required for all sections.</p> <p>Instructions for this specific tab are provided in the PDF link at the top of the page.</p>
<p>2H-03</p>	<p>PI Exception</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>PI Exception Required? (Check Requirements and Look up Eligibility). If yes, attach approval form (Sample Approval Form). <input type="radio"/> Yes <input type="radio"/> No</p> </div>

Check “Yes” to indicate if the PI meets the eligibility criteria to serve as PI. If the PI is not eligible to serve, select “No”.

If “Yes” is checked, the document may uploaded in this tab itself:

PI Exception Required? ([Check Requirements and Look up Eligibility](#)). If yes, attach approval form ([Sample Approval Form](#)).

Yes No

Upload PI Exception Letter

File Type: .pdf.
 The individual file sizes cannot exceed 25 MB.

File	Description
<input type="text" value="Browse... No file selected."/>	<input type="text"/>

2H-04 **On/Off Campus Space**

On campus space?
 Yes No
 Building: If other: Room:

Off campus space?
 Yes No
 Location:

Indicate whether the proposed project will be conducted on campus, off campus, or both on *and* off campus.

For on campus space, if the building is not listed enter the name of the building in the space provided. The room number should also be provided. For off campus space, the address should be entered in the space provided.

Note: At least one response must be marked as “Yes”. Both responses may not be “No”.

2H-05 **Outgoing Agreements**

Outgoing Agreements? If yes, complete an entry for each combination of subrecipient and subrecipient PI on the subsequent page.

Yes No

If “Yes”, the documents referenced in this section should be attached as a part of the complete proposal package for final submission. A new tab will appear at the top to provide the information and documents for the subrecipient institutions.

2H-06 **Activities outside of the US or International Collaborators**

Does this project involve activities outside the U.S. and/or partnership with foreign collaborators, whether or not funded?

Yes No

If “yes” is selected, you will be prompted to add the names of the countries where these activities will be taking place.

Does this project involve activities outside the U.S. and/or partnership with foreign collaborators, whether or not funded?

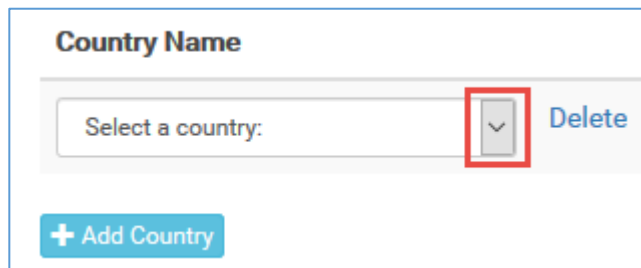
Yes No

Please List All Foreign Collaborators and see Export Control questions below.

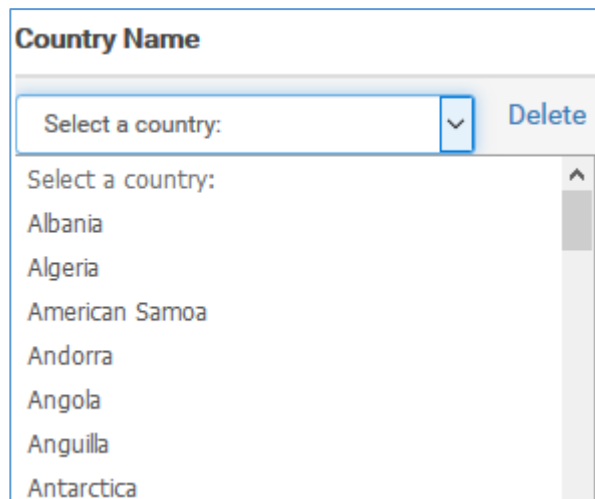
No countries have been added yet.

[+ Add Country](#)

Click “Add Country”. This will open a dropdown to select and add a country.



The screenshot shows a form titled "Country Name". It contains a text input field with the placeholder text "Select a country:". To the right of the input field is a dropdown arrow icon, which is highlighted with a red rectangle. To the right of the dropdown is a "Delete" button. Below the input field is a blue button with a plus sign and the text "+ Add Country".



The screenshot shows the same "Country Name" form, but the dropdown menu is open, displaying a list of countries. The list includes: "Select a country:", "Albania", "Algeria", "American Samoa", "Andorra", "Angola", "Anguilla", and "Antarctica". The dropdown arrow icon is now blue and is positioned above the list. The "Delete" button and the "+ Add Country" button are still visible.

Once a country has been selected, you may click on “Add Country” to add additional locations.

	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Please List All International Collaborators</p> <p>Country Name</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Australia v Delete </div> <div style="border: 2px solid red; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> + Add Country </div> </div>
2H-07	<p>Cost Sharing</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Is any mandatory Cost Sharing/Matching proposed in this application? (Cash, unfunded effort, or in-kind contributions - do not include salary cap differential.)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No Voluntary cost share is discouraged under UC Policy.</p> <p>If Yes, Mandatory Cost Share Amount: <input style="width: 100px;" type="text"/> You will be required to report actual expenditures to EFM during the award period.</p> </div> <p>If cost sharing is marked “Yes”, provide the amount(s) and be sure to take note of the requirement by EFM.</p> <p>Cost Sharing: Project costs not borne by the sponsors, but supported by contributions from the University and/or third parties. Select the type of cost sharing that may applies. The value entered must be greater than \$0.</p> <p>For more information on types of cost sharing/matching, refer to the UC Contract and Grant Manual (5-300).</p>
2H-08	<p>Unfunded Effort</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Is any unfunded effort proposed in this application? In accordance with UC Policy, “unfunded effort”, must be reported in ERS. (Do not include salary cap differential here)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>If Unfunded Effort is proposed, select “Yes”.</p> <p>In accordance with UC Policy unfunded effort must be reported in ERS. This does not apply to salary cap differential.</p>
2H-09	<p>Anticipated Program Income</p>

	<p>Do you anticipate program income?</p> <p><input type="radio"/> Yes <input type="radio"/> No Specify Source: <input type="text"/> Estimated Amount: <input type="text"/></p> <p>If “Yes”, specify the type of source of the program income and estimated amount.</p>
2H-10	<p>Human Subjects</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Human subjects?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, indicate IRB #/Exception # or Pending Status:</p> <p><input type="radio"/> IRB # or Exception #: <input type="text"/> <input type="radio"/> Pending <input type="radio"/> Delayed onset</p> </div> <p>If “Yes”, enter IRB protocol number or “Pending”.</p> <p>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 check the box labeled “Delayed Onset.”</p>
2H-11	<p>NIH Funded Clinical Trial</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>NIH-funded Clinical Trial? If yes, 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. Additional information about NIH-funded Clinical Trials can be found on the NIH website.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>If “Yes”, investigators and staff involved in the conduct, oversight, or management of clinical trials should be trained in Good Clinical Practice.</p> <p>If the Sponsor or Prime sponsor is selected as NIH or a any of the NIH Institutes, the question for Human Subjects is marked as “Yes”, <i>and</i> the “NIH Funded Clinical Trial” question also marked as “Yes”, then an additional section will appear at the bottom of this page (“NIH-Funded Project Personnel”). This section is intended to list those individuals that are required to be trained in Good Clinical Practices per the NIH requirements.</p>

NIH-Funded Project Personnel

You have indicated that the Sponsor or Prime Sponsor is an NIH agency, and the Program Type is CT Government Non-Profit, which means that this is an 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](#). Provide the names on the table below.

Firstname	MI	Lastname	Email	GCP Training Completion Date
JOHANNA	Ivette	HARAWAY	JOHANNA.HARAWAY@RESEARCH.UCLA.EDU	<input type="text"/>

Complete the information below for all investigators and staff involved in the conduct, oversight, or management of NIH-funded clinical trials.

No other investigators or staff involved in the conduct, oversight, or management of NIH-funded clinical trials.

First Name	MI	Last Name	Email	GCP Training Completion Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[+ Add NIH Personnel](#)

NIH-Funded Project Personnel

You have indicated that the Sponsor or Prime Sponsor is an NIH agency, and the Program Type is CT Government Non-Profit, which means that this is an 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](#). Provide the names on the table below.

Firstname	MI	Lastname	Email	GCP Training Completion Date
JOHANNA	Ivette	HARAWAY	JOHANNA.HARAWAY@RESEARCH.UCLA.EDU	<input type="text"/>

The PI's information will be auto-filled. Enter the date the PI completed the GCP training. This field is not required at the time of proposal submission; however, may be required at JIT or when an award is accepted.

Complete the information below for all investigators and staff involved in the conduct, oversight, or management of NIH-funded clinical trials.

No other investigators or staff involved in the conduct, oversight, or management of NIH-funded clinical trials.

First Name	MI	Last Name	Email	GCP Training Completion Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[+ Add NIH Personnel](#)

If there are no other individuals that are required to have completed the training, check the box.

	<p>Complete the information below for all investigators and staff involved in the conduct, oversight, or management of NIH-funded clinical trials.</p> <p><input type="checkbox"/> No other investigators or staff involved in the conduct, oversight, or management of NIH-funded clinical trials.</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">First Name</th> <th style="width: 5%;">MI</th> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">Email</th> <th style="width: 20%;">GCP Training Completion Date</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;">Delete</td> </tr> </tbody> </table> <p style="margin-top: 5px;">+ Add NIH Personnel</p> </div> <p>If there are additional individuals that must be listed as having required to take the GCP Training, enter their names in the section provided. To add additional names, click “+Add NIH Personnel”.</p> <p>Training is available through CITI Program, but may be accomplished through other sources (see NIH notice, NOT-OD-16-148).</p>	First Name	MI	Last Name	Email	GCP Training Completion Date		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
First Name	MI	Last Name	Email	GCP Training Completion Date									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete								
2H-12	<p>Coverage Analysis</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Will the clinical research study utilize UCLA Health System resources, including but not limited to, any patient care costs? If yes, then a Policy 915 Coverage Analysis is required (contact coverageanalysis@mednet.ucla.edu).</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>												
2H-13	<p>Animal Subjects</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Animal subjects?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, indicate ARC # or Pending Status:</p> <p><input type="radio"/> ARC #: <input style="width: 150px;" type="text"/> <input type="radio"/> Pending <input type="radio"/> Delayed Onset</p> </div> <p>If “Yes”, enter ARC approval number or “Pending”.</p> <p>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 check the box labeled “Delayed Onset.”</p>												
2H-14	<p>Radiation Safety</p>												

	<p>Use of radiation in humans and/or animals?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, indicate "Pending", MRSC/RDRC# and/or RUA#:</p> <p><input type="checkbox"/> Pending MRSC/RDRC#: <input type="text"/> RUA#: <input type="text"/></p> <p>If "Yes", enter Approval Number approval number or "Pending".</p>
2H-15	<p>Human Embryonic Stell Cell Research</p> <p>Human Embryonic Stem Cell Research? If yes, refer to the Stem Cell Policy and Procedures.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
2H-16	<p>Non-UCLA Materials/Equipment</p> <p>Non-UCLA materials/equipment to be used?</p> <p><input type="radio"/> Yes <input type="radio"/> No If yes, indicate type: <input type="text"/> Source: <input type="text"/></p> <p>If "Yes", describe the type and source of the non-UCLA materials/equipment.</p>
2H-17	<p>Institutional Biosafety Committee</p> <p>Human or primate cells, tissue, or fluids; recombinant or synthetic nucleic acids; potentially infectious materials; exotic plants or plant pathogens; select agents or toxins? For more information, see IBC website.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
2H-18	<p>UC Intellectual Property</p> <p>Use of UC Intellectual Property?</p> <p><input type="radio"/> Yes <input type="radio"/> No If yes, specify the case number: <input type="text"/></p> <p>If checked "Yes", indicate the IP disclosure case number.</p>
2H-19	<p>Export Control</p>

	<p>Export Control (see RPC Website) – Does the project involve the following:</p> <p>Shipping or carrying any tangible object or item to a foreign country? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Conducting research or other activities in, taking money to, or planning to have money transferred to a foreign country? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Training foreign persons in using equipment, technology, or technical data? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>Traveling to or doing research in a country currently under a US Trade or Economic Embargo (see OFAC website)? <input type="radio"/> Yes <input type="radio"/> No If yes, specify: <input type="text"/></p> <p>For all responses marked “Yes”, provide the items and/or country name(s) in the space provided.</p>
2H-20	Save and Next.

2I. EPASS System: Subawards

2I-01 For OUTGOING Subaward Institutions under the proposal submission, the following fields must be completed:

Principal Investigators
 REMINDER: For S2S Grants (Cayuse) proposals, please contact eRAHelp@research.ucla.edu if any information in a subrecipient's Institutional Profile needs to be updated.

[+ Add Subaward](#)

Subrecipient **Subrecipient PI**

Select a subrecipient... Select a subrecipient PI...

(Click [here](#) if the subrecipient is not in the list) (Click [here](#) if the subrecipient PI is not in the list)

Subrecipient Central Administration Contact (email listed on Letter of Intent or Commitment Form)

[+ Attach Letter of Intent \(LOI\)](#)
[+ Attach Scope of Work](#)
[+ Attach Budget](#)
[+ Attach IDC Rate Agreement](#)

Attachments

Type	File	Mark for deletion
Does the proposed subaward involve any of the following?		
Human Subjects (IRB)? <input type="radio"/> Yes <input type="radio"/> No	Embryonic Stem Cell Research Oversight (ESCRO)? <input type="radio"/> Yes <input type="radio"/> No	Genomic Data Sharing? <input type="radio"/> Yes <input type="radio"/> No
Animal Subjects (ARC/IACUC)? <input type="radio"/> Yes <input type="radio"/> No	Dual Use Research of Concern (DURC)? <input type="radio"/> Yes <input type="radio"/> No	

Save and previous Save **Save and next**

2I-02

Subrecipient **Subrecipient PI**

Community Partners/SoCal Coalition for Occupational Safety & Health Select a subrecipient PI...

(Click [here](#) if the subrecipient is not in the list) (Click [here](#) if the subrecipient PI is not in the list)

Subrecipient Central Administration Contact (email listed on Letter of Intent or Commitment Form)

Using the dropdown, select the Subrecipient Institution Name:

1. Select name of Subrecipient institution
2. Select the name of the Subrecipient PI
3. If the institution name does not exist, click on the hyperlink to manually add the information (Below)
4. If the PI name does not exist, click on the hyperlink to manually add the information (Below)
5. Subrecipient Central Administrative Contact (Email)

If Subrecipient is not in the list, complete the following:

The screenshot shows a form with the following fields and callouts:

- 1**: Subrecipient Legal Name
- 2**: Subrecipient PI Name
- 3**: Subrecipient UEI
- 4**: Subrecipient PI Email Address
- 5**: Is subrecipient a for-profit entity? (radio buttons for Yes and No, with No selected)

Below the form, there is a blue hyperlink: (Click [here](#) to select a subrecipient from the list)

1. Enter the Legal Name of the Subrecipient Institution
2. Enter the PI Name at the Subrecipient Institution
3. Enter the Subrecipient Unique Entity Identifier (UEI)
4. Enter the Subrecipient PI's email address
5. Confirm whether this institution is a for-profit entity.

If the Subrecipient PI needs to be manually entered, click on the blue hyperlink and enter the following:

The screenshot shows the form with a dropdown menu for Subrecipient. The dropdown is open, showing "University of California, Davis [UEI: TX2DAGQPENZ5]". Below the dropdown is a blue hyperlink: (Click [here](#) if the subrecipient is not in the list). To the right of the dropdown are two input fields with callouts:

- 1**: Subrecipient PI Name
- 2**: Subrecipient PI Email Address

Below the form, there is a blue hyperlink: (Click [here](#) to select a subrecipient PI from the list)

1. Subrecipient PI Name
2. Subrecipient PI email address

2I-03

Outgoing Subaward Attachments

Click on the plus sign to add documents for this subaward institution:

+ Attach Letter of Intent (LOI) 1

+ Attach Scope of Work 2

+ Attach Budget 3

+ Attach IDC Rate Agreement 4

Attachments

Type	File	Mark for deletion
1. Letter of Intent (LOI) _ Required for FDP Expanded Clearinghouse Members		
2. Scope of Work		
3. Budget		
4. Current IDC Rate Agreement		

The documents added will display under the attachments and maybe marked for deletion if needed:

Attachments

Type	File	Mark for deletion
—		

2I-04 **Compliance Questions for Subrecipient**

Please mark the following as “Yes” or “No” for the work done at the subrecipient institution:

Does the proposed subaward involve any of the following?

<p>Human Subjects (IRB)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Embryonic Stem Cell Research Oversight (ESCRO)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Genomic Data Sharing?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Animal Subjects (ARC/IACUC)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Dual Use Research of Concern (DURC)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

Click **SAVE** to save this information and update the tab name.

2I-05 **Adding additional Subaward Institutions.**

To add additional subaward sites, click on the following button:

REMINDER: For S2S Grants (Cayuse) proposals, please contact eRAHelp@research.ucla.edu if any information in a subrecipient’s Institutional Profile needs to be updated.

+ Add Subaward

Subrecipient

University of California, Davis [UEI: TX2DAGQPENZ5]
▼

(Click [here](#) if the subrecipient is not in the list)

Subrecipient PI

Primary Contact
▼

(Click [here](#) if the subrecipient PI is not in the list)

This will add an additional Subrecipient Tab

	<div style="text-align: right; margin-bottom: 5px;"> + Add Subaward </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ▶ University of California, Davis, Alexander Revzin </div> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 5px;"> ▾ New Subaward </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Subrecipient</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Select a subrecipient... </div> <p><small>(Click here if the subrecipient is not in the list)</small></p> </div> <div style="width: 45%;"> <p>Subrecipient PI</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> [Empty] </div> <p><small>(Click here if the subrecipient PI is not in the list)</small></p> </div> </div> <p>Subrecipient Central Administration Contact <small>(email listed on Letter of Intent or Commitment Form)</small></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> [Empty] </div> <div style="margin-bottom: 5px;"> + Attach Letter of Intent (LOI) </div> <div style="margin-bottom: 5px;"> + Attach Scope of Work </div> <div style="margin-bottom: 5px;"> + Attach Budget </div> <div style="margin-bottom: 5px;"> + Attach IDC Rate Agreement </div> <p>Attachments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Type</th> <th style="width: 45%;">File</th> <th style="width: 20%;">Mark for deletion</th> </tr> </thead> <tbody> <tr> <td colspan="3">Does the proposed subaward involve any of the following?</td> </tr> <tr> <td> Human Subjects (IRB)? <input type="radio"/> Yes <input type="radio"/> No </td> <td> Embryonic Stem Cell Research Oversight (ESCRO)? <input type="radio"/> Yes <input type="radio"/> No </td> <td> Genomic Data Sharing? <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td> Animal Subjects (ARC/IACUC)? <input type="radio"/> Yes <input type="radio"/> No </td> <td> Dual Use Research of Concern (DURC)? <input type="radio"/> Yes <input type="radio"/> No </td> <td></td> </tr> </tbody> </table> <p>The same information must be completed for each subrecipient institution added to this proposal.</p>	Type	File	Mark for deletion	Does the proposed subaward involve any of the following?			Human Subjects (IRB)? <input type="radio"/> Yes <input type="radio"/> No	Embryonic Stem Cell Research Oversight (ESCRO)? <input type="radio"/> Yes <input type="radio"/> No	Genomic Data Sharing? <input type="radio"/> Yes <input type="radio"/> No	Animal Subjects (ARC/IACUC)? <input type="radio"/> Yes <input type="radio"/> No	Dual Use Research of Concern (DURC)? <input type="radio"/> Yes <input type="radio"/> No	
Type	File	Mark for deletion											
Does the proposed subaward involve any of the following?													
Human Subjects (IRB)? <input type="radio"/> Yes <input type="radio"/> No	Embryonic Stem Cell Research Oversight (ESCRO)? <input type="radio"/> Yes <input type="radio"/> No	Genomic Data Sharing? <input type="radio"/> Yes <input type="radio"/> No											
Animal Subjects (ARC/IACUC)? <input type="radio"/> Yes <input type="radio"/> No	Dual Use Research of Concern (DURC)? <input type="radio"/> Yes <input type="radio"/> No												
2I-06	Once ALL subrecipients have been added, click on Save and Next.												

2J. EPASS System: Additional Forms Required

2J-01 Additional forms and information for the submission of the proposal may be required. If applicable, the forms are required to be submitted prior to the submission of the proposal.

COI (Disclosure Requirements)

Sponsor/Prime Sponsor is Federal Public Health Service (PHS), agency that has adopted the PHS regulations, or Department of Energy?

Yes No If yes, provide names of other investigators in Project Personnel below (See UCLA Policy 926 and UCLA Policy 927.)

Sponsor/Prime Sponsor is Federal (other than PHS), CIRM or special research programs managed by the UC Research Grants Program Office (RGPO)?

Yes No If yes, attach in Attachments Section COI Form 740 & Supplement to Form 740 (if applicable). See UCLA Procedure 925.3.

Non-Government Sponsor/Prime Sponsor?

Yes No If yes and project is Research, attach in Attachments Section Form 700-U, 700-U Addendum and 700-U Supplement, as applicable, unless sponsor is exempt. See UCLA Procedure 925.2.

Industry Sponsored Research

Industry Sponsored Non-Clinical Proposal?

Yes No If yes, attach [Industry Sponsored Research Checklist](#).

Industry Sponsored Clinical Trial?

Yes No If yes, view the [Clinical Trials Contract & Strategic Relations Checklist](#) to determine additional required attachments.

Instructions for this specific tab are provided in the PDF link at the top of the page.

2J-02 COI (Conflict of Interest)

The requirements for disclosure and forms can be found at the following hyperlink.
<https://rpc.research.ucla.edu/>

The following three questions will assist in determining which disclosure forms may be required for this submission. For subawards, you may need to provide multiple types of COI forms.

2J-03 COI for PHS or Agency with adopted PHS regulations (Sponsor or Prime Sponsor) or Department of Energy

Sponsor/Prime Sponsor is Federal Public Health Service (PHS), agency that has adopted the PHS regulations, or Department of Energy?

Yes No If yes, provide names of other investigators in Project Personnel below (See UCLA Policy 926 and UCLA Policy 927.)

If the response is "Yes", an additional section will appear. The PI's name will auto populate. The disclosure date will need to be entered.

Project Personnel 1 [Click here to lookup an individual's eDGE disclosure information](#)

Firstname	MI	Lastname	Email	eDGE Disclosure Date 2
Grant	D	Lyon	grant.lyon@research.ucla.edu	<input style="width: 100%;" type="text"/>

Complete the information below for all project personnel responsible for the purpose*, design, conduct, or reporting of research.

No other project personnel responsible for the purpose*, design, conduct, or reporting of research. 3

*The term purpose is an addition to the definition by DOE only.

First Name	MI	Last Name	Email	eDGE Disclosure Date	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Delete

+ Add Personnel 4

1. To look up an individual’s eDGE disclosure information, the click on this link. It will redirect to the PHS/DOE FCOI Lookup tool
2. Enter the eDGE disclosure date here
3. If no other personnel is required to be listed, check the box “No Other Project Personnel...”
4. To add personnel, enter the first name, middle initial, last name and email of the individual that is responsible for the design, conduct or reporting. The disclosure date field should be populated with the date the eDGE disclosure was submitted/updated.

To add additional personnel, click the “Add Personnel” and complete the same information as step 2.

Note: It is required that either the checkbox is marked or additional names are added. In addition, the disclosure dates are not required for submission to OCGA, but are required for proposal submission to the sponsor.

2J-04 COI For Federal Non-PHS Agencies

Sponsor/Prime Sponsor is Federal (other than PHS), CIRM or special research programs managed by the UC Research Grants Program Office (RGPO)?

Yes No If yes, attach in Attachments Section COI Form 740 & Supplement to Form 740 (if applicable). See UCLA Procedure 925.3.

If “Yes” is selected, a copy of the 740 form (and if needed the Supplement form) is required to be provided to OCGA prior to submission of the proposal. This section will expand and you can upload this form in this tab:

Sponsor/Prime Sponsor is Federal (other than PHS), CIRM or special research programs managed by the UC Research Grants Program Office (RGPO)?

Yes No If yes, attach in Attachments Section COI Form 740 & Supplement to Form 740 (if applicable). See UCLA Procedure 925.3.

Upload Form 740

File Type: .pdf.
The individual file sizes cannot exceed 25MB.

Click the button below to attach a new file.

+ Attach file

<p>2J-05</p>	<p>COI for Non-Government Sponsor/Prime Sponsor</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Non-Government Sponsor/Prime Sponsor?</p> <p><input type="radio"/> Yes <input type="radio"/> No If yes and project is Research, attach in Attachments Section Form 700-U, 700-U Addendum and 700-U Supplement, as applicable, unless sponsor is exempt. See UCLA Procedure 925.2.</p> </div> <p>The 700-U, 700-U Addendum, 700-U Supplement (as applicable), may be required for proposal submission, unless the sponsor is exempt.</p> <p>If determined that the form is required, then OCGA will no longer requires the original signed form, and now requires the form to be completed with a DocuSign Signature.</p> <p>If “Yes” is selected, the prompt to upload the form will upload:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Non-Government Sponsor/Prime Sponsor?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No If yes and project is Research, attach in Attachments Section Form 700-U, 700-U Addendum and 700-U Supplement, as applicable, unless sponsor is exempt. See UCLA Procedure 925.2.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Upload Form 700-U</p> <p>File Type: .pdf. The individual file sizes cannot exceed 25MB. In addition to the 700-U, you must provide the 'Certificate of Completion' from DocuSign (see the January 2022 RAF for more information).</p> <p><i>Click the button below to attach a new file.</i></p> <p>+ Attach file</p> </div> <p>Note that the Certificate of Completion from DocuSign is required to accept this document.</p>
<p>2J-06</p>	<p>Industry Sponsored Research (TDG) or Industry Sponsored Clinical Trial</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Industry Sponsored Research</p> <p>Industry Sponsored Non-Clinical Proposal? 1</p> <p><input type="radio"/> Yes <input type="radio"/> No If yes, attach Industry Sponsored Research Checklist.</p> <p>Industry Sponsored Clinical Trial? 2</p> <p><input type="radio"/> Yes <input type="radio"/> No If yes, view the Clinical Trials Contract & Strategic Relations Checklist to determine additional required attachments.</p> </div> <p>NOTE: If either of these questions apply, then this submission will not be routed to OCGA for review. The ability to route electronically will be disabled. The proposals should be routed via email to the following:</p> <ol style="list-style-type: none"> 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.
2J-07	Save and next.

2K. EPASS System: Funds Requested

2K-01 This section will be used to capture the requested funding information. Please ensure the data in the fields below match the proposal application.

Enter whole dollars only. The system will automatically format the data in the field and will not include decimals to indicate cents. Decimals are allowed for F&A Rates.

Funds Requested EPASS Instructions PDF

PI: LEONARD, MICHELLE C

[Investigators](#)
[Department](#)
[Proposal](#)
[Types](#)
[Sponsor](#)
[Checklist](#)
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1st Budget Period *(If there is no budget associated to this project, please enter 0 for Direct Costs, Excluded Direct Costs, and F&A Costs)*

Direct Costs (\$)

Excluded Direct Costs (\$)

F&A Costs (\$)

Total Costs (\$)

All Budget Periods *(complete only when multiple budget periods are involved)*

Direct Costs (\$)

Excluded Direct Costs (\$)

F&A Costs (\$)

Total Costs (\$)

F&A:

F&A Rate (%) - If more than one F&A Rate, explain in Remarks

F&A Base Type **If Other, specify:**

Select F&A base type:

Instructions for this specific tab are provided in the PDF link at the top of the page.

2K-02 Funds requested for the 1st Budget Period

The following fields should be completed based on the requested budget (1st budget period only).

	<div data-bbox="548 197 1179 657" style="border: 1px solid black; padding: 5px;"> <p>1st Budget Period <i>(If there is no budget associated to this project, please enter 0 for Direct Costs, Excluded Direct Costs, and F&A Costs)</i></p> <p>Direct Costs (\$) <input type="text"/> 1</p> <p>Excluded Direct Costs (\$) <input type="text"/> 2</p> <p>F&A Costs (\$) <input type="text"/> 3</p> <p>Total Costs (\$) <input type="text" value="0"/> 4</p> </div> <ol style="list-style-type: none"> 1. Indicate the direct costs for the 1st budget period 2. Indicate the amount of direct costs that are <i>not</i> subject to/assessed F&A 3. Indicate the F&A amount requested 4. This field will auto-calculate the requested amount for the 1st budget period <p>If no funds are requested, enter \$0 as the value for the above fields.</p>
2K-03	<p>Funds requested for the <u>Project</u> Period</p> <p>The following fields should be completed based on the <i>cumulative</i> requested budget. Note that the system will provide an error if the project period costs are greater than the first requested budget period.</p> <div data-bbox="539 1150 1183 1591" style="border: 1px solid black; padding: 5px;"> <p>All Project Periods <i>(complete only when multiple budget periods are involved)</i></p> <p>Direct Costs (\$) <input type="text"/> 1</p> <p>Excluded Direct Costs (\$) <input type="text"/> 2</p> <p>F&A Costs (\$) <input type="text"/> 3</p> <p>Total Costs (\$) <input type="text" value="0"/> 4</p> </div> <ol style="list-style-type: none"> 1. Indicate the direct costs for the <i>entire</i> project period 2. Indicate the amount of direct costs that are <i>not</i> subject to/assessed F&A for the entire project period 3. Indicate the F&A amount requested for the entire project period 4. This field will auto-calculate the requested amount for the full project period <p>If no funds are requested, entering \$0 as the value for the 1st budget period is sufficient.</p>

<p>2K-04</p>	<p>F&A (Facilities & Administrative costs)</p> <p>The following fields should be completed based on the approved F&A rate applied to this proposal.</p> <div data-bbox="370 365 1357 638" style="border: 1px solid black; padding: 10px;"> <p>F&A:</p> <p>F&A Rate (%) - If more than one F&A Rate, explain in Remarks</p> <input type="text"/> <p>F&A Base Type If Other, specify:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="Select F&A base type:"/> </div> <div style="width: 45%; border: 1px solid gray; height: 20px;"></div> </div> </div>
<p>2K-05</p>	<p>Enter the F&A rate that is to be applied to this proposal</p> <div data-bbox="341 781 1386 1066" style="border: 1px solid black; padding: 10px;"> <p>F&A:</p> <p>F&A Rate (%) - If more than one F&A Rate, explain in Remarks</p> <div style="border: 2px solid red; padding: 2px;"> <input type="text"/> </div> <p>F&A Base Type If Other, specify:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="Select F&A base type:"/> </div> <div style="width: 45%; border: 1px solid gray; height: 20px;"></div> </div> </div> <p>Enter the percentage rate that applies to this proposal. <u>If there is more than one rate applied to this award, please explain in the <i>Remarks</i>.</u></p> <p>If no funds are requested or if no F&A costs are requested, enter 0.</p>
<p>2K-06</p>	<p>Select the appropriate F&A Base Type</p> <div data-bbox="354 1373 1373 1650" style="border: 1px solid black; padding: 10px;"> <p>F&A:</p> <p>F&A Rate (%) - If more than one F&A Rate, explain in Remarks</p> <input type="text"/> <p>F&A Base Type If Other, specify:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="text" value="Select F&A base type:"/> </div> <div style="width: 45%; border: 1px solid gray; height: 20px;"></div> </div> </div> <p>The dropdown will provide the following options:</p>

	<div data-bbox="310 197 821 594"> <p>Select F&A base type:</p> <ul style="list-style-type: none"> Lump Sum MTDC Other Salaries and Wages Salaries and Wages (w/Benefits) TADC (Federal Training) TC TDC <p>Select F&A base type: ▼</p> </div> <p data-bbox="293 653 1279 684">Select one option. If Other is selected, specify the rate information in the text box.</p> <div data-bbox="298 737 1416 1052" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="318 747 386 779">F&A:</p> <p data-bbox="318 800 1003 831">F&A Rate (%) - If more than one F&A Rate, explain in Remarks</p> <div data-bbox="318 842 834 894" style="border: 1px solid #ccc; height: 25px; margin-bottom: 10px;"></div> <p data-bbox="318 926 488 957">F&A Base Type</p> <div data-bbox="318 968 834 1020" style="border: 1px solid #ccc; padding: 2px;"> <p>Select F&A base type: ▼</p> </div> <div data-bbox="886 926 1073 957" style="margin-left: 20px;">If Other, specify:</div> <div data-bbox="878 957 1416 1020" style="border: 2px solid red; border-radius: 5px; height: 30px; margin-left: 20px;"></div> </div> <p data-bbox="293 1104 1117 1136"><i>If no F&A is requested use 0% and enter TDC as the default base type.</i></p> <p data-bbox="293 1188 1341 1251"><i><u>MTDC should only be used when the exclusions in the sponsor policy are the same as the exclusions in UCLA's Federally Negotiated F&A Rate Agreement.</u></i></p>
2K-07	Save and Next.

2L. EPASS System: Remarks/Attachments

2L-01

This section will be used to:

- Review all the fields that may require addressing in the *Remarks* section.
- Indicate the electronic proposal system required for submission, if applicable.
- Upload any attachments (both required and optional) related to the proposal.

Remarks / Attachments [EPASS Instructions](#)

PI: Lyon, Grant D

[Investigators](#)
[Department](#)
[Proposal](#)
[Types](#)
[Sponsor](#)
[Checklist](#)
[Subawards](#)
[Forms](#)
[Funds](#)
[Attachments](#)
[Review](#)
[Log](#)

- Provide explanation of Sponsor Guidelines in Remarks below.
- If more than one F&A Rate, explain in Remarks below.

Remarks (optional)

Maximum of 6 lines, 500 characters.

Proposal Electronic System [How to Submit a Proposal to OCGA](#)

Electronic System:
 If Other, specify:
 Proposal Identifier:

Attachments

No files have been uploaded.

Upload Documents

[+ Attach Proposal](#)

[Click here to update Subaward Documents](#)


[+ Attach Other Documents](#)

Instructions for this specific tab are provided in the PDF link at the top of the page.

2L-02

Remarks (optional)

If any previous tabs required additional information to be added to the *Remarks*, the list will be provided as to which fields require addressing.

	<div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;"> <ul style="list-style-type: none"> • Provide explanation of Sponsor Guidelines in Remarks below. • If more than one F&A Rate, explain in Remarks below. </div> <hr/> <p>Remarks <i>(optional)</i></p> <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc;"> Maximum of 6 lines, 500 characters. </div> <div style="border: 1px solid #ccc; height: 30px; margin-top: 10px;"></div> <hr/>			
<p>2L-03</p>	<p>Proposal Electronic System Identification</p> <p>If a Proposal Electronic System will be used for the submission of the proposal, no minimum documents are required to be uploaded in the EPASS system for <u>submission</u> to OCGA. This field has a link with instructions as to how to name the Proposal Identifier for the various electronic systems.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Proposal Electronic System How to Submit a Proposal to OCGA </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc;"> <p>Electronic System</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select electronic system: ▼ </div> </td> <td style="width: 33%; border-bottom: 1px solid #ccc;"> <p>If Other, specify:</p> <div style="border: 1px solid #ccc; height: 20px; background-color: #f5f5f5;"></div> </td> <td style="width: 33%; border-bottom: 1px solid #ccc;"> <p>Proposal Identifier</p> <div style="border: 1px solid #ccc; height: 20px;"></div> </td> </tr> </table> </div> <p>These documents must be available for review in the stated electronic system and OCGA must be granted for review. If access has not been granted or the required documents are not available for review, the EPASS record will be returned to the preparer prior to assignment.</p> <p>To view the list of Electronic Systems, use the dropdown .</p>	<p>Electronic System</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select electronic system: ▼ </div>	<p>If Other, specify:</p> <div style="border: 1px solid #ccc; height: 20px; background-color: #f5f5f5;"></div>	<p>Proposal Identifier</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Electronic System</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select electronic system: ▼ </div>	<p>If Other, specify:</p> <div style="border: 1px solid #ccc; height: 20px; background-color: #f5f5f5;"></div>	<p>Proposal Identifier</p> <div style="border: 1px solid #ccc; height: 20px;"></div>		

Electronic System

Select electronic system: ▼

Select electronic system:

- CIRM
- Grants.gov
- NASA NSPIRES
- NIH Commons
- NIH ASSIST
- NSF FastLane
- NSF Research.gov
- ProposalCentral
- S2S Grants (Cayuse)
- Research.gov
- UCOP SmartSimple
- Other

Once an electronic system has been selected, the electronic system proposal identifier must be entered in the provided text field.

Proposal Electronic System

Electronic System: NIH Commons ▼

If Other, specify:

Proposal Identifier:

If the system is not listed in the dropdown, select Other.

Proposal Electronic System

Electronic System: Other ▼

If Other, specify:

Proposal Identifier:

Specify the name of the system and also include the proposal identifier in the associated system.

2L-04 Attachments, Minimum Documents Required and Routing to OCGA

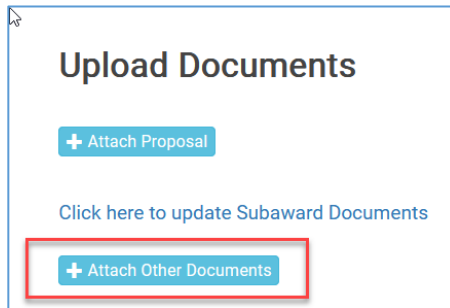
In order for a proposal to be routed to OCGA through the EPASS system, the documents/proposal materials must meet one of the following requirements. If requirements

<p>are not met, the EPASS system <u>will not allow</u> the proposal to be routed for PI Signature and subsequently for OCGA review.</p>	
<p><u>Scenario 1:</u> <i>Standard Proposal for Submission Through OCGA</i></p>	<p>All <u>minimum</u> documents required for the review and submission to OCGA. These must include, but are not limited to, the Draft Statement of Work, Final Budget, and Final Budget Justification.</p> <p>These items must be uploaded and attached in the EPASS System as a <u>single PDF document under “Proposal”</u>.</p> <p>The minimum document requirements may be found at the following link:</p> <p>https://ocga.research.ucla.edu/wp-content/uploads/minimum-proposal-requirements.pdf</p> <p>The documents uploaded may not be blank. If the requirements are not met, the EPASS record will be returned to the preparer by OCGA prior to assignment.</p>
<p><u>Scenario 2:</u> <i>Proposal Uploaded in Proposal Electronic System</i></p>	<p>The Proposal Electronic System must be selected and the Proposal Identifier completed in order to be assigned for review. Documents are not required to be uploaded into the EPASS system. If the system or identifier is not included, the EPASS system will not allow the proposal to be routed for PI Signature.</p> <p>In addition, OCGA <u>must</u> be granted access to the relevant proposal. The minimum documents (Statement of Work, Final Budget, Final Budget Justification, etc.) are to be <u>available</u> for review in the identified system.</p> <p>If the requirements are not met, the EPASS record will be returned to the Preparer.</p>
<p><u>Scenario 3:</u> <i>No Funds Requested in Proposal (\$0)</i></p>	<p>At a minimum, the Draft Statement of Work must be uploaded. No budget or budget justification will be required. If the Draft Scope of Work has not been uploaded, the EPASS system will not allow the proposal to be routed for PI signature.</p> <p>This item must be uploaded and attached in the EPASS System as a <u>PDF document under “Proposal”</u>.</p> <p>The documents uploaded may not be blank. If the requirements are not met, the EPASS record will be returned to the preparer.</p>

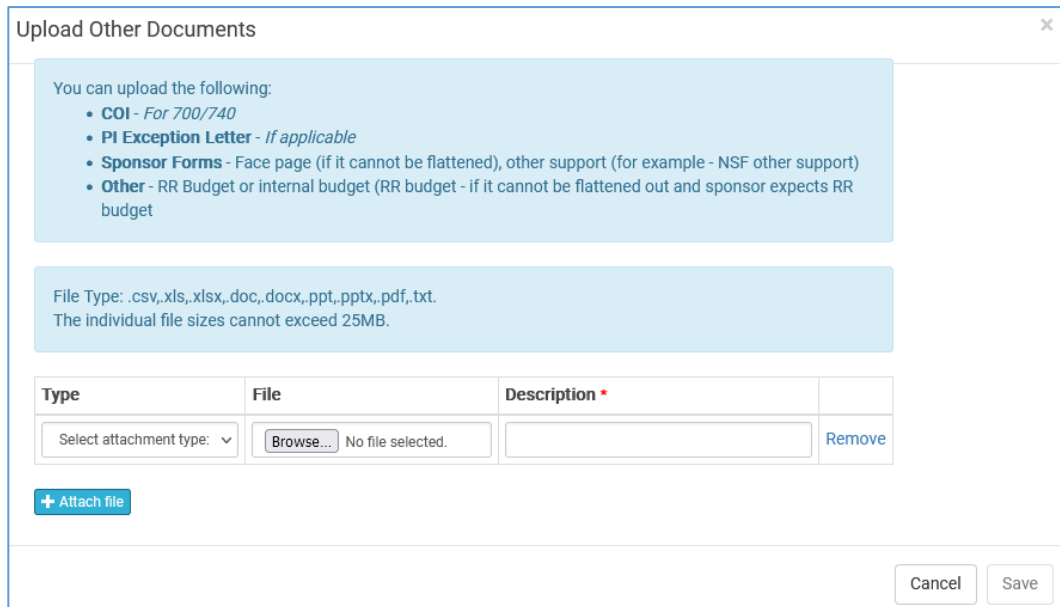
	<p><u>Scenario 4:</u> <i>DRA Submission</i></p>	<p>The Proposal Electronic System must be selected and the Proposal Identifier completed. If the system or identifier is not included, the EPASS system will not allow the proposal to be routed for PI Signature.</p> <p>Prior to submitting to OCGA, you will be prompted to confirm whether the proposal was submitted.</p> <p>If the submission was not through an electronic system, then the complete proposal must be attached as per normal process (<i>See: Scenario 1</i>).</p>
<p>2L-05</p>	<p>Uploading Proposal Attachments</p> <p>For proposals that are not for submission through a proposal electronic system, documents must be attached in the EPASS system in order to be routed to OCGA for review and assignment. Take note of the accepted file types and size limitations of the attachments. Please also take the time to review the “Minimum Proposal Requirements” attachments embedded in this page.</p> <p><i>For submissions through electronic proposal systems, see Step 2L-03 for instructions.</i></p>	
<p>2L-06</p>	<p>Uploading Minimum Required Proposal Documents</p> <p>For proposals packages that need to be uploaded, combine all of the minimum required documents (Statement of Work, Final Budget and Final Budget Justification) as a single pdf and upload under the Attachments section:</p> <div data-bbox="565 1360 1166 1766" style="border: 1px solid #0070C0; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; font-size: 1.2em; margin: 0;">Upload Documents</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> + Attach Proposal </div> <p style="text-align: center; color: #0070C0; margin: 10px 0;">Click here to update Subaward Documents</p> <div style="background-color: #0070C0; color: white; padding: 5px 10px; border-radius: 3px; display: inline-block; margin: 10px 0;"> + Attach Other Documents </div> </div> <p>Click “Attach Proposal” to add the proposal document to this EPASS record.</p>	

	<div data-bbox="396 205 1409 850" data-label="Complex-Block"> <p>Upload Proposal x</p> <hr/> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 10px;"> When routing proposals to OCGA please use the following: <ul style="list-style-type: none"> • Proposal - Upload SOW/budget/budget justification/biosketch/facilities/equipment </div> <p>Note:</p> <ul style="list-style-type: none"> • The Proposal, at minimum, must include the Final Budget, Final Budget Justification, and a Statement of Work as a single, combined, PDF document). • If the sponsor requires documents be provided in a specific file format (unflattened or fillable PDF, Word document, Excel document, etc.) please upload those documents separately under 'Other Documents' below. • See Minimum Proposal Requirements for details <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 10px;"> File Type: .pdf. The individual file sizes cannot exceed 25MB. </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">File 1</th> <th style="width: 50%; text-align: left;">Description 2</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <input type="text" value="Browse... No file selected."/> </td> <td style="padding: 5px;"> <input type="text"/> </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> 3 <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div> </div> <p>Note the instructions in red on the proposal attachment requirements.</p> <ol style="list-style-type: none"> 1. Click Browse. Locate the PDF if the proposal attachment. 2. Add a Description of the File 3. Click 'Save' to upload and save the attachment to the record 	File 1	Description 2	<input type="text" value="Browse... No file selected."/>	<input type="text"/>
File 1	Description 2				
<input type="text" value="Browse... No file selected."/>	<input type="text"/>				
<p>2L-07</p>	<p>Uploading Outgoing Subaward documents</p> <p>Attach the required outgoing subaward documents. Click on the blue "Attach Outgoing Subaward Document link.</p> <div data-bbox="602 1314 1127 1638" data-label="Complex-Block" style="border: 1px solid #add8e6; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Upload Documents</p> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="+ Attach Proposal"/> </div> <div style="text-align: center; margin-bottom: 10px;"> <input style="border: 2px solid red;" type="button" value="Click here to update Subaward Documents"/> </div> <div style="text-align: center;"> <input type="button" value="+ Attach Other Documents"/> </div> </div> <p>This will lead you back to the Subawards tab to upload the documents under each subrecipient added.</p>				
<p>2L-08</p>	<p>Uploading Additional documents</p>				

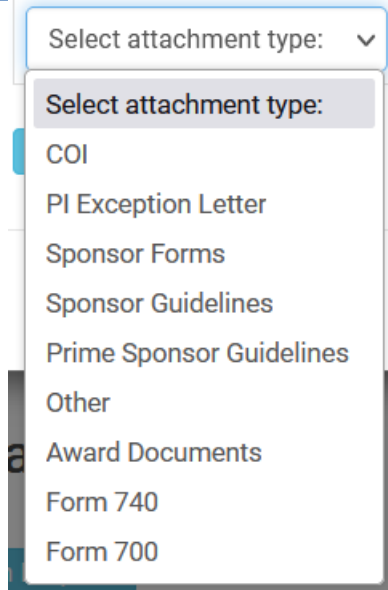
To attach other documents that may be required for the proposal submission, click on Attach File:



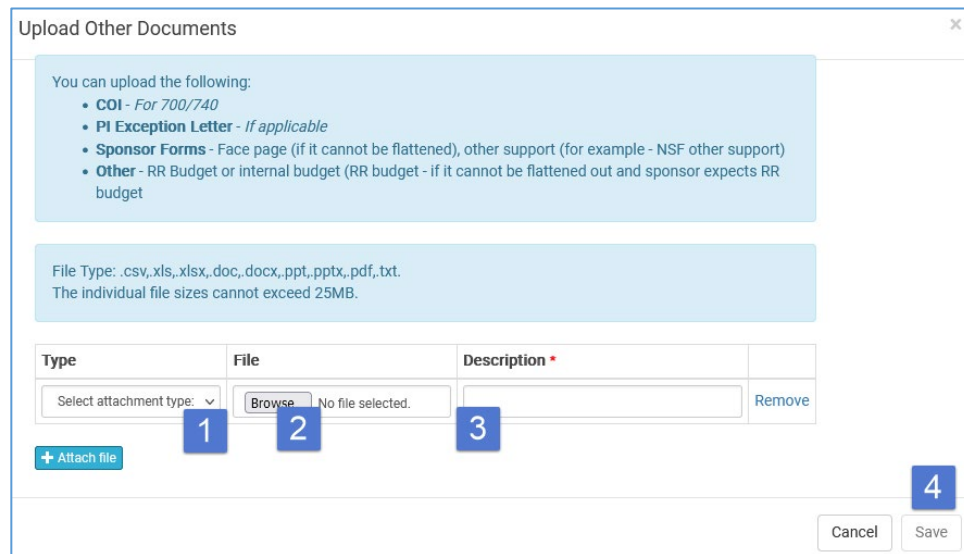
This will open a section that will allow you to select a document type to upload and provides the description of the various documents that can be provided.



Click on the dropdown button to view the types of documents that may be uploaded:



Select the appropriate attachment type and follow these instructions:




1. Select Attachment Type from the drop down
2. Click Browse. Locate Attachment and attach the file
3. Add a Description
4. Click 'Save' to upload and save the attachment to the record

If additional documents are required to be uploaded, select the blue "Attach File" button and repeat the attachment process.

2L-09

Deleting Attachments

To delete an attachment from the EPASS record, locate the attachment list. Check box next to file that is to be deleted under “Mark for Deletion:

Attachments <small>Minimum Proposal Requirements </small>					
	Type	File	Description	Date Uploaded	Mark for deletion
Download	COI	Snapshot Atch YR2.pdf		10/26/2020 10:41:59 AM	<input type="checkbox"/>

Click Save at the bottom of the screen. When the page refreshes, the attachment will have been removed.

2L-10

Once the documents have been uploaded or the proposal system/identifier have been entered, click **Save and Next**.

2M. EPASS System: Final EPASS Review and Submission

2M-01

This section will be used to review the responses in the EPASS system to ensure all questions have been addressed and all required attachments have been included. It will also display a preview of the EPASS form generated given the responses.

Review EPASS

PI: GILBERT, CINDY A

[Investigators](#)
[Department](#)
[Proposal](#)
[Types](#)
[Sponsor](#)
[Checklist](#)
[Forms](#)
[Funds](#)
[Attachments](#)
[Review](#)
[Log](#)

Errors (fix before submitting)


- Department: [Cost Center](#) is required
- Checklist: [ARC # or 'Pending' Status](#) is required if Yes is selected for "Animal subjects"
- Attachments: [Statement of Work](#) attachment is required
- Attachments: [Budget Justification](#) attachment is required when Total Costs is greater than \$0
- Attachments: [Final Budget](#) attachment is required when Total Costs is greater than \$0

Warnings

- Sponsor: [Sponsor Contact Information](#) is missing

** Adobe Reader or Acrobat is recommended for viewing the proposal PDF.*

1 of 3 Automatic Zoom



UCLA RESEARCH
EXTRAMURAL PROPOSAL APPROVAL AND SUBMISSION SUMMARY
"EPASS"

[Print](#)

[Reset](#)

1. Principal Investigator(s)/Co-PIs (Not Co-Investigators)

	First Name	M.I.	Last Name	Employee ID	Email Address	Extension
PI:	CINDY	A	GILBERT	401293378	cgilbert@research.ucla.edu	3102674814
Other PI/Co-PI:						
Other PI/Co-PI:						
Fellow (if Individual Fellowship):						

[Previous](#)
[Submit for Review](#)
PI: GILBERT, CINDY A - Test

Signers Preview

Group	Signer(s)
PI	GILBERT, CINDY A
CAO	VICARI, MATTHEW STEVEN
Chair	LIN, SUNG-TING CERMENO ALVAREZ, OSCAR KOLANDAIVEL, SENDHIL

Errors (Fix before submitting)

This section in red details any error or missing information in the EPASS responses.

Errors (fix before submitting)

- Department: **Cost Center** is required
- Checklist: **ARC # or 'Pending' Status** is required if Yes is selected for "Animal subjects"
- Attachments: **Statement of Work** attachment is required
- Attachments: **Budget Justification** attachment is required when Total Costs is greater than \$0
- Attachments: **Final Budget** attachment is required when Total Costs is greater than \$0

The specific sections are hyperlinked in the review field and will take you directly to the section that requires correction. Until all of these issues are resolved, the EPASS and Proposal may not be submitted to OCGA.

2M-02

Warnings

This section in yellow details any information that may be missing from the EPASS responses, but are not required to be completed or not applicable for submission.

Warnings

- Sponsor: **Sponsor Contact Information** is missing

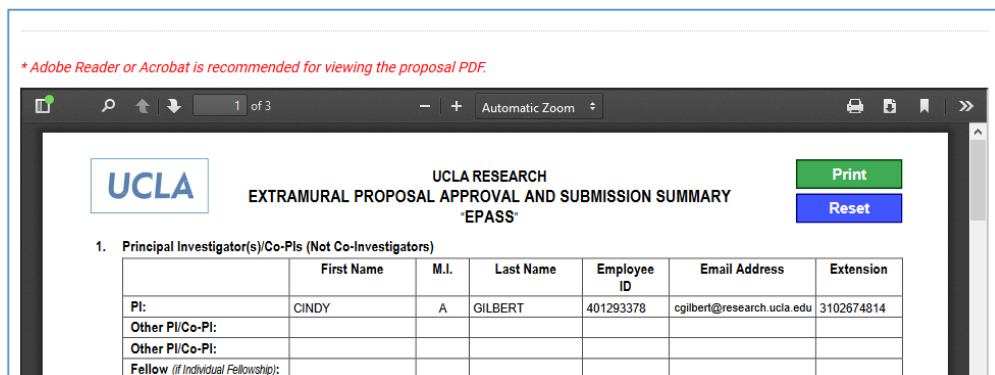
The sections are also hyperlinked for ease of navigation.

2M-03

EPASS Preview

Once the errors or warnings have been addressed, the EPASS that will be generated may be reviewed for any other errors. If all have been addressed and the proposal is ready for submission for PI Signature.

** Adobe Reader or Acrobat is recommended for viewing the proposal PDF.*



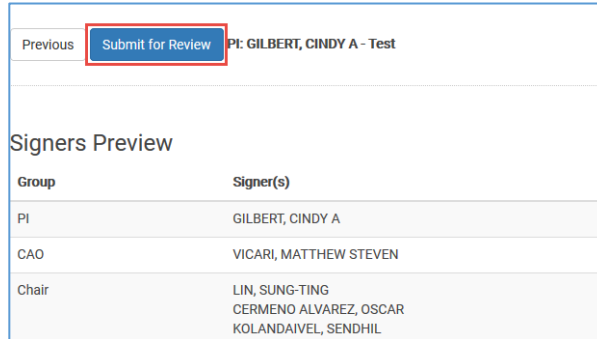
The screenshot shows a PDF rendering of the EPASS form. At the top, there is a header with the UCLA logo and the text "UCLA RESEARCH EXTRAMURAL PROPOSAL APPROVAL AND SUBMISSION SUMMARY 'EPASS'". There are "Print" and "Reset" buttons. Below the header, section 1 is titled "1. Principal Investigator(s)/Co-PIs (Not Co-Investigators)". It contains a table with the following data:

	First Name	M.I.	Last Name	Employee ID	Email Address	Extension
PI:	CINDY	A	GILBERT	401293378	cgilbert@research.ucla.edu	3102674814
Other PI/Co-PI:						
Other PI/Co-PI:						
Fellow (if Individual Fellowship):						

A copy of this EPASS rendering may be downloaded, if needed. Note that this not a signed version.

2M-04 Submit for Review to the PI

Once the proposal is ready for submission (error free) to the PI for signature, a button for submission will appear after the EPASS preview.



In addition, the department’s signature routing (“Signers Preview”) will also be displayed. These are the signatures that will be required in order for the EPASS to be considered “Fully Signed”.

See Guide 2M for the EPASS Routing and Approvals Guide.

2M-05 Review Proposal

Once the proposal has been submitted to the PI, the review proposal screen will pop-up.

Review Proposal

The proposal has been submitted for review. x

Test record 2/26/2024

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)
DRA submission?	No
EPASS for award already received?	No
Sponsor	NATIONAL SCIENCE FOUNDATION (NSF)
Sponsor Due Date	3/8/2024
Sponsor Due Time	5:00pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

PI's signature is required to Send to OCGA

Edit EPASS

Documents

- [EPASS Form](#)
- [1. COI - FCOI \(NoA\).PDF](#)
- [2. Outgoing Subaward Documents: University of Southern California_Kovacs](#)
 - [a. Letter of Intent \(LOI\).PDF](#)
 - [b. Scope of Work.PDF](#)
 - [c. Budget.PDF](#)
 - [d. IDC Rate Agreement.PDF](#)

Download All

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - S2S Grants (Cayuse)
Proposal Identifier - 1234CAYUSE

Remarks

Signatures
Notes 1
Log

View Notes and Edit EPASS

Group	Program	Signer(s)	Status	Approval Action
● PI	Test 1	Lyon, Grant D		<div style="background-color: #c8e6c9; padding: 5px; border: 1px solid #ccc;">Resend Approval Reminder</div>
● CAO	Test 1	Lyon, Grant D		

This screen will summarize the basic information regarding this submission, note all of the attachments or proposal electronic system identifier and also confirm the routing for a fully signed EPASS.

A button to edit fields of the EPASS is also available if changes are necessary, as well as a button to resend a reminder to the PI in case the signature is not obtained.

2M-06 Sending the Completed EPASS to OCGA (Non-DRA Submissions)

Once the PI has reviewed and approved the EPASS and proposal documents, it will be routed back to the preparer for submission to OCGA and to the remaining individuals that are required for signature, simultaneously. For submission to OCGA, only the PI's signature is required; however, for full submission to the sponsor the EPASS is required to be fully signed.

Here, there are two options. (1) Send to OCGA or (2) Edit the EPASS.

Review Proposal

Record for 10-26-2020

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)
Is this a DRA submission?	No
Is this EPASS being created for an award that has already been received?	No
Sponsor	NATIONAL SCIENCE FOUNDATION
Sponsor Due Date	11/2/2020
Sponsor Due Time	4:30pm
Proposal Type	Competitive Renewal
Sponsor Award/ID #	
Routing Status	In Review

Send to OCGA
Edit EPASS

Documents

- [EPASS Form](#)
- [1. PI Exception Letter – YR2-22-Oct-2020.PDF](#)

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - *NSF FastLane*
 Proposal Identifier - *NSF123*

Remarks

Signatures
Notes 1
Log
View Notes and Edit EPASS

Group	Signer(s)	Status	Approval Action
✓	PI Lyon, Grant D	Approved	10/26/2020 2:55 PM
●	CAO Lyon, Grant D		

To send to OCGA, click on the “Send to OCGA” Button. To edit the EPASS, click “Edit EPASS” and it will redirect to the EPASS details.

2M-07

Sending the Completed EPASS to OCGA for DRA Submissions

For DRA Submissions, the review screen will request a confirmation as to whether the proposal has been submitted or not.

Review Proposal

Test for 10-23-2020 Instructions

PI	LEONARD, MICHELLE C
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)
Is this a DRA submission?	Yes
Is this EPASS being created for an award that has already been received?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/2/2020
Sponsor Due Time	12:30am
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

Has the proposal been submitted to Sponsor? Yes No

Send to OCGA Edit EPASS

Documents

- EPASS Form
- 1. COI - Snapshot Atch YR2.pdf

** Adobe Reader or Acrobat is recommended for viewing the proposal PDF.*

Proposal Electronic System

Electronic System - NIH Commons
 Proposal Identifier - FML, Bruin, PA-15-001, Plasma R01 -New

Remarks

Signatures Notes 1 Log View Notes and Edit EPASS

Group	Signer(s)	Status	Approval Action
✓ PI	LEONARD, MICHELLE C	Approved 10/26/2020 2:52 PM	
● CAO	Lyon, Grant D		

A lack of response or a response indicating that the proposal has not been submitted will disable the ability to send the proposal to OCGA.

Has the proposal been submitted to Sponsor? Yes No



Send to OCGA Edit EPASS


One confirmation has been received, you may click “Yes” and then the “Send to OCGA” to submit to the Proposal Intake Team for PATS record assignment.

2M-08

The proposal has now been routed to the OCGA Proposal Intake Team for Review.

	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Review Proposal</h3> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #ccc; margin-bottom: 10px;"> <p>A notification has been sent to the Proposal Intake Team. ×</p> </div> <p>Record for 10-26-2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">PI</td><td>Lyon, Grant D</td></tr> <tr><td>Preparer</td><td>KUKREJA, HARVEEN Kaur</td></tr> <tr><td>Administering Department</td><td>EXTRAMURAL FUND MANAGEMENT (3515)</td></tr> <tr><td>Is this a DRA submission?</td><td>No</td></tr> <tr><td>Is this EPASS being created for an award that has already been received?</td><td>No</td></tr> <tr><td>Sponsor</td><td>NATIONAL SCIENCE FOUNDATION</td></tr> <tr><td>Sponsor Due Date</td><td>11/2/2020</td></tr> <tr><td>Sponsor Due Time</td><td>4:30pm</td></tr> <tr><td>Proposal Type</td><td>Competitive Renewal</td></tr> <tr><td>Sponsor Award/ID #</td><td></td></tr> <tr><td>Routing Status</td><td>In Review</td></tr> </table> <div style="margin-top: 10px;"> <p>Remarks</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between; align-items: center;"> Signatures Notes 0 Log View Notes and Edit EPASS </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Group</th> <th style="width: 30%;">Signer(s)</th> <th style="width: 20%;">Status</th> <th style="width: 30%;">Approval Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f5f5f5;"> <p>Documents</p> <p>EPASS Form</p> <p>1. PI Exception Letter – YR2-22-Oct-2020.PDF</p> <p><small>* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.</small></p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f5f5f5; margin-top: 10px;"> <p>Proposal Electronic System</p> <p>Electronic System - NSF FastLane</p> <p>Proposal Identifier - NSF123</p> </div> </div>	PI	Lyon, Grant D	Preparer	KUKREJA, HARVEEN Kaur	Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)	Is this a DRA submission?	No	Is this EPASS being created for an award that has already been received?	No	Sponsor	NATIONAL SCIENCE FOUNDATION	Sponsor Due Date	11/2/2020	Sponsor Due Time	4:30pm	Proposal Type	Competitive Renewal	Sponsor Award/ID #		Routing Status	In Review	Group	Signer(s)	Status	Approval Action				
PI	Lyon, Grant D																														
Preparer	KUKREJA, HARVEEN Kaur																														
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)																														
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Is this EPASS being created for an award that has already been received?	No																														
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Sponsor Due Date	11/2/2020																														
Sponsor Due Time	4:30pm																														
Proposal Type	Competitive Renewal																														
Sponsor Award/ID #																															
Routing Status	In Review																														
Group	Signer(s)	Status	Approval Action																												
2M-09	<p>If there are no errors or changes required in the EPASS record, the OCGA Proposal Intake Team will approve and assign the proposal for review to an OCGA Staff member via PATS. The record will also be submitted to PATS, where the record will be auto-generated and filled.</p> <p><i>Note: If the proposal or EPASS requires any changes, please review the steps in Guide 2L (“EPASS Returned to Preparer”)</i></p> <p>Once the PATS Institution number has been generated, the EPASS System record will update to reflect the newly created PATS Number.</p>																														

Review Proposal																							
Record for 10-26-2020																							
PATS #: 20210057																							
<table border="1"> <tr><td>PI</td><td>Lyon, Grant D</td></tr> <tr><td>Preparer</td><td>KUKREJA, HARVEEN Kaur</td></tr> <tr><td>Administering Department</td><td>EXTRAMURAL FUND MANAGEMENT (3515)</td></tr> <tr><td>Is this a DRA submission?</td><td>No</td></tr> <tr><td>Is this EPASS being created for an award that has already been received?</td><td>No</td></tr> <tr><td>Sponsor</td><td>NATIONAL SCIENCE FOUNDATION</td></tr> <tr><td>Sponsor Due Date</td><td>11/2/2020</td></tr> <tr><td>Sponsor Due Time</td><td>4:30pm</td></tr> <tr><td>Proposal Type</td><td>Competitive Renewal</td></tr> <tr><td>Sponsor Award/ID #</td><td></td></tr> <tr><td>Routing Status</td><td>In Review</td></tr> </table>	PI	Lyon, Grant D	Preparer	KUKREJA, HARVEEN Kaur	Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)	Is this a DRA submission?	No	Is this EPASS being created for an award that has already been received?	No	Sponsor	NATIONAL SCIENCE FOUNDATION	Sponsor Due Date	11/2/2020	Sponsor Due Time	4:30pm	Proposal Type	Competitive Renewal	Sponsor Award/ID #		Routing Status	In Review	<p>Documents</p> <ul style="list-style-type: none"> ✓  EPASS Form ✓  1. PI Exception Letter - YR2-22-Oct-2020.PDF <p><i>* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.</i></p>
PI	Lyon, Grant D																						
Preparer	KUKREJA, HARVEEN Kaur																						
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)																						
Is this a DRA submission?	No																						
Is this EPASS being created for an award that has already been received?	No																						
Sponsor	NATIONAL SCIENCE FOUNDATION																						
Sponsor Due Date	11/2/2020																						
Sponsor Due Time	4:30pm																						
Proposal Type	Competitive Renewal																						
Sponsor Award/ID #																							
Routing Status	In Review																						
<p>Remarks</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>																							
<p> Signatures Notes 0 Log View Notes and Edit EPASS </p>																							
<table border="1"> <thead> <tr> <th>Group</th> <th>Signer(s)</th> <th>Status</th> <th>Approval Action</th> </tr> </thead> <tbody> <tr> <td>✓ PI</td> <td>Lyon, Grant D</td> <td>Approved 10/26/2020 2:55 PM</td> <td></td> </tr> </tbody> </table>		Group	Signer(s)	Status	Approval Action	✓ PI	Lyon, Grant D	Approved 10/26/2020 2:55 PM															
Group	Signer(s)	Status	Approval Action																				
✓ PI	Lyon, Grant D	Approved 10/26/2020 2:55 PM																					
2M-10	In addition to the updated EPASS record, an automated email will be generated confirming the OCGA assignment and the newly created PATS number.																						

Mon 1/14/2019 2:45 PM
 **DoNotReply@research.ucla.edu**
Proposal Submission Deadline
 To: Vicari, Matt; karim.hikal@research.ucla.edu; Hall, Gabriel; ProposalsTest
 You forwarded this message on 1/14/2019 3:00 PM.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sponsor Deadline Date: Jul 01, 2019 Time: 02:02 AM

Sponsor Name: **SAMUEL RUBIN FOUNDATION**
 Department: **[3515] EXTRAMURAL FUND MANAGEMENT**
 PI: **Leonard, Michelle C**
 Project Title: **UAT Test 1**

Dear **Michelle** and **Harveen**,

The Office of Contract and Grant Administration (OCGA) received proposal materials on **Jan 14, 2019** at **02:17 PM** for the above referenced project.

This proposal has been assigned to **Harveen Kukreja**, hkukreja@research.ucla.edu for review, approval and submission.

Please contact **Harveen Kukreja** with any questions.

Institution # **20190188**
Please do not reply to this email.

Thank you,
Harveen Kukreja
 OCGA Proposal Intake Team

For DRA Submitted awards, the notification will indicate the receipt and recording of the proposal. No deadline information will be included. Sample email is below:

From: no-reply@research.ucla.edu <no-reply@research.ucla.edu>
Sent: Tuesday, September 1, 2020 12:30 PM
To: Name , PI Ph.D. >
Cc: PATSRecords@research.ucla.edu; **Subject:** OCGA Proposal, New, 2021XXXX Proposal Title, Grant Lyon


Dear Dr. Lyon,

OCGA has received the final proposal that was submitted by your Departmental Research Associate (DRA).

PI: Grant Lyon
 Sponsor: NIH- National Institutes of Health
 Title: Test 10-26-2020
 PATS Record: 2021XXXX

Please contact your assigned OCGA staff with any questions:
<https://ocga.research.ucla.edu/contacts/>

Thank you,
 OCGA Proposal Intake Team

 **UCLA Research Administration**
 Contract & Grant Administration

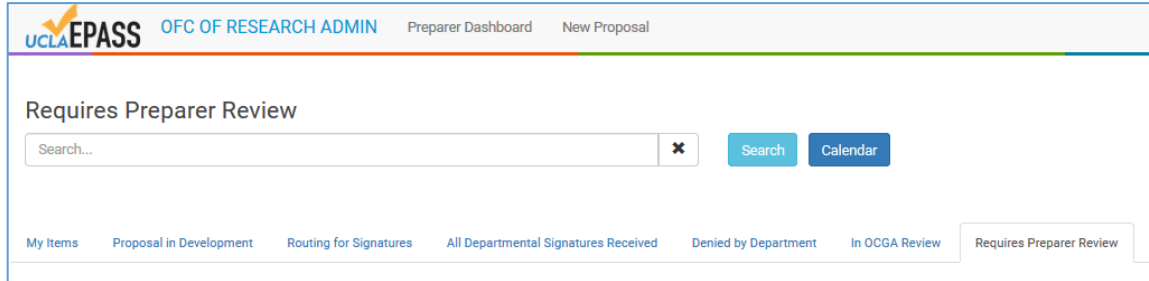
2M-11

The proposal is now in review by OCGA

For questions regarding the proposal review, you may contact the OCGA staff member as noted on the email notification.

2N. EPASS System: EPASS Records Returned to Preparer from OCGA

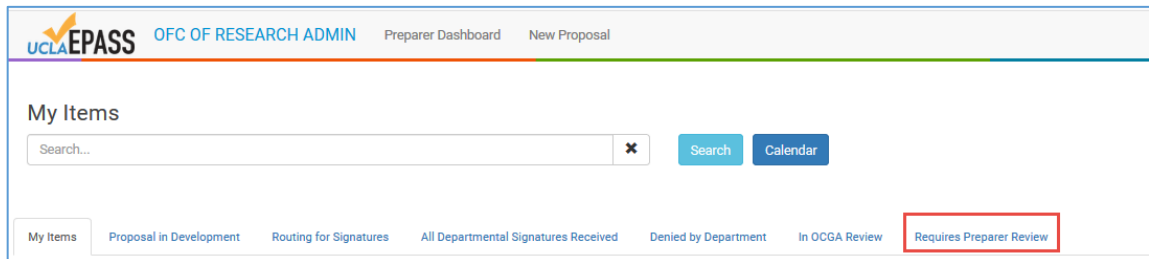
2N-01 This section will detail the steps in which OCGA has **returned** an EPASS for corrections and what actions may be taken to review/correct and resubmit.



2N-02 **Reviewing returned EPASS Records**

There are two ways to review and locate returned EPASS records.

1. In the Preparer Dashboard, click on the “Requires Preparer Review” tab. This will lead you to the list of proposals that have been returned to the Preparer:



2. A notification will be issued to the preparer via email notifying of a record requiring changes/additional review.

Sat 9/12/2020 12:02 PM

ORA PROPOSALS INBOX

ACTION REQUIRED: EPASS Sent to Preparer Notification - PI: Lyon, Grant D

To: Lyon, Grant

This is an automated notification, please do not reply to this email.

Dear Preparer,


This EPASS requires your attention

Comments:

EPASS ID	43388
Title of proposal	Population Survey of Narwhals in the Arctic Ocean
PI	Lyon, Grant D
Due Date/Time	9/29/2020 1:00am

Please be sure to click 'Send to OCGA' once the EPASS has been updated according to the comments above.

Regards,
Proposal Intake Team



1. The email will include:
 - a. The Comments provided by the OCGA Proposal Intake Team/Reason for Return
 - b. The EPASS ID
 - c. A link embedded that will take you back to the proposal record.

2N-03 Once the record has been located, click, open the returned record:

GILBERT, CINDY A Test	PHUNG, LINDA	NIH - National Institutes of Health	10/12/2018 5:00pm	1/3	OCGA	Review Edit Copy
--------------------------	--------------	-------------------------------------	-------------------	-----	------	----------------------------------------------------------------------



10/12/2018 5:00pm	1/3	OCGA	Review Edit Copy
-------------------	-----	------	----------------------------------------------------------------------



This will lead you back to the Review Proposal Screen:

Review Proposal

Test Title 10/21/2019

[Send to OCGA](#) [Edit EPASS](#)

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
Is this a DRA submission?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/4/2019
Sponsor Due Time	2:30pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

[Signatures](#) | [Notes 1](#) | [Log](#) | [View All Notes](#)

Group	Signer(s)	Status	Approval Action
✓ PI	Lyon, Grant D	Approved 10/21/2019	
● Chair	MACIAS, GABRIELA VICARI, MATTHEW STEVEN		

Documents
[EPASS Form](#)
* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System
Electronic System - S2S Grants (Cayuse)
 Proposal Identifier - PA-18-564, Lyon, R01, 11/4/19

2N-04 Reviewing and Replying to Notes

In order to review the notes that OCGA’s Proposal Intake Team has included with the returned record, click on the “Notes” Tab:

Review Proposal

Test Title 10/21/2019

[Send to OCGA](#) [Edit EPASS](#)

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
Is this a DRA submission?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/4/2019
Sponsor Due Time	2:30pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

[Signatures](#) | Notes 1 | [Log](#) | [View All Notes](#)

Group	Signer(s)	Status	Approval Action
✓ PI	Lyon, Grant D	Approved 10/21/2019	
● Chair	MACIAS, GABRIELA VICARI, MATTHEW STEVEN		

Documents
[EPASS Form](#)
* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System
Electronic System - S2S Grants (Cayuse)
 Proposal Identifier - PA-18-564, Lyon, R01, 11/4/19

2N-05 Click on the subject line of the most recent note to view the content:

Signatures Notes **1** Log

[+ Add Note](#)

	Subject	Responsible Person / Status	Created By	# Replies	Last Reply Date
Followup	Proposal Sent to Preparer	PHUNG, LINDA	HARAWAY, JOHANNA Ivette	0	10/16/2018 9:58 AM

[View all in a single page](#)



[« Back](#)

Responsible Person: PHUNG, LINDA **Resolution:** Pending

From / Date	Message
HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM	Please upload budget justification into Cayuse

Reply

CC
[Add recipient](#)

[Send](#)

The note is also included in the email notification when the record is returned to the Preparer.

To open a pop with ALL notes that have been sent to the preparer, click on the “View All Notes” button. This will open a pop-up:

Review Proposal

Test Title 10/21/2019

Send to OCGA

Edit EPASS

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
Is this a DRA submission?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/4/2019
Sponsor Due Time	2:30pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

Documents

[EPASS Form](#)

** Adobe Reader or Acrobat is recommended for viewing the proposal PDF.*

Proposal Electronic System

Electronic System - S2S Grants (Cayuse)

Proposal Identifier - PA-18-564, Lyon, R01, 11/4/19

Signatures

Notes **1**

Log

View All Notes

Group	Signer(s)	Status	Approval Action
✓ PI	Lyon, Grant D	Approved 10/21/2019	
● Chair	MACIAS, GABRIELA VICARI, MATTHEW STEVEN		



View All Notes

Title	Test Title 10/21/2019
PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Sponsor	NIH - National Institutes of Health
Status	In Review

Date	Message
10/21/2019 9:37 AM	Please upload Budget and Budget Justification into Cayuse

Close

This window may remain open while making any edits to the record.

2N-06 If any action is required within the EPASS system, edit the EPASS information as necessary.

In order to edit the EPASS, click the "Edit EPASS" button in the review screen. This will open up the record in "Edit" mode:

Review Proposal

Test Title 10/21/2019

Send to OCGA

Edit EPASS

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
Is this a DRA submission?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/4/2019
Sponsor Due Time	2:30pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

Documents

EPASS Form

** Adobe Reader or Acrobat is recommended for viewing the proposal PDF.*

Proposal Electronic System

Electronic System - S2S Grants (Cayuse)
Proposal Identifier - PA-18-564, Lyon, R01, 11/4/19

Signatures

Notes 1

Log

View All Notes

Group	Signer(s)	Status	Approval Action
✓ PI	Lyon, Grant D	Approved 10/21/2019	
● Chair	MACIAS, GABRIELA VICARI, MATTHEW STEVEN		

Once the change/corrections are complete, hit save and return to the “Preparer Dashboard” screen of the EPASS record. Navigate back to the “Review” screen to respond to OCGA and resubmit the proposal.

My Items

Search...

My Items | Proposal In Development | Routing for Signatures | All Departmental Signatures Received | Denied by Department | In OCGA Review | Requires Preparer Review

PKIS #	Title	PI/Program	Sponsor	Due Date	Routing Progress	Central Admin Ofc	EPASS ID ↓	Currently with OCGA?	EPASS Actions
	Test for 10-23-2020 Instructions	LEONARD, MICHELLE C Microbiology	NIH - National Institutes of Health	11/02/2020 12:30am	1/6	OCGA	20625		Review Edit



Sponsor	Due Date	Routing Progress	Central Admin Ofc	EPASS ID ↓	Currently with OCGA?	EPASS Actions
NIH - National Institutes of Health	11/02/2020 12:30...	1/6	OCGA	20625		Review Edit

2N-07

Navigate back to the note. A response may be submitted in the text field provided:

Review Proposal

Test Title 10/21/2019

[Send to OCGA](#) [Edit EPASS](#)

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	OFC OF CONTRACT & GRANT ADMIN (3090)
Is this a DRA submission?	No
Sponsor	NIH - National Institutes of Health
Sponsor Due Date	11/4/2019
Sponsor Due Time	2:30pm
Proposal Type	New
Sponsor Award/ID #	
Routing Status	In Review

Documents
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Proposal Electronic System
 Electronic System - S2S Grants (Cayuse)
 Proposal Identifier - PA-18-564, Lyon, R01, 11/4/19

Signatures [Notes](#) [Log](#) [View All Notes](#)

Group	Signer(s)	Status	Approval Action
✓ PI	Lyon, Grant D	Approved 10/21/2019	
● Chair	MACIAS, GABRIELA VICARI, MATTHEW STEVEN		



[← Back](#)

Responsible Person: PHUNG, LINDA **Resolution:** Pending

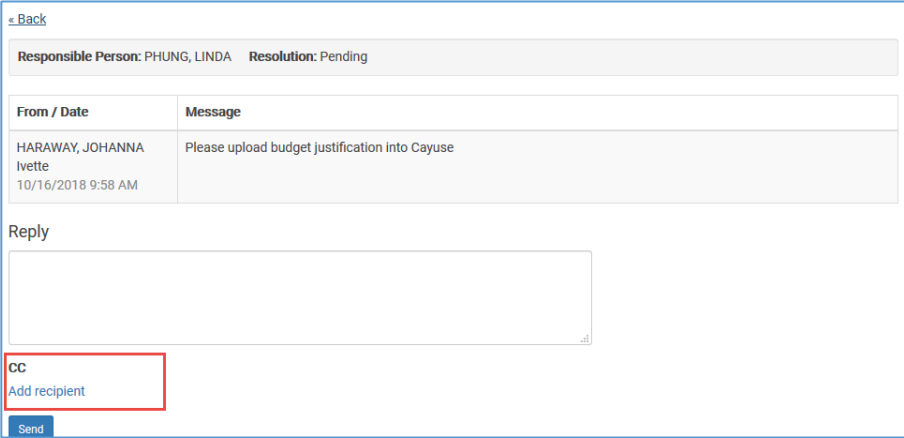
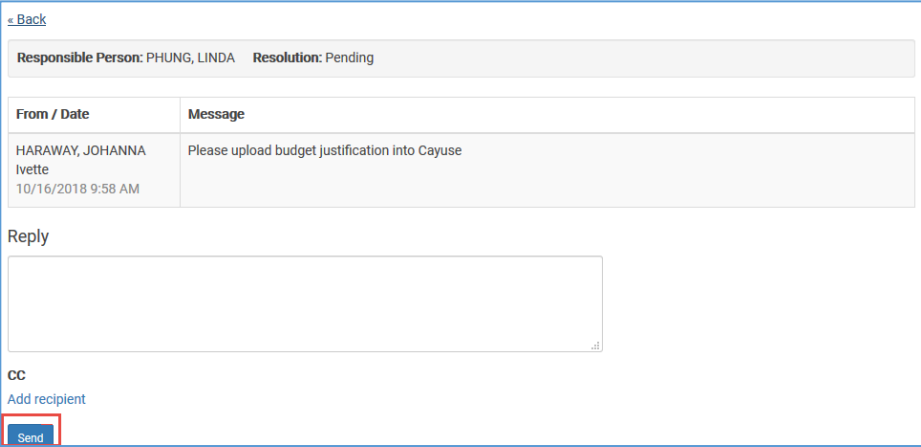
From / Date	Message
HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM	Please upload budget justification into Cayuse

Reply

CC
[Add recipient](#)

[Send](#)

2N-08 If additional recipients are to be included on the response, click on “Add Recipient” and add from the provided pick-list.

	 <p> ← Back Responsible Person: PHUNG, LINDA Resolution: Pending </p> <table border="1"> <thead> <tr> <th>From / Date</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM</td> <td>Please upload budget justification into Cayuse</td> </tr> </tbody> </table> <p>Reply</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p> CC Add recipient </p> <p><input type="button" value="Send"/></p>	From / Date	Message	HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM	Please upload budget justification into Cayuse
From / Date	Message				
HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM	Please upload budget justification into Cayuse				
<p>2N-09</p>	<p>After a response has been entered, click “Send” to submit the note to the OCGA Proposal Intake Team.</p>  <p> ← Back Responsible Person: PHUNG, LINDA Resolution: Pending </p> <table border="1"> <thead> <tr> <th>From / Date</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM</td> <td>Please upload budget justification into Cayuse</td> </tr> </tbody> </table> <p>Reply</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p> CC Add recipient </p> <p><input type="button" value="Send"/></p>	From / Date	Message	HARAWAY, JOHANNA Ivette 10/16/2018 9:58 AM	Please upload budget justification into Cayuse
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<p>2N-10</p>	<p>Once all requested changes/corrections have been made, <u>the proposal must be resubmitted to OCGA for review.</u></p> <p>To resubmit, click the “Send to OCGA” button.</p>				

	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Review Proposal</h3> <p style="margin: 0;">Record for 10-26-2020</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px;">Send to OCGA</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #28a745; color: white;">Edit EPASS</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 20%;">PI</td><td>Lyon, Grant D</td></tr> <tr><td>Preparer</td><td>KUKREJA, HARVEEN Kaur</td></tr> <tr><td>Administering Department</td><td>EXTRAMURAL FUND MANAGEMENT (3515)</td></tr> <tr><td>Is this a DRA submission?</td><td>No</td></tr> <tr><td>Is this EPASS being created for an award that has already been received?</td><td>No</td></tr> <tr><td>Sponsor</td><td>NATIONAL SCIENCE FOUNDATION</td></tr> <tr><td>Sponsor Due Date</td><td>11/2/2020</td></tr> <tr><td>Sponsor Due Time</td><td>4:30pm</td></tr> <tr><td>Proposal Type</td><td>Competitive Renewal</td></tr> <tr><td>Sponsor Award/ID #</td><td></td></tr> <tr><td>Routing Status</td><td>In Review</td></tr> </table> <div style="margin-top: 10px;"> <p>Documents</p> <ul style="list-style-type: none"> EPASS Form 1. PI Exception Letter - YR2-22-Oct-2020.PDF <p style="font-size: small; color: #800000;">* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.</p> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px;"> <p>Proposal Electronic System</p> <p>Electronic System - NSF FastLane Proposal Identifier - NSF123</p> </div> <div style="margin-top: 10px;"> <p>Remarks</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between; align-items: center;"> <div>Signatures</div> <div>Notes 1</div> <div>Log</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #28a745; color: white;">View Notes and Edit EPASS</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Group</th> <th style="width: 30%;">Signer(s)</th> <th style="width: 30%;">Status</th> <th style="width: 30%;">Approval Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>PI Lyon, Grant D</td> <td>Approved 10/26/2020 2:55 PM</td> <td></td> </tr> <tr> <td style="text-align: center;">●</td> <td>CAO Lyon, Grant D</td> <td></td> <td></td> </tr> </tbody> </table> </div>	PI	Lyon, Grant D	Preparer	KUKREJA, HARVEEN Kaur	Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)	Is this a DRA submission?	No	Is this EPASS being created for an award that has already been received?	No	Sponsor	NATIONAL SCIENCE FOUNDATION	Sponsor Due Date	11/2/2020	Sponsor Due Time	4:30pm	Proposal Type	Competitive Renewal	Sponsor Award/ID #		Routing Status	In Review	Group	Signer(s)	Status	Approval Action	✓	PI Lyon, Grant D	Approved 10/26/2020 2:55 PM		●	CAO Lyon, Grant D		
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●	CAO Lyon, Grant D																																		
2N-11	<p>The OCGA Proposal Intake Team will review the changes/corrections. When they determine it meets the criteria for assignment, they will approve and assign the proposal for review.</p> <p>An email will generate confirming OCGA assignment and the newly created PATS number.</p>																																		

Mon 1/14/2019 2:45 PM
DoNotReply@research.ucla.edu

Proposal Submission Deadline
To: Vicari, Matt; karim.hkal@research.ucla.edu; Hall, Gabriel; ProposalsTest

You forwarded this message on 1/14/2019 3:00 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sponsor Deadline Date: Jul 01, 2019 Time: 02:02 AM

Sponsor Name: SAMUEL RUBIN FOUNDATION
Department: [3515] EXTRAMURAL FUND MANAGEMENT
PI: Leonard, Michelle C
Project Title: UAT Test 1

Dear Michelle and Harveen,

The Office of Contract and Grant Administration (OCGA) received proposal materials on Jan 14, 2019 at 02:17 PM for the above referenced project.

This proposal has been assigned to Harveen Kukreja, hkukreja@research.ucla.edu for review, approval and submission.

Please contact Harveen Kukreja with any questions.

Institution # 20190188
Please do not reply to this email.

Thank you,
Harveen Kukreja
OCGA Proposal Intake Team

The newly generated PATS number will also display in the EPASS system.

Review Proposal

Record for 10-26-2020

PATS #: 20210057

PI	Lyon, Grant D
Preparer	KUKREJA, HARVEEN Kaur
Administering Department	EXTRAMURAL FUND MANAGEMENT (3515)
Is this a DRA submission?	No
Is this EPASS being created for an award that has already been received?	No
Sponsor	NATIONAL SCIENCE FOUNDATION
Sponsor Due Date	11/2/2020
Sponsor Due Time	4:30pm
Proposal Type	Competitive Renewal
Sponsor Award/ID #	
Routing Status	In Review

Documents

- ✓ EPASS Form
- ✓ 1. PI Exception Letter - YR2-22-Oct-2020.PDF

* Adobe Reader or Acrobat is recommended for viewing the proposal PDF.

Proposal Electronic System

Electronic System - NSF FastLane
Proposal Identifier - NSF123

Remarks

Signatures Notes 1 Log View Notes and Edit EPASS

Group	Signer(s)	Status	Approval Action
✓	PI	Lyon, Grant D	Approved 10/26/2020 2:55 PM

2N-12 **The proposal is now in review by OCGA**

For questions regarding the proposal review, you may contact the OCGA staff member as noted on the email notification.

