



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

Step 1.1: Notification Process

Purpose: To notify all respective parties of the intent to submit a proposal

Parties Involved: Principal Investigator (PI); Proposal Development Team (PDT); Research Administrators (RA); Center for Research Entrepreneurship and Innovative Enterprise (CREIE) (when applicable); Institutional Advancement (IA)/Corp. Foundation Relations (CFR)

Steps in the Process:

- PI submits Notice of Intent (NOI) Form as early as possible at www.research.utep.edu/noi. Policy states NOI forms must be submitted at a minimum 10 days prior to agency deadline.
- RA reviews NOI information to confirm deadlines and other information, contacts PI to initiate communications and updates NOI form
- If the RA and CFR determine the sponsor is a private foundation, nonprofit or corporation that will require CFR to submit the final proposal, PI will be notified that they will be working with both offices, with the roles defined as follows. All proposals that require 501c3 status will be submitted by CFR
 - RA works with PI to prepare a budget according to the agency guidelines and generates an internal transmittal document, following Step 1.3 Budget Prep
 - CFR maintains responsibilities for all other aspects of the proposal submission process and provides a final copy to RA.
 - RA follows steps in 1.5 Post Submission Phase to file the proposal at ORSP.
- All other parties determine the level of involvement needed from their office to submit the proposal
 - CREIE gets involved during the notification process when businesses are involved and Non-Disclosure agreements need to be negotiated along with Memorandums of Understanding, Proprietary Information Agreements, etc. Notice of Intent forms are automatically forwarded to CREIE when faculty submit to SBIR/STTRs.
 - Proposal Development Team will assist Faculty with the technical portion of a proposal per the request of the Research Team. Development Team will also coordinate internal competitions for limited submissions.

Summary Description: Notifications assist with prioritizing workload, resource efficiency, quality proposal submission, and employ all available resources effectively