

Department of Medicine

Sponsored Proposal Submission Guidelines

The Department of Medicine (DOM) is committed to supporting faculty and researchers in preparing and submitting successful grant proposals. Our goal is to ensure that all submissions are timely, compliant, and meet both sponsor and institutional requirements.

All sponsored proposals—including those you are eligible to submit directly—must be routed through one of UC San Diego’s central offices before submission. The DOM Sponsored Projects Office (SPO) research administrators will partner with you throughout the process, providing guidance on administrative documents, UC San Diego internal records, sponsor application requirements, and electronic submission systems.

Proposal Submission Timelines

Adequate preparation time is essential to ensure a smooth and compliant submission. The timelines below represent **minimum advance notice requirements**. All deadlines are expressed in **business days** or **weeks** prior to the sponsor deadline (excluding weekends and UC San Diego holidays).

Important: Proposals submitted after these deadlines will be reviewed **only as time permits** and may be at risk of missing the sponsor’s deadline.

<i>Proposal Type</i>	<i>Minimum Lead Time</i>	<i>With U.S. Subaward(s)</i>	<i>With Foreign Subaward(s)</i>
NIH Standard (Single PI)	4 weeks (20 business days)	5 weeks	6 weeks
NIH Large Projects (PPG, T32, Multi-Project)	6 weeks (30 business days)	7 weeks	8 weeks
DoD / NSF	6 weeks (30 business days)	—	—
Non-Federal / Industry / Foundation	4 weeks (20 business days)	—	—
Lab Service Agreements	8 weeks (40 business days)	—	—

Key Milestones

- **Notify SPO of Intent to Submit** → Complete and submit the Proposal Initiation Form to your pre-award specialist **as early as possible**.
- **Draft Submission to SPO** → Budget, administrative documents, subaward packages, and draft science are due **14 business days** before the sponsor deadline.
- **Final Submission to SPO** → The corrected, finalized proposal package is due **4 business days** before the sponsor deadline.
- **Final Science Upload** → All science documents must be uploaded and marked “Ready for Submission” in the sponsor system by **8:00 AM** on the business day before the deadline. Final updated science may be substituted until **8:00 AM** on the sponsor’s deadline day.

Support and Contacts

Your assigned pre-award specialist can be found on the **DOM SPO Team Directory**. For additional support, please contact your SPO Associate Director.

Thank You!

Thank you for partnering with the Department of Medicine SPO to ensure successful and timely proposal submissions.

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