



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

Step 2.11: UT Foundation 501 c 3 Awards

Purpose: Account setup of awards that are passed through the UT Foundation

Parties Involved: Research Administrators, UT Foundation staff

Steps in the Process:

- If notified of an award through the UT Foundation (by PI, Sponsor, UT Foundation), RA to complete the [UT Foundation subaward form](#) and send to Chief Financial Officer and copy the [UT Office Manager](#).
- If the agency indicates that UTEP will be awarded, the RA must notify the UT Foundation [Chief Financial Officer](#) by email.
- UT Foundation will send the check to C&G Accounting with any award documents.
- RA proceeds to set up award as in Step 2.5 Prepare NOA with UT Foundation as the pass through agency.

Summary Description: To allow activities using grant funds to occur in a timely manner.