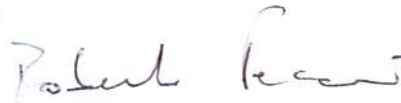


MEMORANDUM

Roberto Peccei
Vice Chancellor for Research
2147 Murphy Hall
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To:: Vijay Dhir, Dean, School of Engineering and Applied Sciences
Aimée Dorr, Dean, Graduate School of Education and Information Studies
J. Nicholas Entrikin, Acting Vice Provost, International Institute
Gerald S. Levey, Vice Chancellor and Dean, School of Medicine
Franklin D. Gilliam, Jr., Dean, School of Public Affairs
Courtney H. Lyder, Dean, School of Nursing
Reynaldo Macías, Acting Dean, Division of Social Sciences, College of Letters and Science
Claudia Mitchell-Kernan, Vice Chancellor and Dean, Graduate Division
Janina Montero, Vice Chancellor, Student Affairs
Sam Morabito, Administrative Vice Chancellor, Business and Administrative Services
Judy Olian, Dean, Anderson Graduate School of Management
No-Hee Park, Dean, School of Dentistry
Emil Reisler, Dean, Division of Life Sciences, College of Letters and Science
Linda Rosenstock, Dean, School of Public Health
Joseph Rudnick, Acting Dean, Division of Physical Sciences, College of Letters and Science
Michael Schill, Dean, School of Law
Timothy Stowell, Dean, Division of Humanities, College of Letters and Science
Rhea Turteltaub, Vice Chancellor, External Affairs

From: Roberto Peccei, Vice Chancellor for Research



Date: March 25, 2009

Re: Recovery Act Funding

I am writing to follow up on my Deans and Directors memo of March 13, 2009 about the American Recovery and Reinvestment Act. Since then, staff of the UCLA Office of Research Administration and I talked about the Recovery Act at a Research Administrators Forum (RAF). The audience at the RAF raised a number of questions about the campus's ability to support the heightened level of activities that we expect in preparing and submitting proposals, in accepting awards, and in keeping records and reporting.

I need your immediate help in the following areas:

- So that the Office of Contract and Grant Administration (OCGA) has a better idea of the activity levels they can expect, I ask that you canvass the units within your respective areas for a rough estimate of the proposals (research-specific, as well as construction, shared instrumentation and other activities) that faculty and others in your respective areas may be contemplating for the various deadlines. Please convey this information to Virginia Anders, Acting Director OCGA at vanders@research.ucla.edu as soon as possible.

- Grants.gov has previously proven unstable especially during periods of high usage. I urge you to ask Chairs and Directors within your respective areas to establish internal deadlines well in advance of the actual proposal due dates, so that completed proposals can be forwarded to OCGA early enough to permit staff there to review proposals, confer with Principal Investigators (PIs) and their administrative staff about any necessary changes, and still ensure that the submission process can begin at least 5 days before the published due dates as recommended by Grants.gov.
- To ensure that OCGA staff efforts can be focused on proposal review, sign-off and electronic submission, we request that department administrators or PIs arrange to copy, package and ship all paper proposals from the department after OCGA sign-off. OCGA can ship proposals if they are received by the OCGA deadline and are delivered to OCGA in the pre-addressed box or mailing envelope in which each can be shipped, with the appropriate number of copies. There is a United Parcel Service (UPS) pick-up at the Kinross Building at 4:30 pm each weekday afternoon. Please note however, that proposal mailing or shipping arrangements must be made by each PI for proposals that are delivered to OCGA after the OCGA proposal deadline as they may not be reviewed and approved early enough to ensure that they are ready for pick-up by UPS.
- Please encourage faculty to submit protocols to the Institutional Review Boards (IRBs), Animal Research Committee (ARC), as soon as proposals have been developed. Similarly, where required, disclosures of Economic Interests must be received with each proposal prior to submission of proposals both to comply with State and Federal regulations, but also so that the campus Conflict of Interest Committee can conduct requisite reviews before awards are made. We want to do everything possible to make sure that administrative reviews do not delay the campus's ability to accept awards promptly when they are made so that fund accounts can be established quickly, and work can begin immediately as is required by the terms of the awards.

The Recovery Act provides some exciting opportunities. We know, though, that it will also place additional burdens on faculty and staff across campus. Please feel free to share this memo with the Chairs and Directors in your respective areas. And again, as indicated in my March 13, 2009, memo, I will be providing periodic updates as more information about the Recovery Act becomes available.