Proposal Intake Team is Open for Business

- Use of Proposal Intake Team proposals@research.ucla.edu.
- Log applications and create PATS records in real-time.
- Near immediate acknowledgment that application has been received and recorded.
- Central repository ensures the materials are received.
- Proposal Intake Team ensures assignment.
- Proposal Intake Team is “in” very day.
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- Allows for more effective management of proposal review within OCGA and feedback/response to campus.
- Accurate, real-time record reporting.
- Delivery of data within 5 minutes to the PI Portal and within 24 hours to ORA Portal.
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Process
• Send proposal packages to proposals@research.ucla.edu.
• Sender and PI will receive an acknowledgement e-mail with:
  - Date and time materials received
  - Institution Number
  - Title
  - PI
  - Sponsor
  - Deadline*
  - OCGA Reviewer (Officer or Analyst)
  *Based on information indicated on the EPASS, date required, no “ASAP”
• Generate internal assignment to Officer or Analyst
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From: OCGA Proposal Intake Team Member
Sent: Date
To: PI; Fund Manager
Cc: ORA PATS Records; OCGA Officer/Analyst; OCGA Specialist
Subject: OCGA, Proposal type - PATS # - Project Title – PI Name - Sponsor Name – Sponsor Deadline Date

Dear PI and Fund Manager,

The Office of Contract and Grant Administration (OCGA) received materials for the above referenced project sponsored by (Sponsor Name) on (Date/Time)______. This proposal has been assigned to (Officer/Analyst Name),(Officer/Analyst Email Address) for review, approval and submission.

Please contact (Officer/Analyst Name) with any questions.

Institution # __________

Thank you,
OCGA Proposal Intake Team
Proposal Intake Team is Open for Business

OCGA Proposal Intake Team
proposals@research.ucla.edu

Johanna Haraway  Manager
Jennifer Caldejon  Proposal Intake Analyst
Magaly Chavez  Proposal Intake Specialist
Gerald Gamble  Proposal Intake Specialist
Kelsey Hernandez  Proposal Intake Specialist
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QUESTIONS