Today’s Topics

- OCGA Updates – Heather Winters
- EPASS Helpful Tips – Heather Winters
Quick Updates

OCGA Staffing Update

• New additions to the Grants Team
  ▪ Yessenia Sarmiento – Senior Grant Analyst
  ▪ Linda Phung – Grant Analyst
ePASS Helpful Tips

• The ePASS provides:
  
  ▶ A checklist of items to be addressed as part of proposal development and submission
  
  ▶ Approvals and certifications required in accordance with University and sponsor policies
  
  ▶ Endorsements required from other University officials
ePASS Helpful Tips

• When in doubt – read the instructions
• Fill in the blanks
  ▫ EVERY question needs an answer
• Accuracy
  ▫ Correctly identifying ‘yes’ or ‘no’ in **Section 6** helps ensure compliance, identify risks, confirms approvals
• Utilize hyper-links
  ▫ Directs links to related policy
  ▫ Directs to additional forms and/or requirements
  ▫ Provides added guidance to questions not answered in the ePASS Instructions
Section 4: Award/Proposal/Program Type

**Award Type:** Select the anticipated type of funding mechanism from the drop-down menu based on the descriptions provided below:

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Agreement to provide support for research or other activities in return for a set statement of work or deliverables.</td>
</tr>
<tr>
<td>Cooperative Agreement</td>
<td>An award in which the funding agency remains involved in the research or project during its performance by the receiving entity.</td>
</tr>
<tr>
<td>Grant</td>
<td>A financial assistance mechanism to support the conduct of research or other activities as described in a general scope of work.</td>
</tr>
<tr>
<td>Subcontract</td>
<td>Agreement under a prime contract to another entity that provides support to UCLA for research or other activities in return for a set statement of work or deliverables.</td>
</tr>
<tr>
<td>Subgrant</td>
<td>Agreement under a prime grant award to another entity that provides financial assistance to UCLA to support the conduct of research or other activities as described in a general scope of work.</td>
</tr>
</tbody>
</table>
ePASS Helpful Tips– Section 4.

4. Award/Proposal/Program Type

- Award Type:
- Proposal Type:
- Program Type:
- Special Program Type:
- If this ePASS relates to an existing Award or Master Agreement, select an Action Type:
- Current Sponsor Award/ID:

Proposal Type: Select the appropriate Proposal Type from the drop-down menu based on the descriptions provided below:

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>A new proposal.</td>
</tr>
<tr>
<td>Competitive Renewal</td>
<td>A competitively reviewed proposal requesting additional funds and an additional project period beyond the current project period.</td>
</tr>
<tr>
<td>Preliminary Proposal</td>
<td>A brief description, usually 2-10 pages, of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal. Also termed &quot;pre-proposal.&quot;</td>
</tr>
<tr>
<td>Resubmission - New</td>
<td>A proposal that is a resubmission of a previously declined proposal.</td>
</tr>
<tr>
<td>ResubmissionCompeting Renewal</td>
<td>A proposal that is a resubmission of a competitive renewal that was previously declined.</td>
</tr>
<tr>
<td>Supplement</td>
<td>A separate proposal for additional funding and scope to be added to a fully-executed grant or contract.</td>
</tr>
<tr>
<td>Modification/Amendment</td>
<td>Modification to an existing fully-executed grant or contract.</td>
</tr>
<tr>
<td>Transfer (in)</td>
<td>An award that is being transferred from another institution to UCLA.</td>
</tr>
</tbody>
</table>
ePASS Helpful Tips– Section 5.

**FOA/RFA/RFP# (if applicable):**

If this proposal is in response to a specific funding opportunity, please indicate the announcement number and provide a copy of the announcement, or a hyperlink if available on a publicly accessible website. *For all Grants.gov applications*, indicate the FOA number and hyperlink.

**Prime FOA# (if different):**

If this is a subaward proposal, and the prime sponsor has a different announcement number, provide the prime sponsor’s information as requested above.
**Sponsor Due Date/Time (Pacific):** Indicate the date and time that the application is due to the sponsor. For subawards, the sponsor is defined as the entity to which UCLA is submitting the proposal. If no deadline or “ASAP” is indicated, a standard deadline of five business days from date of receipt will be used.

**Deadline Type:** Select the applicable deadline type from the drop-down menu. If sponsor requires both electronic and hard-copy submission, provide additional information in Section 9: Remarks.
ePASS Helpful Tips– Section 5.

**Sponsor Name:** Indicate the name of the entity to which UCLA is submitting the proposal.

**Contact/Email Address/Phone #:** Enter the name, e-mail address and phone number of the individual to whom the proposal should be directed. If this application requires hard-copy submission, enter the mailing address in the remarks section. Note that all applications that are shipped via private carrier require a phone number and street address.

**Prime Sponsor Name (if applicable):** If the application is for a subaward (subcontract, subgrant, or MCA), provide the name of the prime (originating) sponsor.
ePASS Helpful Tips

QUESTIONS