

## Office of Sponsored Projects Pre-Award Division



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

To get started with our office, submit a Notice of Intent form. If you are off campus, connect to VPN first.

#### Submit Your NOI



#### View Research Administrator (RA) Assignments



#### PI vs. RA Roles

##### The Role of the PI

- Identify funding opportunities
- Responsible for scientific and technical content
- Confirm commitments have prior approval (e.g. facilities, resources, letters)
- Comply with OSP internal processes (e.g. transmittal, cost share, DEI, etc.)

##### RA Roles

- Complete agency budget
- Review proposal for administrative components
- Route transmittal
- Proposal submission

##### Both PI and RA

- Read guidelines in full and understand guideline requirements
- Develop proposal budget
- Prepare and review materials for submission
- Record retention



### Get in Touch!

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

\*A completed proposal containing all final business elements should be received by OSP at least five (5) business days prior to sponsor's deadline.