



Office of Sponsored Projects (OSP)

I want to submit a proposal. Where do I start?

We are a team of trained and motivated individuals supported by technology and other resources that provide pre-award and post-award services.

Our objective is to provide high quality, efficient, customer-focused service and support for the successful submission of competitive proposals and management of awards that contribute to the overall mission of
The University of Texas at El Paso.

OSP Units

Pre-Award Research Administration – assist with submission of proposals for external funding including submission checklists, budget preparation, and proposal submission.

Contracts & Agreements – review and negotiate all incoming UTEP funded agreements as well as process all agreements funded by sponsored projects to other outside entities like subcontractor universities. It also manages subcontracts, handling agreements with external entities and monitoring their performance against contract terms.

Post-Award Research Administration – manages all aspects of grant administration after an award has been set up in PeopleSoft including budget changes, extension requests, change of personnel, monitoring reporting, closeout of an award and record retention.

Pre-Award vs. Post-Award: What's the Difference?

While Pre-award functions are different from Post-Award, Research Administrators (RAs) from both areas work closely to coordinate proposal, budget and award management. Most departments/units on campus are assigned two RAs each (one for Pre-Award assistance and one for Post-Award assistance). All departments without an assigned RA are assigned one as soon as a Notice of Intent is submitted, notifying the OSP office that a proposal is likely to be submitted.

View RA Assignments



Pre-Award

- Proposal preparation and submission
- Budget development
- Interpretation of agency guidelines

Post-Award

- Award setup and management
- Process changes and approvals (AA, NCEs, etc.)
- Interpretation of award requirements and restrictions

Get in Touch!

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