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

Step 1.5: Review and Submission

Purpose: Research Administrators will review transmittal and application documents for submission purposes

Parties Involved: Principal Investigator, Proposal Development Team, Research Administrators, C&G Specialist IIIs, Subcontractors (if applicable)

Steps in the Process:

- Transmittal Review

  Receive email confirmation that the transmittal document has been fully signed by the PI and Dean.research.utep.edu/transmittal

- Application Review and Submission
  - Prepare and review application between the PI and other parties involved
    - Confirm all mandatory documents are included in the application
    - Review administrative formatting (page limits, margins, fonts, etc.)
    - Ensure all Subcontract information has been received
    - Verify the budget submitted matches the budget in the budget tool
  - Submit Proposal once the review and verification process has been complete

Summary Description: To ensure quality proposals are compliant with all university, agency, State and federal regulations are submitted on behalf of the University

Date: 06/26/2017