

# DEPARTMENT OF MEDICINE

## Sponsored Proposal Submission Guidelines

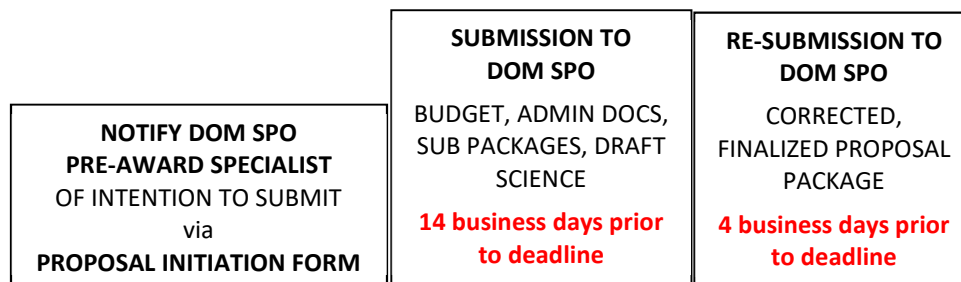
The Department of Medicine is committed to supporting successful grant proposal submission, complying with ever-changing regulations, and ensuring timely UCSD review of proposal packages. All sponsored proposals (even those you are able to submit yourself) must route through one of the central offices prior to submission. The Department Sponsored Projects Office (SPO) research administrators will guide your submission through every step, assisting with the preparation of administrative documents, UCSD-specific internal records, sponsor application documents, or online records and other proposal requirements.



Sufficient time is needed for application preparation and to ensure all proposals receive appropriate review and support. The below chart indicates **minimum** timeframes for proposal preparation. **PIs who miss deadlines will have materials reviewed only if time permits and run the risk of missing submission deadlines.**

### Proposal Submission Timelines

All timeframes refer to business days/weeks prior to proposal deadline and exclude holidays and weekends. Once contacted, your pre-award specialist will provide you with specific milestone dates.



Proposal Type	Timeline	Preparation Phase	Final Status	
NIH Standard Single PI Proposal	4 Weeks (20 Working Days)	<b>Proposal Preparation</b>  Central Office Review/Return comments to Pre-Award specialist  Pre-Award Specialist and PI make corrections, finalize documents	ALL DOCUMENTS INCLUDING SCIENCE COMPLETE AND UPLOADED TO ONLINE APPLICATION "Ready for Submission"  <b>8AM DAY BEFORE DEADLINE</b> (to allow for final revisions before submission to OCGA/HSSPO) <b>Final Science can be substituted by 8am Day of Deadline</b>	
	With US Sub(s)			5 Weeks
	With Foreign Sub(s)			6 Weeks
NIH Large Project Proposal (PPG, T32, Multi Project)	6 Weeks (30 working Days)			
	With US Sub(s)			7 Week
	With Foreign Sub(s)			8 Weeks
DoD / NSF Proposals	6 Weeks (30 Working Days)			
Non Federal / Industry / Foundation Proposals	4 Weeks (20 Working Days)			

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<b>Lab Service Agreements</b>	<b>8 Weeks (40 Working Days)</b>
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Your assistance and compliance with the above deadlines and timeframes will ensure the most successful proposal submission process for all PIs in the department.

You can find your pre-award specialist on the DOM SPO team directory page:

<https://med.ucsd.edu/faculty-staff/sponsored-projects/directory.html>

If you have any questions about the proposal submission process, reach out to your SPO Associate Director:

**Hazelruth Adams**, [h1adams@health.ucsd.edu](mailto:h1adams@health.ucsd.edu)

Gastroenterology-Hepatology

**Caryl Finch**, [cfinch@health.ucsd.edu](mailto:cfinch@health.ucsd.edu)

Pulmonary, Internal Medicine, Physiology, Hospital Medicine, Personnel Agreements, Training Grants

**Casey Gerdes**, [cgerdes@health.ucsd.edu](mailto:cgerdes@health.ucsd.edu)

Infectious Diseases, Global Public Health, Owen Clinic

**Ahmed Khafagy**, [akhafagy@health.ucsd.edu](mailto:akhafagy@health.ucsd.edu)

Rheumatology, Allergy, Immunology, Nephrology, Geriatrics

**Julie Wilkes**, [jwilkes@health.ucsd.edu](mailto:jwilkes@health.ucsd.edu)

Endocrinology-Metabolism, Genetics, Regenerative Medicine, Hematology-Oncology, Blood Marrow Transplantation

**Kelley Wilson**, [kwilson@health.ucsd.edu](mailto:kwilson@health.ucsd.edu)

Cardiology

Thank you for your commitment to working with us to meet these critical deadlines.

Dr. Zea Borok

Helen M. Ranney Professor

Chair, Department of Medicine

Amir Schangali

Administrative Vice Chair

Department of Medicine