

Proposal Submissions:
Office of Sponsored Programs (OSP) or Office of Institutional Advancement (OIA)?

The Office of Sponsored Programs (OSP) is the central office tasked with reviewing/approving requests for funding and accepting and managing grant awards on behalf of the University.

The Office of Institutional Advancement (OIA) is the central office tasked with managing philanthropic gifts, endowments, capital campaigns and the like. OIA is also involved in the grant submission/award management process in certain situations.

When to work with OSP, OIA, or both?

Grant proposals submitted to external sponsors always require OSP review and approval prior to submission when at least one of the following conditions exists:

- There is a formal Funding Opportunity Announcement (FOA)
- The sponsor has developed an official application process for use in requesting research funding
- The proposal contains a budget

In these cases, OIA is typically not involved in the grant process.

Proposals for “unsolicited” funds, which are typically classified as gifts and are invited on an individual basis rather than submitted in response to a specific call for applications, are submitted through OIA. OSP is typically not involved.

In the case of grants, most external sponsors are willing and able to issue grant funding directly to the University. Therefore, OSP will serve as the institutional point of contact, and all standard OSP processes must be followed for the duration of the project.

However, in some cases, external sponsors are unable to issue grant funding directly to the University. This is normally seen when the sponsor requires applicants to have a 501(c)(3) IRS tax-exempt status. While the University is tax-exempt, it is not a 501(c)(3) organization and is therefore ineligible to apply for such funding directly.

In such cases, The UT System Foundation is able to submit proposals on behalf of UTHSCSA. The Foundation has the requisite 501(c)(3) tax status, and when this is necessary, the following process must be followed:

- OIA will be the central point of contact for the PI during proposal development and submission. OIA staff will work with The UT System Foundation to obtain institutional review and approval for the proposal.
- If the proposal contains a budget, OSP will review the budget only. OSP will require a Certificate of Proposal (COP) and budget with justification. In most cases, the OIA contact will be responsible for obtaining these documents from the PI and passing along to OSP for review, to minimize confusion and streamline the review process for the submitting PI/department.
- The OSP reviewer will review and provide comments to the PI and OIA contact. Once OSP budget approval has been obtained, the PI/department should continue to work with OIA throughout the proposal development and submission process, without further OSP involvement.
- Once the proposal has been submitted, OSP will require a copy of the complete proposal for our files. This will usually be obtained by OIA staff and passed along to OSP.

The award will be issued to The UT System Foundation, who in turn will issue a subaward to UTHSCSA for the grant. OIA and OSP will both have involvement in the project on the post-award side, and will work together with the PI/department for the duration of the project.

Submissions through The UT System Foundation should be limited to those cases when the sponsor strictly requires applicants to have the 501(c)(3) tax status. This is because the process adds additional layers to the institutional approval and oversight processes, which will require additional time and effort by all parties involved for successful grant management. In other words, if an external sponsor is willing and able to issue awards directly to the University, the funding should not be routed through the UT System Foundation for any reason.

In some cases, sponsors will issue awards directly to the University even when their guidelines indicate that applicants are required to have the 501(c)(3) status. Likewise, sponsor guidelines will frequently limit applicants to either 501(c)(3) organizations or institutions of higher education exempt under Section 170 of the Internal Revenue Code. In such cases, UTHSCSA is eligible to apply for the funding directly and the submission should not be routed through The UT System Foundation.

We understand this can be somewhat confusing. For any questions concerning whether a proposal must be submitted through the University or the Foundation, please contact your normal OSP reviewer for guidance.

Additional Contacts/Resources:

Office of Sponsored Programs

Home Page: <http://research.uthscsa.edu/osp>

Proposal Reviewers: <http://research.uthscsa.edu/osp/forms/ProposalAssignments.xls>

Complete Staff Directory: <http://research.uthscsa.edu/osp/staff.shtml>

Certificate of Proposal (COP): http://research.uthscsa.edu/osp/forms_ut.shtml#COP

Useful Institutional Information for Grant Proposals: <http://research.uthscsa.edu/osp/propinfo.shtml>

OSP's Primary Contact for this process:

Valerie Hutchison, Pre-Award Grants & Contracts Manager

hutchisonv@uthscsa.edu / 210-567-1652

Office of Institutional Advancement

Home Page: <http://www.uthscsa.edu/development/>

OIA Team website: <https://makelivesbetter.uthscsa.edu/sslpage.aspx?pid=755>

OIA's Primary Contact for this process:

Leslie Payne, Development Officer

payneLM@uthscsa.edu / 210-567-2503