TIMING OF PROPOSAL SUBMISSION

I. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)

20-3 - Coordination of Regents' Agenda Items

150-2 - Solicitation and Acceptance of Contracts and Grants

150-12 - Proposal Submission & Review

II. LEAD-TIME REQUIREMENTS

A. UCSD Office of Contract and Grant Administration

To assure compliance with agency deadlines, the final draft of every proposal must be received by the Office of Contract and Grant Administration no later than ten working days prior to the specified deadline. The proposal must be accompanied by required special forms and/or approvals when applicable as set forth in PPM 150-12. Proposals received with the same deadline date will be processed in the order received.

B. Agency

Federal agencies lacking specific deadlines normally require submission of proposals for new and renewal projects at least six months prior to the project start date. For renewal projects, this is especially essential to insure continued funding without any interruption.

C. Regents

Items for Regental approval (see PPM 150-2, paragraph III.A.) have specific time requirements for review and processing at the campus level and within Systemwide Administration offices prior to presentation to the Regents' Committee on Educational Policy. Therefore, the following requirements and deadlines must be observed.

1. A proposed Regents' Item should be completed by the Principal Investigator according the format of Exhibit A.
2. The Regents' Item is to be forwarded to the Office of Contract and Grant Administration together with the proposal 35 working days prior to the Regents' meeting (see Supplement I for current dates).

3. When Regental and agency deadlines are both involved, notify the Office of Contract and Grant Administration immediately so special handling can be arranged.
Exhibit A

FORMAT OF PROPOSED REGENTS' ITEM

The Principal Investigator should prepare and submit one double-spaced original copy of the proposed Regents' Item in the exact format prescribed below:

PROPOSED REGENTS' ITEM

TO MEMBERS OF THE COMMITTEE ON EDUCATIONAL POLICY:

PROPOSED CONTRACTS AND GRANTS

Recommendation:

From the (name of sponsoring agency), approximately (total amount in figures to nearest thousand dollars) during a period of (number of years and or months, spelled out) commencing (beginning date) for (new, continued, or renewed) support of a (research, training, or other) (project or program) entitled ("title of project") under the direction of (academic payroll title, e.g., Professor) (name) (position, e.g., Chair, Dept. of ________), San Diego campus.

Background

(A synopsis describing in layman's language the pertinent history, purpose, and scope of the proposed project, anticipating and answering any potential questions. Do NOT use abbreviations. Unity, coherence, emphasis, coupled with brevity and lucidity, are essential. Information must be included which describes how this project will benefit and enhance the scholarly or professional training and/or public service missions of the University. The LAST SENTENCE must state the number of graduate students to be budgeted for support as Research Assistants, or must state that none are to be so supported. If no support is provided for Research Assistants, describe any opportunities which will be available for training predoctoral and/or postdoctoral students.)
Supplement I

1998/99
DEADLINE DATES FOR RECEIPT OF
CONTRACT AND GRANT PROPOSALS
AND REGENTS' AGENDA ITEMS

<table>
<thead>
<tr>
<th>DUE DATES</th>
<th>UCSD OCGA</th>
<th>UCSD ADMIN RECORDS</th>
<th>OFFICE OF THE REGENTS' MEETING PRESIDENT</th>
<th>DATES</th>
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<tr>
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<td>7/29/98</td>
<td>8/5/98</td>
<td>8/19/98</td>
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<td>12/2/98</td>
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These are the due dates for all proposed Regents' agenda items and related contract and grant proposals to be received in the Office of Contract and Grant Administration (OCGA), Administrative Records, and Systemwide Administration Offices. These dates are final. Strict adherence is necessary because of the lead-time required for review by the OCGA, approval by the Chancellor and coordination and approval within Office of the President.

Questions concerning the submission of these proposals and related agenda items for the General Campus and School of Medicine should be directed to OCGA, extension 43330, or to extension 44570 for Scripps Institution of Oceanography proposals.