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.
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.