

Office of Sponsored Projects & Research (OSPR) Research Grant Proposal Steps

- 1) Contact the OSPR in the Graduate Studies & Research office and your Dean as soon as you think that you will be applying for a grant.
 - This informs the Dean of possible research, and facilitates approval to start the application process
 - This allows the OSPR to become familiar with the Request for Proposal (RFP) and check to ensure that no others in the institution are working on the same application – **this has happened!**
 - Know that competitive grants are just that – **competitive**. Quality proposals usually take a minimum of two months to prepare. Applications for federal grants can number in the thousands!
- 2) Read the RFP thoroughly, and **then read it again**. Each RFP is unique! For example: narrative limitations, budget requirements, cost-share and F&A (formerly termed “indirects”). **If there is a requirement or even an option to send a Letter of Intent, send one!**
- 3) The earlier you involve the OSPR, the more help you can expect with budgets, format requirements, review trends and compliance etc. However, the OSPR cannot write the grant for you. As PI this is your (usually with help from the CoPIs) sole responsibility.
- 4) The PI is responsible for acquiring authorizations on the Sponsored Projects Review Form (SPRF) as far down as IRD before submission to the OSPR. This form is available on the UTPB website or can be emailed on request. **This form is an institutional compliance requirement.**
- 5) All proposals in final draft form must be submitted to the OSPR **at least one week before the final due date** for agency submission. If you bring your proposal in later than this, the OSPR will do its level best to submit by the sponsoring agency deadline, but with three caveats:
 - i. We may not have time to review – we are not adding any value to the process if all we do is hit a submit button!
 - ii. It may not get submitted – If the proposal has submission errors that cannot be corrected in the time available, submission may prove to be impossible.
 - iii. The OSPR is the only UTPB office authorized to bind the institution into research agreements. So if there is anything that is a problem (bad budget, failure to get all internal approvals or unacceptable terms/conditions) the OSPR has the right and the responsibility to decline the award. This is also the safety net for proposals submitted without OSPR involvement.
- 6) The OSPR will get authorization from the VP of Academic Affairs, Financial Services and the President. Only the OSPR (the Assistant Vice President of Research and/or the Grants Services Manager) has the authority to submit governmental grants once all approvals have been met for UTPB. This includes grants.gov, NSF and FedConnect et al.
- 7) Confirmations of receipt are usually sent by government agencies immediately, but awards or declines can take from two to twelve months. All notices of awards or unsuccessful applications (with reviews) must be forwarded to the OSPR immediately upon receipt. This helps the award to be processed smoothly and provides vital information on reviewer trends and expectations
- 8) Awards usually require negotiation documents to be submitted to the agency before funds can be released. The PI is required to work with the OSPR and Financial Services to complete all necessary forms, acquire signatures etc. during this process.
- 9) Once the award has been issued, Financial Services will set up an account to service the grant.