The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion

Step 1.1: Notification Process

Purpose: To notify all respective parties of the intent to submit a proposal

Parties Involved: Principal Investigator (PI); Proposal Development Team (PDT); Research Administrators (RA); Office of Technology Commercialization (OTC); Associate VPR.

Steps in the Process:

- PI submits Notice of Intent (NOI) Form as early as possible at www.research.utep.edu/noi. Policy states NOI forms must be submitted at a minimum 10 days prior to agency deadline.
- RA reviews NOI information to confirm deadlines and other information, contacts PI to initiate communications and updates NOI form
- If the sponsor is a private foundation or nonprofit, the RA will reassign the NOI to the assigned Specialist/RA. The Specialist/RA will contact PI, confirm eligibility requirements (501 (c)(3) or 170 (c) (1)) status and continue with proposal submission steps per RA handbook.
    - o RA reviews NOI and if it is within three days of submission deadline, the RA will submit the proposal.
    - o Specialist/RA works with PI to prepare a budget according to the agency guidelines and generates an internal transmittal document, following Step 1.3 Budget Prep.
    - o Specialist/RA follows steps in 1.5 Post Submission Phase to file the proposal at ORSP.

- All other parties determine the level of involvement needed from their office to submit the proposal
    - o The Office of Technology Commercialization (OTC) gets involved during the notification process when businesses are involved and Non-Disclosure agreements need to be negotiated along with Memorandums of Understanding, Proprietary Information Agreements, etc. Notice of Intent forms are automatically forwarded to OTC when faculty submit to SBIR/STTRs.
    - o Proposal Development Team will assist Faculty with the technical portion of a proposal per the request of the Research Team. Development Team and Associate VPR will also coordinate internal competitions for limited submissions.

Summary Description: Notifications assist with prioritizing workload, resource efficiency, quality proposal submission, and employ all available resources effectively