



Proposal Phase

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

Step 1.21: Post Notice of Intent Setup for 501(c)(3) status

Purpose: To communicate all requirements and expectations when the funding agency requires the University to submit as 501(c)(3) non-profit organization.

Parties Involved: Contracts and Grants Specialist/Research Administrators (RA)

Steps in the Process:

- Read guidelines and identify if the agency requires a submission as a nonprofit organization exempt from federal income tax under 501(c)(3).
 - If so, reach out to the agency and ask if the University is able to submit as a nonprofit State agency exempt from federal income tax under 170(c)(1) instead. If 501(c)(3) is still required, then the University will submit under UT Foundation.
- For 170 (c)(1), the submission will go through UTEP following the standard procedures and specific foundation guidelines.
- For 501(c)(3) submissions, the submission must go through the UT Foundation.
 - The application should be submitted as UT Foundation on behalf of the University of Texas at El Paso
 - General information provided should be from the UT Foundation (mailing address for payment, tax ID, board members information, tax documents, financial statements, etc.) found on the [UT Foundation website](#).
 - If financial statements required are not available on the website, the [Chief Financial Officer](#) can provide this information.
 - Email and phone number provided can come from UTEP or UT Foundation depending on the application.
 - If application includes financial information from UT Foundation, the authorized or official Point of contact should be UT Foundation chief financial officer.
 - If no financial information is included in the application the authorized POC can be from UTEP (i.e. Dr. Osegueda or Dr. Natalicio).
 - If POC is administrative, the departmental RA should be listed.
 - A copy of the proposal needs to be sent to UT Foundation before submission for their records.



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- Proposal submissions that require authorized signature from UT Foundation need to be sent to UT Foundation Chief Financial Officer as listed on their [website](#) via email at least 24 hours prior to submission deadline.
 - A library of UTEP and UT Foundation financial statements can be found in the [shared public server](#). Each RA should include any updated financial statements on the server.
 - [UTEP – UT Foundation Points of contact](#)
- Proposal submission will continue to follow Steps 1.3 through 1.5 of the RA handbook

Summary Description: In order to provide efficient, effective, and coordinated assistance with proposal submission when 501(C)(3) federal tax exempt status is required.