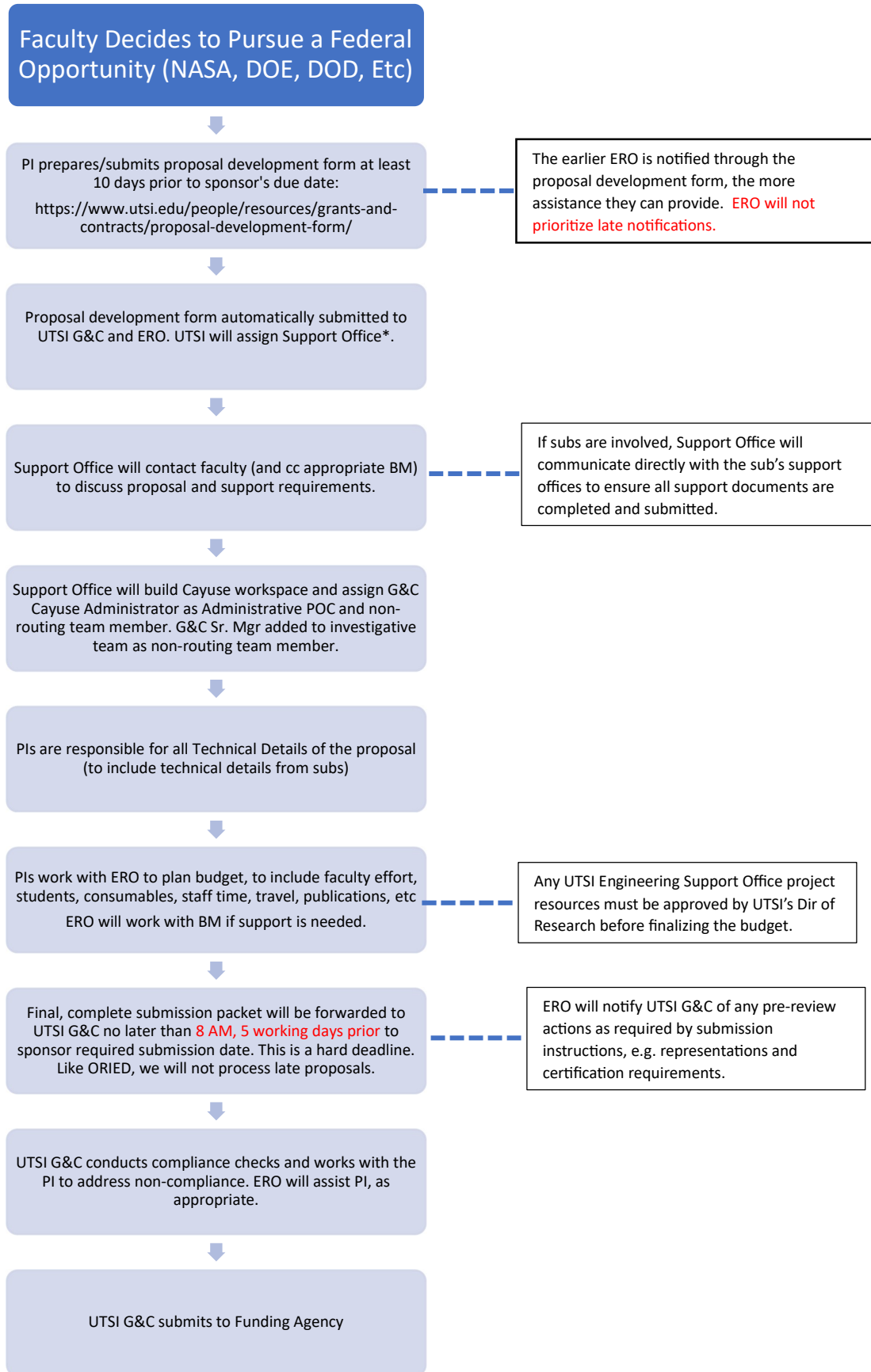


UTSI G&C/TCE ERO (Engineering Research Office) Workflow



* 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 budget, budget justification, and SOW.

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.

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

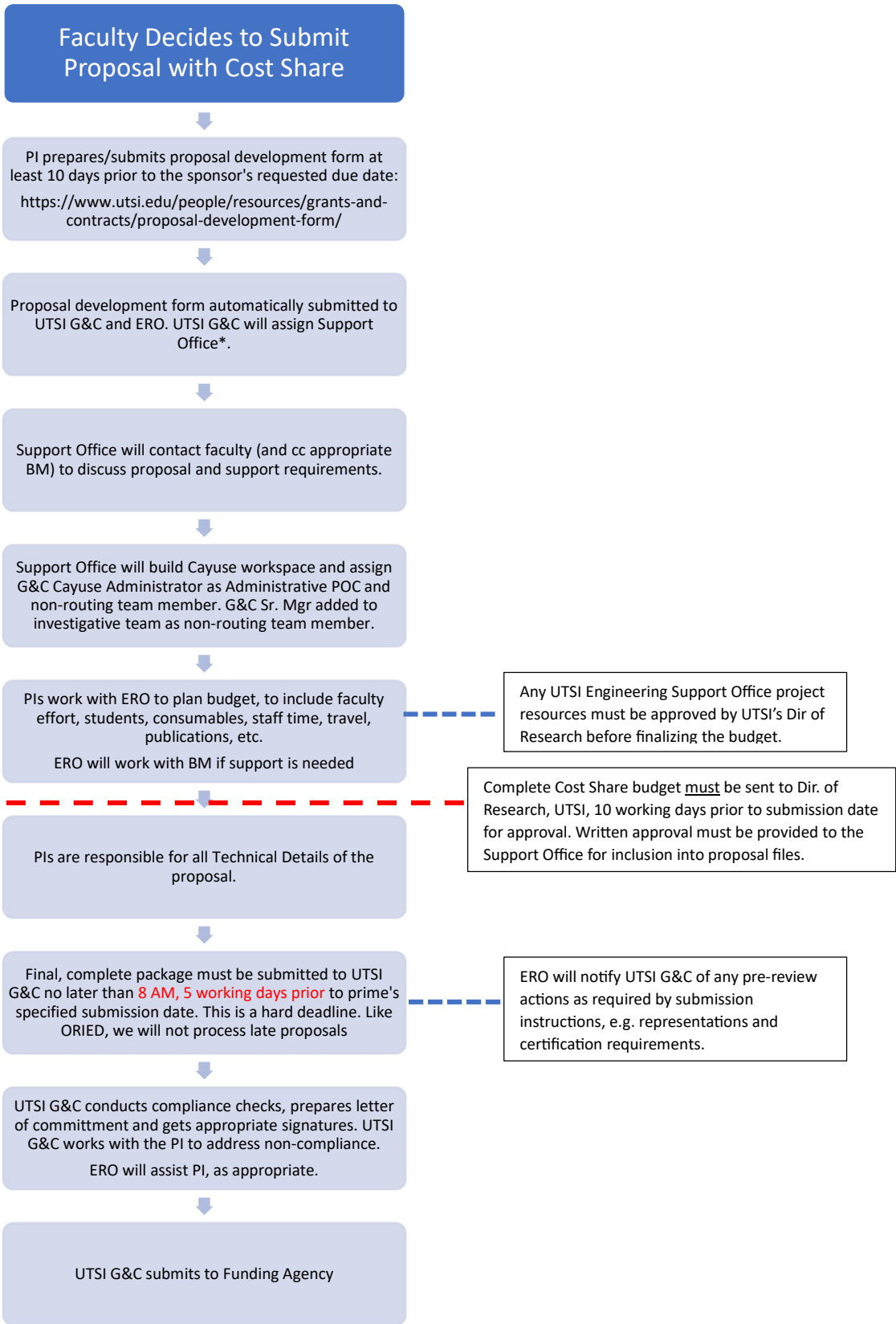
Final, complete package must be submitted to UTSI G&C no later than **8 AM, 5 working days prior** to prime's specified submission date. This is a hard deadline. Like ORIED, we will not process late proposals

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 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



* 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