



OFFICE OF SPONSORED PROJECTS (OSP)

OSP@utep.edu
Kelly Hall, 6th Floor



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 & Grants 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.
- 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.

Differences in Pre-Award vs Post-Award

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 2 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.

Those work assignments can be found [here](#).

Pre-Award	Post-Award
Who can I contact?	
Contact your assigned pre-award RA listed in the NOI communication to initiate work	Contact your assigned post-award RA:
Essential functions:	
Proposal preparation and submission	Award setup and management
Budget development	Process changes and approvals (AA, NCEs, etc.)
Interpretation of agency guidelines	Interpretation of award requirements and restrictions

For full OSP services, refer to the [OSP Webpage](#). Questions can be sent to osp@utep.edu.