




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

Step 1.5: Post Proposal Submission (NOI Closeout)

Purpose: To record and archive proposal submissions

Parties Involved: Research Administrators, C&G Specialist III, Administrative Assistant

Steps in the Process:

- Budget Tool
 - “Approve” and “upload” budget to obtain ORSP proposal number*
 - Download transmittal form from the Budget Tool reflecting ORSP number and final budget
 - Save transmittal for NOI closeout
- Compile proposal documents to include:
 - Transmittal, generated in BudgetTool via  All ORSP forms
 - Copy of proposal
 - Submission Confirmation
 - Guidelines
 - Subcontract documents
 - Other necessary proposal documents
- Upload and link proposal documents for filing
 - RA or support staff closes NOI by uploading all proposal documents at www.research.utep.edu/noiedit
 - If the PI and Dean/Center Approver have not signed the transmittal, there will be an upload error. Verification at <https://orspsrvapp00.utep.edu/transmittal/orsp.php>
 - Note, if proposal package is a grants.gov package OR has attachments in the PDF check box “grants.gov package” in proposal upload section.
 - NOI must be closed within 3 days of proposal submission.

Summary Description: To ensure all proposal records are complete and accurate