



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

Step 2.1: Receive Notification of Award/Rejection

Purpose: To communicate and acknowledge all agency notifications regarding awards and rejections

Parties Involved: Principal Investigator, Research Administrators, Administrative Staff (Front Desk), C&G Accounting

Steps in the Process:

- Receive award/rejection notice and record notifications
 - Via Email: NSF, NIH, State (TxDoT), City/Local, etc.
 - Via Hard Copy: NASA, City/Local, etc.
 - Via Fax: CIA, NSA, etc.
 - Via Web Based: FedConnect (DOD, DOE), NSPIRES, ExoStar (LMC), DoEd (G5), etc.
 - Award Notifications: Via Email: Recognized by the applicable RA (via email) and then later processed.
 - Via Fax/Hard Copy: Logged in by the front desk, scanned and sent to applicable RA
 - Via Web Based: RA will login to the website and electronically acknowledge/sign the award document.
 - Via Corporate and Foundation Relations.
 - Upon receipt of award notification, CFR will process for signature if indicates needing to be signed and accepted by a 501c3/non-profit organization. UT Foundation in Austin, TX has been established for this purpose.
 - A fully signed document will be forwarded to ORSPRA@utep.edu or ORSP liaison email.
 - All award notifications must be entered into the GART system (Grant Action and Request Tracking) within 1 day for future processing.
- Rejection Notifications
 - RA will send rejection notice and ORSP # to Administrative Assistant
 - On a monthly basis the Administrative Assistant will process the rejection notices as follows:
 - Insert rejection notice in Questys (at the front of the proposal)
 - Mark the electronic proposal "REJECTED" in Questys
 - Record the rejection in the rolodex
 - Once five years have elapsed for hardcopy notices, the rejection notice and transmittal will be destroyed by Administrative Assistant, electronic versions will remain in Questys

Summary Description: To have transparency, accountability and efficiency in the award/rejection process