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

STEP 1: ALWAYS SUBMIT AN NOI.
Off campus? Connect to VPN before scanning or accessing.

STEP 2: IDENTIFY RA
Research Administrators are distributed by department.

FOR FULL PRE-AWARD SERVICES, REFER TO THE OSP WEBPAGE. QUESTIONS CAN BE SENT TO OSP@UTEP.EDU.

PI vs. RA Responsibilities– Pre Award Phase

PI Roles

- 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
- Understand guidelines
- Develop proposal budget
- Prepare material for submission
- Review proposal
- Record retention

PROPOSAL SUBMISSION POLICY

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

Meet the team

Maribel Gomez	Vacant	Vacant	Karen Hernandez
Research Administrator III	Research Administrator I	Research Administrator I	Research Administrator I

Danielle E. Baeza
Pre-Award Manager

Omar Lira	Nicole Setzu	Yazmyne D. Hallback	Juanita Villareal
Research Administrator I	Research Administrator I	Research Administrtor I	Research Administrator I