

UCSB Departmental Finals Procedures

The Office of Research serves as the official office of record for all sponsored projects. Each proposal and post-submission proposal action (prior to the receipt of an award) must be documented in the proposal file and in ORBiT. This documentation is called “eFinals,” and is required to be completed and sent to SPO by the administering department.

For every proposal submission or any post-submission proposal action listed below, an eFinal (i.e. electronic final) is required.

There are four types of eFinals:

OR Proposal – an electronic copy of all documents that were sent to a sponsor, and a UCSB detailed budget. A UCSB detailed budget is required for all proposal eFinals, even when the budget was not submitted to the sponsor. The only exception to this rule is when an NIH Modular Budget is submitted. Please do not include internal campus compliance documentation in this document.

Sub Proposal & MCA Proposal – an electronic copy of all required sub-recipient documentation, including a sub-recipient detailed budget and internal forms (including links to or copies of A-133 audit and IDC rate agreement). A separate eFinal is required for each sub-recipient/MCA.

Proposal Update – an electronic copy of all proposal update documents submitted to the sponsor. NIH Just-in-Time (JIT) actions should follow the Proposal Update guidance. If the proposal update results in any changes to the budget, the update should be processed as a revised budget instead (see below).

Revised Budget – an electronic copy of all revised budget documents, including the UCSB detailed budget.

Departments are expected to email the eFinal to the assigned SPO Team after action submission. The subject line of the email in which the eFinal is sent should match the naming convention of the pdf. All eFinals must be a pdf document format (not a pdf package) and follow the SPO naming convention below.

Type of Action	eFinal Naming System	Example
OR Proposal	PI Name, “ORFinal”, Record #	SmithORFinal20210852
Sub Proposal	PI Name, “Sub”, Sub Institution, Record #	SmithSubHarvard20210852
MCA Proposal	PI Name, “MCA”, UC Campus, Record #	SmithMCAUCLA20210852
Proposal Update	PI Name, Record #, “_Update”, MMDDYY	Smith20210852_Update040320
Revised Budget	PI Name, Record #, “_RevisedBudget”, MMDDYY	Smith20210852_RevisedBudget040320
Revised Budget of a Sub	PI Name, “Sub”, Sub Institution, Record#, “_RevisedBudget”, MMDDYY	SmithSubHarvard20210852_RevisedBudget040320
Revised Budget of an MCA	PI Name, “MCA”, UC Campus, Record#, “_RevisedBudget”, MMDDYY	SmithMCAUCLA20210852_RevisedBudget040320