

How to Submit a Proposal Notification to OSR

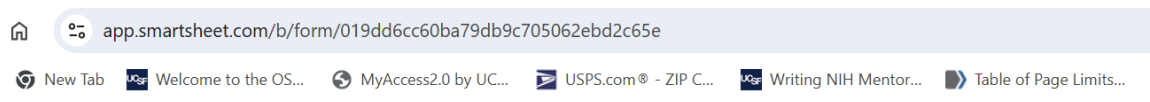
Proposals and Grants

A step-by-step guide for PIs

Before You Start

Use the Smartsheet Proposal Notification Intake Form whenever you are planning to submit a proposal to a sponsor. The centralized process helps Office of Sponsored Research Proposals and Grants (OSR P&G) manage workload, identify late requests, and connect you with the appropriate pre-award research administrator.

Start here: <https://tiny.ucsf.edu/NotifyProposalForm>



Proposals and Grants Notification

The UCSF Office of Sponsored Research (OSR) requires advance notification of all grant and contract proposals and progress reports, to ensure appropriate review, compliance, and support for submission. Timely notification enables OSR to provide the appropriate level of pre-award review while managing institutional risk and limited administrative capacity. [Additional guidance is available here.](#)

The level of OSR support available for a proposal is based on when OSR is notified relative to the sponsor deadline and the proposal's complexity. Requests submitted with insufficient lead time may receive limited review, require leadership approval, or may not be supported prior to submission.

Before submitting this notification, please consider:

- Whether OSR is being notified within the required lead time for your proposal type
- Whether the proposal involves complexity (e.g., training grants, large or multi-component awards)
- Whether any delays in notification were driven by sponsor timing or other extenuating circumstances
- A Proposal Intake Form (PIF) needs to be attached with the notification request.

Proposal Notification Form

1. Complete the Smartsheet Proposal Notification Intake Form

Complete each section as accurately and completely as you can. Providing more information up front helps OSR P&G determine the appropriate support and timeline.

Control Point

Select the department that will administer the award if the proposal is funded. This is the department responsible for post-award management and reporting.

Example: If you are affiliated with both Epi-Bio and IGHS, but IGHS will administer the award, select IGHS.

Fields marked with an asterisk (*) are required.

Control Point *

Subaward / Subcontract

Executive Vice Chancellor
Global Health
School of Dentistry
School of Medicine
School of Nursing

Contact Principal Investigators (PI)

Enter the name and email address of the researcher who will be the main PI on the proposal. If a postdoc or predoc will be the PI, enter that person's name.

Investigator Name *

Investigator Email *

firstname.lastname@ucsf.edu

2. Select the Correct Proposal Type

Choose the option that best describes what you are submitting to the sponsor. Different proposal types require different information and review.

Proposal Type *

Subaward / Subcontract

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Grant
Cooperative Agreement
Fellowship / Career Development
Progress Report / RPPR
Subaward / Subcontract

Proposal Type	Choose this when...
Grant	You are applying for funding for your own UCSF research or project.
Subaward / Subcontract	Another organization is submitting the main proposal and UCSF will perform part of the project as a subrecipient.
Cooperative Agreement	The funding opportunity specifically identifies the award as a cooperative agreement.
Fellowship / Career Development	The primary purpose is to support an individual researcher's fellowship, training, or career development.
Progress Report / RPPR	You already have an award and are reporting progress or other required information to the sponsor.

Quick test: If you already have the award and are reporting on it → Progress Report/RPPR. If another organization is submitting the main proposal and includes UCSF → Subaward/Subcontract. If the opportunity specifically says cooperative agreement → Cooperative Agreement. If it supports an individual fellowship/career development → Fellowship/Career Development. Otherwise → Grant.

If you are applying for a fellowship, also enter your faculty advisor or mentor.

Proposal Type *

Faculty Advisor/Mentor Name *

3. If This Is a Subaward/Subcontract

A subaward (also called a subcontract) means UCSF is doing part of a larger project that is being funded through another organization.

Proposal Type *

Subaward / Subcontract



Prime Institution *

List the organization from which the funds will originate (i.e. NIH).

Prime Institution Deadline *

mm/dd/yyyy



Simple example: NIH → Stanford → UCSF

- NIH = the sponsor providing the funding.
- Stanford = the prime institution (also called the prime recipient or flow-through institution or **pass-through entity (PTE)**).
- UCSF = the subrecipient receiving funding to perform its portion of the work.

In this example, UCSF is not applying directly to NIH. Stanford is submitting the application to NIH and including UCSF as a subrecipient.

Prime Institution Deadline vs. Sponsor Deadline

The sponsor deadline is when the prime institution's complete application is due to the sponsor. The prime institution deadline is the earlier date when UCSF must provide its materials to the organization submitting the application.

Deadline	Meaning
September 25 — Prime Institution Deadline	UCSF materials due to Stanford.
October 5 — Sponsor Deadline	Stanford's complete application due to NIH.

For UCSF planning purposes, the earlier prime institution deadline is the deadline you need to meet. Do not use the sponsor deadline as your UCSF deadline.

4. Enter the Proposal Details

- Funding Agency/Sponsor Deadline: Enter the sponsor's stated due date.
- Institutional Signature Requirement: Check the funding opportunity for AOR (Authorized Organizational Representative) /BO (Business Official)/SO (Signing Official) or other institutional signature requirements.
- Proposal Title: A draft title is preferred; TBD may be used if necessary.

Funding Agency Deadline *

mm/dd/yyyy



Does the sponsor require institutional signature at submission? *



Proposal Title *

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5. Identify Proposal Elements

Some proposals require additional coordination, review, approvals, or specialized expertise. Select all that apply.

- Training Grant — supports training or development for students, postdocs, fellows, or early-career researchers.
- Multi-Component Proposal — includes multiple projects, cores, programs, or components submitted together as one application.
- Proposal with 3 or More Subcontracts — three or more external organizations will receive funding through subawards/subcontracts.
- Clinical Research — involves human participants, patient data, human specimens, or clinical research activities.
- International Partnerships / Components / NIH PF5 (Collaborative International Research Project) — involves foreign collaborators, organizations, sites, funding, data collection, or research outside the U.S.

Proposal Elements *

To ensure timely internal review and routing, please submit this survey according to the following lead times before your sponsor's submission deadline:

- Standard Applications (e.g., R03, R21, R01 with 2 or less subawards) — 30 calendar days in advance
- Large Proposals (e.g., proposals with 3 or more subawards, or subs to SBIRs/STTRs) — 60 calendar days in advance
- Complex Proposals (e.g., program projects or center grants, international partnerships/components/PF5's, institutional training grants, cooperative agreements — P, T, U mechanisms) — 4–6 months in advance

Select all that apply.

- ☐ Training Grant
- ☐ Multi-Component Proposal (P's, U's, etc.)
- ☐ Proposal with 3 or more subcontracts
- ☐ Clinical Research
- ☐ International Partnerships/Components/PF5's
- ☐ None of the above

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6. Add Your Watchlist and Upload the Proposal Intake Form

Use the Watchlist to add people who should be kept informed, such as a department chair, MSO, post-award contact, or administrative assistant.

Complete the Proposal Intake Form (PIF) using the link in the notification form. Attach other supporting documentation when helpful, such as an RPPR notification email from NIH.

Watchlist

Add UCSF email addresses (firstname.lastname@ucsf.edu) for team members that need to monitor status of submission. Watchlist members will receive the same notifications as the submitter. They can monitor the status of current submissions and review past requests using the dynamic view.

Additional Comments

File Upload *

Upload completed [Proposal Intake Form \(PIF\)](#) and any other supporting documents, if applicable. (e.g. RPPR notification email)



7. What Happens After You Submit?

You will receive an email confirming that OSR has received your proposal notification. It will include the request ID, PI, sponsor, sponsor deadline, and proposal title.

Thank you for notifying the Office of Sponsored Research (OSR) Proposals and Grants unit that you plan to submit an application. Our team has received the request.

8. When Your Proposal Is Assigned

Once an OSR pre-award research administrator is assigned, you will receive an email identifying your assigned administrator and explaining what to expect next.

For requests submitted more than 29 days before the sponsor deadline, the assigned administrator will provide the application timeline within 3 business days.

Proposal Assigned — Full Support email

If You Submit Within 30 Days of the Deadline

OSR may not be able to provide the full level of proposal development support for requests submitted within 30 days of the sponsor deadline. Depending on timing and available resources, OSR may provide limited review and partner with your lab, department, or school on selected application materials.

If you submit 30+ Days

Our team has received the proposal request along with your Proposal Intake Form (PIF), and we have assigned your request to a pre-award research administrator: {{Assigned RA}}.

Your pre-award research administrator will review the PIF. You will receive the application timeline from the assigned research administrator within three (3) business days.

Additionally, you can track the status of your proposal at the following link:

<https://app.smartsheet.com/dynamicview/views/5140770c-2e2f-49dc-890a-abd3c2cb50ee>

If you submit less than 30 days (29 to 12 days)

Thank you for notifying the Office of Sponsored Research (OSR) Proposals and Grants (P&G) unit of your planned application. The Office of Research and OSR deeply value your work and are committed to supporting your future submissions.

Because this request was submitted within 30 days of the sponsor deadline, we may not be able to provide the full level of support for your application.

We may, however, be able to support your submission through a limited review process. In this case, we would partner with your lab, department, or school to develop select application materials, such as the abstract or budget justification. A member of OSR P&G will still ensure that your application is submitted to the sponsor by the deadline.

Additional lead time in future cycles will allow OSR to offer the thorough review and assistance described in the published guidance for faculty regarding the requested notification timelines.

We have assigned your request to a pre-award research administrator: {{Assigned RA}}. They will review the PIF and follow up with next steps within one to two (1–2) business days.

You can track the status of your proposal at the following link:

<https://app.smartsheet.com/dynamicview/views/5140770c-2e2f-49dc-890a-abd3c2cb50ee>

Less than 12 days/Exception Period email

Thank you for notifying the Office of Sponsored Research (OSR) Proposals and Grants (P&G) unit that you plan to submit an application to a sponsor within the next 11 days.

We will not be able to provide the full level of support for your application development due to the shortened notice period, but the request has been submitted to the Assistant Director of the OSR Proposals & Grants division for consideration. They will review available resources and follow up with you within one to two (1–2) business days.

We may not be able to submit your proposal by the deadline if we cannot identify the required resources. The Office of Research and OSR deeply value your work and are committed to supporting you in future

submissions. More lead time in the next cycle will allow OSR to provide the thorough review and assistance your proposals require.

We have published guidance for faculty regarding the requested notification timelines:

<https://osr.ucsf.edu/plan-project>

9. Important Reminders

- Submit the notification as early as possible. More lead time allows OSR P&G to provide more thorough review and assistance.
- Choose the proposal type carefully; each type requires different information.
- For subawards, use the prime institution's earlier deadline—not the sponsor deadline—as your UCSF deadline.
- Provide a draft proposal title whenever possible.
- Complete the PIF and attach relevant sponsor documentation.
- Use the Watchlist for people who need to know about the proposal.
- If information is incorrect or incomplete, OSR may decline the request and ask you to submit a revised notification.
- Once assigned, your research administrator will contact you about next steps and the proposal timeline.

10. Support

- If you are having technical difficulties with submitting the form please reach out to eproposal.support@ucsf.edu which will initiate an **eProposal support ticket** so the issue can be reviewed and addressed.