September 30, 2008

Deans, Chairs and Directors

As you are aware, in 2005 federal research sponsors began requiring the use of Grants.gov for preparation and submission of grant proposals. During most of that time, Grants.gov utilized *PureEdge Viewer* to complete and submit applications. Currently, Grants.gov is transitioning from *PureEdge Viewer* to *Adobe Reader* for application preparation and submission, and will phase out *PureEdge* completely by the end of calendar year 2008. Experience of both researchers and administrators campuswide has shown that whether using *PureEdge* or *Adobe Reader*, the process can be cumbersome and the application packages somewhat difficult to navigate. Therefore, the Office of Research Administration and OCGA began exploring alternative methods to the current Grants.gov submission process. I am pleased to announce that, after pilot testing which began in December 2007, we have identified and will begin campuswide implementation of a web-based solution for grant proposal preparation and system-to-system submission to Grants.gov, called Cayuse 424.

To date, our pilot participants, who represent a broad range of campus departments, have submitted nearly 200 proposals to federal sponsors such as NIH, NSF, Department of Defense (both medical and non-medical), Department of Energy, and others using the Cayuse 424 system. The feedback which we have received regarding the ease of use, time savings, and error checking and validation has been overwhelmingly positive. The need to withdraw and resubmit applications to correct system errors has been almost completely eliminated with proposals prepared using this system. Because the system is web-based, members of the campus research community with UCLA logon IDs will be able to register and access the system from anywhere with internet connectivity, alleviating the need to e-mail or otherwise electronically transfer files among various researchers and administrators for review and submission.

Campuswide implementation of Cayuse 424 will take place during the fall quarter, beginning with hands-on training for departmental coordinators who will be identified in consultation with departmental administrators and ORA staff. Once identified, coordinators will need to attend one four-hour training session to be held in the College Library Instructional Computing Commons (CLICC) in Powell Library. Two sessions will be offered per week during the weeks of November 17 and December 8. Once departmental coordinators have been trained, they will be responsible for coordinating registration and training of users in their departments/units. Beginning in January 2009, with the exception of NSF proposals submitted via FastLane, NASA proposals submitted via NSPIRES, and a small number of Grants.gov applications which are not system-to-system compatible, principal investigators will be required to use the system-to-system application to prepare and submit Grants.gov-eligible applications. This will mostly alleviate the need to use *Adobe Reader* for preparation and submission of Grants.gov applications and will allow for a more consistent and thorough review of applications prior to submission to the sponsor.

In the next few days research administrators in campus departments/units will be contacted by ORA staff to identify departmental coordinators and schedule training. In the meantime, I encourage researchers and administrators to visit the OCGA system-to system website: http://www.research.ucla.edu/ocga/CayusePilotInfo/CayusePilotInfo.htm for more information.

Sincerely,

Roberto Peccei
Vice Chancellor
Research