

# UTEP Research & Innovation — Research Institutes Policy

Proposal Routing Path • F&A Recovery Flow • Where Colleges Retain Full Control

## PROPOSAL ROUTING PATH

| Submission via HOME DEPARTMENT / COLLEGE / SCHOOL                                                                                                                                                                                                                                                                                                                                                                                                                 | Submission via R&I RESEARCH INSTITUTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>Faculty-led, primarily disciplinary research</li> <li>Home dept/college/school is the natural administrative lead</li> <li>Single-college/school or single-department scope</li> <li>Default path for the majority of UTEP faculty</li> </ul> <p><b>College/school retains full F&amp;A authority</b> on these awards → see F&amp;A section below</p> <p><b>Award administered in College/School/Department/Center</b></p> | <p>The following are illustrative scenarios where Institute submission is a logical choice, not an exhaustive list or a requirement</p> <ul style="list-style-type: none"> <li>Institute leadership or affiliated faculty serves as PI</li> <li>Multidisciplinary; spans 2+ colleges with multiple contributors</li> <li>Funding opportunity originated, promoted, or led through Institute network</li> <li>Institute provides distinctive capability central to project (expertise, HPC, infrastructure, partner agreements, regulatory approvals)</li> <li>Sponsor specifically requires a cross-cutting entity as lead applicant</li> </ul> <p><b>Award administered in R&amp;I Research Institute</b></p> |
| <p>★ <b>Faculty Submission Authority:</b> Faculty members retain final authority to choose the entity through which they submit sponsored proposals. The submission routes described in this policy are <i>guidance and best-practice recommendations only</i>.</p>                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## F&A RECOVERY FLOW

| Submission via HOME DEPARTMENT / COLLEGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Submission via R&I RESEARCH INSTITUTE)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>~100% stays in College (School)/Department ecosystem.</b><br/> <i>F&amp;A remains fully within the college &amp; department per UTEP's standard F&amp;A policy.</i></p> <p><b>Colleges control all internal F&amp;A splits:</b></p> <ul style="list-style-type: none"> <li>College sets allocation between college-level and dept accounts.</li> <li>Faculty discretionary research accounts funded per college policy.</li> <li>No allocation flows to R&amp;I or any Institute</li> </ul> <p><b>This is the “full-control scenario” for colleges.</b></p> | <p><b>50% - Institute (R&amp;I)</b><br/> <i>Fixed share — sustains operations, infrastructure, proposal support &amp; bridge funding</i></p> <p><b>30% - Named Investigators (PI, Co-PI, Senior Personnel)</b><br/> <i>Each receives a share proportional to locked % effort recorded at submission</i></p> <p><b>10% - Home Department(s)</b><br/> <i>Apportioned by each investigator's locked effort % to their home dept</i></p> <p><b>10% - Home College(s)</b><br/> <i>Apportioned by each investigator's locked effort % to their home college</i></p> <p><b>Effort-Proportional Formulas:</b><br/> Investigators return = effort% × 30% of total F&amp;A<br/> Dept return = effort% × 10% of total F&amp;A<br/> College return = effort% × 10% of total F&amp;A<br/> <i>Effort % locked at OSP submission — no post-award revisions permitted</i></p> |

## WHERE COLLEGES RETAIN FULL CONTROL

| Routing Authority                                                                                                                                                                                                                                               | F&A Authority                                                                                                                                                                                                                                                                                                                   | Intellectual Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>Default path runs through home department, college (school) for most awards.</li> <li>PI retains final decision - no unit can mandate institute routing.</li> <li>No institute can claim a college-led award.</li> </ul> | <ul style="list-style-type: none"> <li>On awards submitted through the college, 100% of F&amp;A stays in the college ecosystem.</li> <li>Colleges control all internal F&amp;A splits to faculty &amp; dept accounts.</li> <li>Institute receives zero share when proposal submitted via home dept/college (school).</li> </ul> | <ul style="list-style-type: none"> <li>Faculty retain authorship credited to home unit.</li> <li>Dual attribution (home unit + Institute) should be made when investigator's work with an Institute contributes to the intellectual merit or broader impact.</li> <li>Institutes should not claim faculty outputs without documented substantive contribution from the institute</li> <li>Home-unit metrics capture all faculty contributions regardless of submission route</li> </ul> |