Revised Guidelines for Submitting Extramural Proposals to Sponsored Projects Administration for Institutional Review

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Summary of Significant Changes
Applicability

• Changes represent clarifications – not new requirements
  • Applicable to all extramural proposals submitted to SPA for which there is a Sponsor Deadline
  • Applicable to letters of intent, white papers and other types of pre-proposal submissions if they contain or propose institutional commitments to which UCI will be expected to adhere
    • For example, budgets, cost sharing, space renovations, acquisition of equipment/instruments, etc.
Required Documents for Review

• All proposal documents and information required by the Extramural Sponsor’s FOA may be submitted in draft form – except for the proposal face page, budget and budget justification, which need to be in final form.

• Completed subrecipient proposal package now includes the new Subrecipient v. Contractor Determination form.
Changes to Draft Documents

• PI, department administrator and Contract & Grant Officer work as a team
  • Seek to minimize situations that will result in SPA having to conduct a second institutional review
• Communication and coordination are key
Lead Times & Definitions

• Non-standard Proposal = 7 business day lead time
• Non-standard Proposal redefined: ~95% of proposals = Standard Proposals
  • To foreign sponsors
  • For U.S. government contracts (not grants)
  • Acceptance of terms & conditions at proposal submission
  • Require submission of a subcontractor business plan or other plan developed by a central administration unit
  • $5M or more in direct costs in any one budget year
  • Establishes a new UCI center or institute
LPARs

• Submit to vcrlateproposal@uci.edu as early as possible
  • Best interest of everyone
• Late LPAR defined – submitted less than 4 business days prior to a Sponsor Deadline
  • Approved only in rare instances
Frequently Asked Questions
Purpose and Intent

• Address “the why” behind the Guidelines
• Intended as a first-use resource for answering Guideline-related questions
• Increase UCI’s general knowledge & understanding of the Guidelines
A Word about Lead Times
What Are Lead Times?

• The time needed by SPA to:
  • Complete the Institutional Review
  • Resolve institutional issues that must be addressed prior to proposal submission to sponsor
  • Ensure on-time submission to the sponsor
• Considers factors such as workload and resource availability
Questions

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