

Pre-Award: Proposal Development

All external funding requests require institutional review & approval by the Office of Sponsored Programs prior to submission to the sponsor.

OSP requires **three (3) business days** to review all submissions. In many cases, the Principal Investigator (PI) can submit for review only certain “administrative” sections, while continuing to work on the narrative/scientific portions. Specific items required for OSP review depend on the sponsor’s requirements and the method of submission.

UT Health San Antonio uses **Cayuse424** for preparation and submission of virtually all federal grant proposals. Cayuse424 replaces the use of Grants.gov (both Adobe application packages and WorkSpace), NIH’s ASSIST, NSF’s FastLane, and others. Cayuse424 utilizes the same standard government-issued forms, but provides a user-friendly platform to simplify and streamline the proposal preparation process, thereby reducing the administrative burden for researchers and their staff. Additional details on the use of Cayuse424 can be found at <http://research.uthscsa.edu/osp/Cayuse/cayuse.shtml>.

Always Required for OSP Review:

- Fully completed and signed Certificate of Proposal (COP)
- Budget and justification in the forms/format required by the sponsor
- Any forms/sections requiring general institutional information and/or signature of an authorized official
- Subaward paperwork, if the project includes one or more subaward(s) to another entity:
 - Signed approval from authorized official (obtain forms/templates at <http://research.uthscsa.edu/osp/Subawards.shtml>)
 - Detailed budget and justification in the forms/format required by the sponsor
 - Statement of work
 - Other items if applicable (e.g. F&A rate agreement, documentation of mandatory cost sharing, etc.)

If the proposal will be submitted via hard copy paper or an electronic submission system inaccessible to OSP, the items noted above should be submitted to the assigned OSP proposal reviewer in hard copy or via email, for “offline review”.

If the proposal will be submitted via an electronic submission system accessible to OSP, the OSP proposal reviewer should be notified via email when the proposal is ready for review. Submissions via Cayuse and similarly designed systems will need to be “routed” to OSP for review.

Please note: electronic submission systems that require OSP to click the final “submit” (such as submissions to the American Heart Association) generally require *all* files to be uploaded *prior* to routing. In such cases, the entire proposal *must* be complete three (3) days prior to the deadline, including all narrative/scientific attachments. These are limited occurrences, but adherence to internal deadlines in these limited cases is essential.

OSP Pre-Award staff is assigned by department. A complete listing can be found at: <http://research.uthscsa.edu/osp/forms/ProposalAssignments.xls>.

Post-Award: Management of Funds

Upon receipt of an award, an OSP post-award staff accountant will be assigned for project set-up and management throughout the duration of the award. The assigned OSP accountant will work with the PI and his/her department staff for effective award management, and will be available to answer questions and provide any assistance needed throughout the award.

Each award will be established in a separate account, or **Project ID (PGID)**, and a **Project/Grant Activation Notice (PGA)** will be provided to the PI and his/her department at project set-up, detailing any special terms and conditions of the award as well as other key details (e.g. restrictions, reporting, billing). The PGA should be retained for quick reference throughout the award. An updated PGA will be provided anytime changes are made to information included on the PGA.

OSP is generally responsible for preparation and submission of any required financial reports, whereas the PI is generally responsible for preparation of any required progress or final technical reports on the project. In some cases, OSP will review and submit progress reports (e.g. NIH annual RPPRs), whereas in other cases the PI will submit on his/her own. Instruction will be provided by OSP according to the situation.

OSP Post-Award staff is assigned by sponsor. A complete listing can be found at: <http://research.uthscsa.edu/osp/forms/PostAwdAssignments.xls>.

Contracts and Agreements

The OSP agreements staff is responsible for negotiation and execution of a variety of agreements, both industry sponsored and academic collaboration, including Clinical Trial Agreements, Research Agreements, Testing Agreements, Confidential Disclosure Agreements (also known as Non-Disclosure Agreements, Data Use Agreements, Material Transfer Agreements, and outgoing subawards.

For CDAs and CTAs ONLY: When initiating a CDA or CTA, initial submission should be sent to the Clinical Trials Office at: ClinicalTrials@uthscsa.edu.

In order to begin the review process, the Principal Investigator or their delegate should send the draft agreement and contact information for the potential sponsor to their assigned OSP Agreements Specialist.

OSP Agreements staff is assigned by department. A complete listing can be found at: <http://research.uthscsa.edu/osp/forms/contractstaff.xls>.

Helpful Links:

OSP Main Website:

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

OSP SharePoint Site:

<https://uthealthsa.sharepoint.com/Business/OSP/Pages/Default.aspx>

Certificate of Proposal:

http://research.uthscsa.edu/osp/forms_ut.shtml#COP

Useful Institutional Information:

<http://research.uthscsa.edu/osp/propinfo.shtml>

OSP Staff Contacts (Pre-award, Post-Award, Contracts):

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

OSP Institutional Training/Resources:

<https://uthealthsa.sharepoint.com/Business/OSP/Pages/SPAF-Resources.aspx>

OSP Reports (Proposals, Awards, Effort Commitments, etc.):

<https://uthealthsa.sharepoint.com/Business/OSP/Pages/ospreports.aspx>

OFFICE OF SPONSORED PROGRAMS (OSP)

QUICK REFERENCE GUIDE FOR PRINCIPAL INVESTIGATORS



Office of Sponsored Programs
Room 2.204

Research Administration Building
(210) 567-2340

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