



OCGA Updates

Patti Manheim
Director

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Proposal Intake Team is Open for Business

- Use of Proposal Intake Team proposals@research.ucla.edu.
- Log applications and create PATS records in real-time.
- Near immediate acknowledgment that application has been received and recorded.
- Central repository ensures the materials are received.
- Proposal Intake Team ensures assignment.
- Proposal Intake Team is “in” every day.

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- Allows for more effective management of proposal review within OCGA and feedback/response to campus.
- Accurate, real-time record reporting.
- Delivery of data within 5 minutes to the PI Portal and within 24 hours to ORA Portal.

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Process

- Send proposal packages to proposals@research.ucla.edu.
- Sender and PI will receive an acknowledgement e-mail with:
 - Date and time materials received
 - Institution Number
 - Title
 - PI
 - Sponsor
 - Deadline*
 - OCGA Reviewer (Officer or Analyst)

*Based on information indicated on the EPASS, date required, no "ASAP"

- Generate internal assignment to Officer or Analyst

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From: OCGA Proposal Intake Team Member

Sent: Date

To: PI; Fund Manager

Cc: ORA PATS Records; OCGA Officer/Analyst; OCGA Specialist

Subject: OCGA, Proposal type - PATS # - Project Title – PI Name - Sponsor Name – Sponsor
Deadline Date

Dear PI and Fund Manager,

The Office of Contract and Grant Administration (OCGA) received materials for the above referenced project sponsored by (Sponsor Name) on (Date/Time)_____. This proposal has been assigned to (Officer/Analyst Name),(Officer/Analyst Email Address) for review, approval and submission.

Please contact (Officer/Analyst Name) with any questions.

Institution # _____

Thank you,
OCGA Proposal Intake Team

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OCGA Proposal Intake Team
proposals@research.ucla.edu

Johanna Haraway	Manager
Jennifer Caldejon	Proposal Intake Analyst
Magaly Chavez	Proposal Intake Specialist
Gerald Gamble	Proposal Intake Specialist
Kelsey Hernandez	Proposal Intake Specialist

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QUESTIONS