Faculty Decides to Pursue a Federal Opportunity (NASA, DOE, DOD, Etc)

PI prepares/submits proposal development form at least 10 days prior to sponsor's due date: https://www.utsi.edu/people/resources/grants-and-contracts/proposal-development-form/

Proposal development form automatically submitted to UTSI G&C and ERO. UTSI will assign Support Office*.

Support Office will contact faculty (and cc appropriate BM) to discuss proposal and support requirements.

Support Office will build Cayuse workspace and assign G&C Cayuse Administrator as Administrative POC and non-routing team member. G&C Sr. Mgr added to investigative team as non-routing team member.

PIs are responsible for all Technical Details of the proposal (to include technical details from subs)

PIs work with ERO to plan budget, to include faculty effort, students, consumables, staff time, travel, publications, etc. ERO will work with BM if support is needed.

Final, complete submission packet will be forwarded to UTSI G&C no later than 8 AM, 5 working days prior to sponsor required submission date. This is a hard deadline. Like ORIED, we will not process late proposals.

UTSI G&C conducts compliance checks and works with the PI to address non-compliance. ERO will assist PI, as appropriate.

UTSI G&C submits to Funding Agency

* Note: Support Office will be either UTSI G&C or TCE ERO as designated by UTSI G&C

The earlier ERO is notified through the proposal development form, the more assistance they can provide. ERO will not prioritize late notifications.

If subs are involved, Support Office will communicate directly with the sub’s support offices to ensure all support documents are completed and submitted.

Any UTSI Engineering Support Office project resources must be approved by UTSI’s Dir of Research before finalizing the budget.

ERO will notify UTSI G&C of any pre-review actions as required by submission instructions, e.g. representations and certification requirements.
Faculty is Not Lead Applicant in Opportunity

PI prepares/submits proposal development form at least 10 days prior to the sponsor’s requested due date: https://www.utsi.edu/people/resources/grants-and-contracts/proposal-development-form/

Proposal development form automatically submitted to UTSI G&C and ERO. UTSI will assign Support Office*.

Support Office will contact faculty (and cc appropriate BM) to discuss proposal and support requirements.

Support Office will build Cayuse workspace and assign G&C Cayuse Administrator as Administrative POC and non-routing team member. G&C Sr. Mgr added to investigative team as non-routing team member.

PIs are responsible for all Technical Details of the proposal.

PIs work with ERO to plan budget, to include faculty effort, students, consumables, staff time, travel, publications, etc. ERO will work with BM if support is needed.

Final, complete package must be submitted to UTSI G&C no later than 8 AM, 5 working days prior to prime’s specified submission date. This is a hard deadline. Like ORIED, we will not process late proposals.

UTSI G&C conducts compliance checks, prepares letter of commitment and gets appropriate signatures. UTSI G&C works with the PI to address non-compliance. ERO will assist PI, as appropriate.

UTSI G&C submits to Funding Agency

This step is required, even if the faculty only needs a letter of commitment. A letter can be issued only after all pertinent documents are completed, to include budget justification, and SOW.

Any UTSI Engineering Support Office project resources must be approved by UTSI’s Dir of Research before finalizing the budget.

ERO will notify UTSI G&C of any pre-review actions as required by submission instructions, e.g. representations and certification requirements.

* Note: Support Office will be either UTSI G&C or TCE ERO as designated by UTSI G&C
Faculty Decides to Submit Proposal with Cost Share

- PI prepares/submits proposal development form at least 10 days prior to the sponsor’s requested due date: https://www.utsi.edu/people/resources/grants-and-contracts/proposal-development-form/

- Proposal development form automatically submitted to UTSI G&C and ERO. UTSI G&C will assign Support Office*.

- Support Office will contact faculty (and cc appropriate BM) to discuss proposal and support requirements.

- Support Office will build Cayuse workspace and assign G&C Cayuse Administrator as Administrative POC and non-routing team member. G&C Sr. Mgr added to investigative team as non-routing team member.

- PIs work with ERO to plan budget, to include faculty effort, students, consumables, staff time, travel, publications, etc. ERO will work with BM if support is needed

- PIs are responsible for all Technical Details of the proposal.

- Final, complete package must be submitted to UTSI G&C no later than 8 AM, 5 working days prior to prime’s specified submission date. This is a hard deadline. Like ORIED, we will not process late proposals

- Complete Cost Share budget must be sent to Dir. of Research, UTSI, 10 working days prior to submission date for approval. Written approval must be provided to the Support Office for inclusion into proposal files.

- UTSI G&C conducts compliance checks, prepares letter of commitment and gets appropriate signatures. UTSI G&C works with the PI to address non-compliance. ERO will assist PI, as appropriate.

- UTSI G&C submits to Funding Agency

* Note: Support Office will be either UTSI G&C or TCE ERO as designated by UTSI G&C
Faculty Declines Support Services

PI prepares/submits proposal development form at least 10 days prior to the sponsor’s requested due date: https://www.utsi.edu/people/resources/grants-and-contracts/proposal-development-form/

Proposal development form automatically submitted to UTSI G&C and ERO with box checked by PI declining submission support services.

UTSI G&C will build Cayuse workspace and assign G&C Cayuse Administrator as Administrative POC and non-routing team member. G&C Sr. Mgr added to investigative team as non-routing team member.

PI is responsible for all proposal documents to include technical, financial and management text. Any documents requiring signature will be sent to UTSI G&C for signature.

Final, complete package must be submitted to UTSI G&C no later than 8 AM, 5 working days prior to prime’s specified submission date. This is a hard deadline. Like ORIED, we will not process late proposals.

Any UTSI Engineering Support Office time budgeted must be approved by UTSI’s Dir of Research before finalizing the budget.

UTSI G&C conducts compliance checks and gets appropriate signatures.

UTSI G&C submits to Funding Agency.