UTSI G&C/TCE ERO (Engineering Research Office) Workflow Faculty Decides to Pursue a Federal Opportunity (NASA, DOE, DOD, Etc) The earlier ERO is notified through the PI prepares/submits proposal development form at least proposal development form, the more 10 days prior to sponsor's due date: assistance they can provide. ERO will not https://www.utsi.edu/people/resources/grants-andprioritize late notifications. contracts/proposal-development-form/ Proposal development form automatically submitted to UTSI G&C and ERO. UTSI will assign Support Office*. If subs are involved, Support Office will communicate directly with the sub's support Support Office will contact faculty (and cc appropriate BM) to discuss proposal and support requirements. offices to ensure all support documents are completed and submitted. Support Office will build Cayuse workspace and assign G&C Cayuse Administrator as Administrative POC and nonrouting 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, Any UTSI Engineering Support Office project students, consumables, staff time, travel, publications, etc resources must be approved by UTSI's Dir of ERO will work with BM if support is needed. Research before finalizing the budget. ERO will notify UTSI G&C of any pre-review Final, complete submission packet will be forwarded to actions as required by submission UTSI G&C no later than 8 AM, 5 working days prior to sponsor required submission date. This is a hard deadline. instructions, e.g. representations and Like ORIED, we will not process late proposals. certification requirements.

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

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/

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 budge, budget justification, and SOW.

Propsal 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.

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

Final, complete package must be submitted to UTSI G&C no later than <mark>8 AM, 5 working days prior</mark> 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 committment and gets appropriate signatures. UTSI G&C works with the PI to address non-compliance.

ERO will assist PI, as appropriate

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

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 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-andcontracts/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. Any UTSI Engineering Support Office project PIs work with ERO to plan budget, to include faculty resources must be approved by UTSI's Dir of effort, students, consumables, staff time, travel, publications, etc. Research before finalizing the budget. ERO will work with BM if support is needed 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. PIs are responsible for all Technical Details of the proposal. Final, complete package must be submitted to UTSI ERO will notify UTSI G&C of any pre-review G&C no later than 8 AM, 5 working days prior to prime's actions as required by submission specified submission date. This is a hard deadline. Like instructions, e.g. representations and ORIED, we will not process late proposals certification requirements. UTSI G&C conducts compliance checks, prepares letter of committment 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.



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

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 and gets appropriate signatures.



UTSI G&C submits to Funding Agency