As a unit under UTEP Research and Innovation, the Post Award team assists faculty and staff administratively with their sponsored projects.

Overview of Post-Award Services

- Oversight and guidance for post-award activities on all sponsored projects
- Setup new contracts and agreements
- Processing additional allocations, no cost extensions or changes to project personnel
- Preparing budget revisions
- Monitoring report submissions to funding agencies

Post-Award Phases

- Set up new contract and grant awards
- Allocation of Project ID
- Notification and distribution of Notice of Awards

- Assist faculty and departments with award questions
- Process additional allocations or change of key personnel
- Assist with budget revisions
- Report monitoring

- 90 days prior to deadline: No-cost extension request
- 60 days prior to deadline: Complete final expenditures
- 30 days prior to deadline: Clear encumbrances and closeout
- 0-120 days after deadline: Complete closeout reports

View Research Administrator (RA) Assignments.

Get in Touch!

osp@utep.edu| Kelly Hall, 6th Floor

Revision date 11/2025