



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

Step 1.2: Post Notice of Intent Setup

Purpose: To communicate all requirements and expectations in order to submit a quality and compliant proposal within set university, agency, state, and federal regulations.

Parties Involved: RA, PI/Co-PIs, Proposal Development Team (PDT), Subcontractors (if applicable), Office of Technology Commercialization (OTC), and Associate VPR (AVPR).

Steps in the Process:

- Read guidelines and identify the process and documents for submission
 - Eligibility: Is the PI and/or University eligible to submit?*
 - Limited submission: Do the guidelines state a limited number of submissions per organization and/or PI? (If Yes, PDT and AVPR will coordinate and select)
 - PI/Institutional Qualifications: Do we meet the minimum qualifications to submit?
 - Other party involvement (ORSP): What other parties do we need to consider for proposal submission (i.e. IRB, IACUC, OTC, etc.)?
- Research Administrator will provide a submission checklist and meet with PI. Standard checklists are included on the [ORSP website](#)
- Checklist should include at a minimum:
 - Due date
 - Submission method (paper versus electronic)
 - PI/Co-PI required agency credentials? (e.g., eRA Commons, NSF)
 - Subcontract involvement (e.g., Other University or agency?)
 - Initiate C&G Specialist support via email (subcontracts@utep.edu)
 - Is Cost Share or Match required?
 - Budgetary restrictions (e.g., indirect, unallowable costs, travel restrictions, etc.)
 - Required documents and page limitations
 - IRB/IACUC/Patent document submission requirements
 - F&A costs, inclusive of backup documentation to substantiate rate
 - Letters or signatures from the President require 2 week notice and must be routed to Proposal Development Team

*If student or visiting professor is interested in submission, UTEP faculty must serve as PI internally.

Summary Description: In order to provide efficient, effective, and coordinated assistance with proposal submission in a timely manner.