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

**Step 1.6: Post Proposal Submission (NOI Closeout)**

**Purpose:** To record and archive proposal submissions

**Parties Involved:** Research Administrators, C&G Specialist III, Administrative Assistant

**Steps in the Process:**

- Budget Tool
    - "Approve" and "upload" budget to obtain ORSP proposal number
    - Download transmittal form from the Budget Tool reflecting ORSP number and final budget
        - Save transmittal for NOI closeout
- Compile proposal documents to include:
    - Transmittal, generated in BudgetTool via  All ORSP forms
    - Copy of proposal
    - Submission Confirmation
    - Guidelines
    - Subcontract documents
    - Cost share commitments
    - Other necessary proposal documents
- Upload and link proposal documents for filing
    - RA or support staff closes NOI by uploading all proposal documents at www.research.utep.edu/noiedit
        - If the PI and Dean/Center Approver have not signed the transmittal, there will be an upload error. Verification at https://orspsrvapp00.utep.edu/transmittal/orsp.php
        - Note, if proposal package is a grants.gov package OR the PDF proposal file has embedded attachments check the box "grants.gov package" in proposal upload section.

    NOI must be closed within 3 days of proposal submission.

**Summary Description:** To ensure all proposal records are complete and accurate

Date: 06/26/2017