Purpose: To communicate all requirements and expectations in order to submit a quality and compliant proposal within set university, agency, state, and federal regulations.

Parties Involved: RA, PI/Co-PIs, IA/CFR, Proposal Development Team (PDT), Subcontractors (if applicable)

Steps in the Process:

- Read guidelines and identify the process and documents for submission
  - Eligibility: Is the PI and/or University eligible to submit?
  - Limited submission: Do the guidelines state a limited number of submissions per organization and/or PI? (If Yes, PDT will coordinate and select)
  - PI/Institutional Qualifications: Do we meet the minimum qualifications to submit?
  - Other party involvement (CFR/ORSP): What other parties do we need to consider for proposal submission (i.e. IRB, IACUC, CREIE, CFR, etc.)?
- Research Administrator will provide a submission checklist and meet with PI. Standard checklists are included on the ORSP website
- Checklist should include at a minimum:
  - Due date
  - Submission method (paper versus electronic)
    - PI/Co-PI required agency credentials? (e.g., eRA Commons, NSF)
  - Subcontract involvement (e.g., Other University or agency?)
    - Initiate C&G Specialist support via email (subcontracts@utep.edu)
  - Is Cost Share or Match required?
  - Budgetary restrictions (e.g., indirect, unallowable costs, travel restrictions, etc.)
  - Required documents and page limitations
  - IRB/IACUC/Patent document submission requirements
  - F&A costs, inclusive of backup documentation to substantiate rate

Summary Description: In order to provide efficient, effective, and coordinated assistance with proposal submission in a timely manner.