

## Mayo, David J.

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**From:** Mayo, David J.  
**Sent:** Monday, June 08, 2015 7:04 PM  
**To:** Abramyan, Alexander (Alex); Albertson, Pamela S.; Anderson, Caprece; 'Armas, Gina'; Ayala, Elizabeth M.; 'Bajaj, Urmila'; Baker-Gatchalian, Kimberly; 'Besse, Barbara'; Black, Irma; Boladian, Aleen A.; Brennan, Victoria (Vicky); Brown, Bonita K. (Bo); 'Brown, Marcia'; Bubash, Kathleen J. (kathy); Carlson, Cynthia L.; Carroad, Paul A.; Chik, Mabel K.; 'Chittum, Jeri'; Croomes, Stacey V.; Curtis, Scott D.; Dang, Tuyen T.; Deniston, Kathy; 'Ekmekjian, Dolores (Loly)'; Epalle, Marionne L.; Finigan, Kathryn (Kate); 'Fisher-Adams, Grace C.'; Fouche, Marlene; 'Fowler, Marcy'; Gamboa, Cecilia A.; Gango, Angelina M. (Angie); Garlock, Elyse; 'Giuliano, Jey'; Grancich, Janice A.; 'Grant, Yvette'; Harvey, Ann; He, Christina; Hepworth, Martha A.; Hiroto, Julie C. (Julie); Hormann, Anne S.; Hoyt, Margot A.; Hsu, Helen E.; Irwin, Carol H.; 'Jasnow, Edward J.'; Katsikakis, Haralabos T. (Tom); Keanaaina, Gabriella; Kim, Tiffany Hyun (Tiffany); Kirk, Melinda A.; Knudson, Aimee A.; Lester, Sandra; 'Lewis, De Ann M.'; Lin, Ling Y.; 'Lindquist, Philip'; Lowenthal, Tina; Mack, Judith V.; Marks, Cierina R.; Martinez, Arleen; Martinez, Linda C.; McClain, Judy; 'Miranda, Michael'; Mishra, Heather L.; Mojahedi, Donna; 'Murdock, Gwenda Pollard'; Naing, Su S.; Nakashima, Cheryl; Navarrete, Debra R.; 'Nelson, Dimity'; Nguyen, Kristy T.; 'Oracion, Karl'; Oshima, Nora J.; 'Pettis, Nannette'; Powell, Susan D.; Rice, Alan P.; Robles, Rosalba (Rosa); Rodriguez, Raquel A.; Salcedo, Martha E.; Sarafian, Rosine; Schoen, Julie; Seymour, Lynn R.; 'Shull, Sheila K.'; Sikora, Mary; Silberstein, Carol S.; Sosnowski, Carol A.; Speaks, Kevin D.; 'Stanton, Judith'; Steele, Heather G.; Stoll, Sheri K.; Suarez, Lydia H.; 'Ta, Marcella'; Taweessup, Patama; 'Thompson, Carlette L.'; Torres, Alvin A.; 'Villarreal, Lauren'; 'Vine, Michelle J.'; Wang, Yuhshien; Weed, Sherri; 'Wong, Kevin'; 'Wood, Elizabeth K.'; Yamashita, Shannon; Younger, Candace A.  
**Cc:** 'Seligman R (Richard.Seligman@its.caltech.edu)'; Sponsored Research Dept  
**Subject:** Reminder - Conflict of Interest Disclosure and Proposal Submissions; MORA Form  
**Attachments:** Division Approval Form 4-2015.pdf; MORA 5-2015.pdf

Dear Proposal Preparers:

This is a reminder that beginning Monday, June 15, OSR is not permitted to submit proposals for which any of the Caltech principals (including PIs, co-PIs and Co-Is) have failed to make their annual Caltech Conflict of Interest Disclosure. OSR will rely on the Division Chair's signature on the Division Approval Form (DAF) of each proposal to indicate that all disclosures have been made. This means that in order for OSR to send out a proposal, OSR must receive a copy of the DAF with the Division Chair's signature on it. Unfortunately, OSR is no longer permitted to submit proposals and then collect approvals after submission.

In situations where the Division Chair is not available to sign the DAF prior to submission, but where all disclosures have been made, an e-mail from the Division Chair to OSR indicating that fact will be sufficient. The Division can then follow-up with the signed DAF once the Chair is available.

Notice of this has already been distributed to Division Chairs and Division Administrators. If you have questions about this requirement, please contact your Division Office as they will be able to provide guidance specific to your situation. An updated DAF (dated 4/2015) is attached. Please begin using this version of the DAF for proposals submitted June 15, 2015 or later (changes have been made to Sections F, G and H).

The Minimum Overhead Review and Approval Form (MORA) has been updated, as well. The Institute Budget Justification (IBJ) used by Foundation Relations has been discontinued and you should use the MORA form in situations

where you would have used the IBJ. This new version of the MORA form now auto-calculates the fields, so it should be easier to complete. Please start using this form immediately.

These forms should be posted to the Caltech Forms site in the next day or two ([forms.caltech.edu](http://forms.caltech.edu)).

Thanks very much,

David

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