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

Step 2.1: Receive Notification of Award/Rejection

Purpose: To communicate and acknowledge all agency notifications regarding awards and rejections

Parties Involved: Principal Investigator, Research Administrators, Administrative Staff (Front Desk), Specialist I, Specialist III, Assistant Vice President for Research and Compliance

Steps in the Process:

- Receive award/rejection notice and record notifications
    - Via Email: NSF, NIH, State (TxDoT), City/Local, etc.
    - Via Hard Copy: NASA, City/Local, etc.
    - Via Fax: CIA, NSA, etc.
    - Via Web Based: FedConnect (DOD, DOE), NSPIRES, ExoStar (LMC), DoEd (G5), etc.
- Award Notifications:
    - Via Email: Recognized by the applicable RA (via email) and then later processed.
    - Via Fax/Hard Copy: Logged in by the front desk, scanned and sent to applicable RA
    - Via Web Based: RA will login to the website and electronically acknowledge/sign the award document.
    - Via UT Foundation (See 2.11 Foundation Awards)
    - All award notifications must be entered into the GART system (Grant Action and Request Tracking) within 1 day for future processing by Specialist III. RAs can send award notifications to Specialist III to be added in GART.
        - For all private sponsors, Specialist III will include Specialist I in the GART.
        - Specialist I gathers all proposal and award documents for AVPRC to determine if eligible for state match funding (TRIP program)
- Rejection Notifications
    - RA will send rejection notice and ORSP # to Administrative Assistant
        - On a monthly basis the Administrative Assistant will process the rejection notices and mark proposals "REJECTED" in Questys as well as record the rejection in the Rolodex

Summary Description: To have transparency, accountability and efficiency in the award/rejection process

Date: 06/27/2017