



UC San Diego

Policy & Procedure Manual

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CONTRACTS AND GRANTS (RESEARCH)

Section: 150-11

Effective: 12/01/1983

Supersedes: 02/22/1976

Review Date: TBD

Issuance Date: 12/01/1983

Issuing Office: [Office of Contract and Grant Administration](#)

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 to 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.



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CONTRACTS AND GRANTS (RESEARCH)

Section: 150-11 EXHIBIT A

Effective: 03/12/1976

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Issuance Date: 03/12/1976

Issuing Office: [Office of Contract and Grant Administration](#)

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

DATE:

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.)



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CONTRACTS AND GRANTS (RESEARCH)

Section: 150-11 SUPPLEMENT I

Effective: 07/01/1998

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Review Date: TBD

Issuance Date: 07/01/1998

Issuing Office: [Office of Contract and Grant Administration](#)

SUPPLEMENT I

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

DUE DATES

UCSD OCGA	UCSD ADMIN RECORDS	OFFICE OF THE PRESIDENT	REGENTS' MEETING DATES
			August -- No Meeting
7/29/98	8/5/98	8/19/98	9/17-18/98
			October 15 -- Policy Meeting
9/29/98	10/7/98	10/21/98	11/19-20/98
			December -- No Meeting
11/11/98	11/18/98	12/2/98	1/14-15/99
			February 18 -- Policy Meeting
1/27/99	2/3/99	2/17/99	3/18-19/99
			April -- No Meeting
3/31/99	4/7/99	4/21/99	5/20-21/99
4/28/99	5/5/99	5/19/99	6/17-18/99
5/26/99	6/2/99	6/16/99	7/15-16/99

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.