



**The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion**

Step 1.4: Review and Submission

Purpose: Research Administrators will review transmittal and application documents for submission purposes

Parties Involved: Principal Investigator, Proposal Development Team, Research Administrators, C&G Specialist IIIs, Subcontractors (if applicable)

Steps in the Process:

- Transmittal Review
 - Receive email confirmation that the transmittal document has been fully signed by the PI and Dean
 - If CFR is handling the final submission, RA emails the PI and copies CFR to notify that all ORSP documents have been received and approvals finalized so that they can proceed with submission.
- Application Review and Submission
 - Prepare and review application between the PI and other parties involved
 - Confirm all mandatory documents are included in the application
 - Review administrative formatting (page limits, margins, fonts, etc.)
 - Ensure all Subcontract information has been received
 - Verify the budget submitted matches the budget in the budget tool
 - Submit Proposal once the review and verification process has been complete

Summary Description: To ensure quality proposals are compliant with all university, agency, State and federal regulations are submitted on behalf of the University