

EXAMPLE

Email to OES Pre-award Team: preaward@mednet.ucla.edu

From: Jane Administrator
To: Pre-award (Semel/Psychiatry) preaward@mednet.ucla.edu
Subject: Notice of Intent to Submit NIH R01 (PI: Dr. Smith)

This email is to inform you that Dr. Smith will submit a R01 due March 17th in response to [RFA-OD-18-003](#). We anticipate the project will be 5 years and each year will be approximately \$250,000 in direct costs. There will be one subaward to Stanford.

Please add to the review calendar.

Thank you,

Confirmation email to PI from OES Pre-award Team

From: Pre-award (Semel/Psychiatry) preaward@mednet.ucla.edu
To: Jane Administrator
Subject: Added to Review Calendar: Dr. Smith R01 – Due March 17

Hi Jane,

Thank you for letting us know of Dr. Smith's intent to submit a R01 due on **Tuesday, March 17th at 5pm PST**. The proposal has been added to the Department Review Calendar and will be **pre-reviewed by Sarah Klein (OES)** and **submitted by OCGA** according to the schedule below:

- I. **Department (OES) Initial Review:** PI to complete the following in the Cayuse S2S Grants System by **8am Friday, March 6th**:
 - Administrative and budgetary data entry complete
 - Biosketches, budget justification, draft abstract, aims or research strategy (at minimum) uploaded
 - Draft internal forms uploaded under "supporting documents" tab:
 - A. Funding Opportunity Announcement
 - B. EPASS
 - C. PI Exception, if applicable
 - D. Outgoing Subaward Package
 - E. Internal Budget in Excel
- II. **Institutional (OCGA) Final Compliance Review:** PI to complete the following by **8am Wednesday, March 11th**:
 - All data entry complete with final justifications, biosketches and drafts of all other required documents uploaded
 - Final internal forms uploaded (A-E above)

Thank you,