OSP Post-Award Division

OSP@utep.edu
Kelly Hall, 6th Floor

Who are we?

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 to 120 days after deadline: Complete closeout reports

MEET THE TEAM

Raul Chavez
Post-Award Manager

Daniel Lopez	Emily Baeza	Mehnaz Rahman	Andrea Seanez	Anaise Escobar
Research Administrator III	Research Administrator II	Research Administrator I	Research Administrator I	Research Administrator I

For full Post-Award services, refer to the OSP Webpage. Questions can be sent to osp@utep.edu.