



## Step-by-Step CEP Internal Timeline for Grant Submissions

**Step 1:** The Principal Investigator (PI) or Co-Principal Investigator (Co-PI) informs department chair about grant proposal and copies Dean, Assistant Dean for Administration, and Associate Dean for Research and Graduate Programs (*please note that this applies for Co-Principal Investigators as well*).

**Step 2:** The PI submits [Notice of Intent to Office of Sponsored Programs \(OSP\)](#). If the PI is from a different UTRGV college, the Co-PI needs to make sure that the PI has completed the Notice of Intent form. Additionally, if the PI or Co-PI is part of a grant that involves collaboration with another lead institution, they need to complete the Notice of Intent form.

**Step 3:** The PI and/or Co-PI works on proposal and continues to keep department chair informed of progress

**Step 4:** The PI or Co-PI consults with department chair about departmental timelines for submitting the following documents for review and approval. The budget is important particularly if course releases are involved.

- **1-page project summary**
- [UTRGV Budget Worksheet](#)
- **Budget Justification**
- [Proposal Transmittal Form](#)
- **Information about plans or commitment for sustainability beyond the grant period**
- Cost Sharing/Matching: Completed/Signed Cost Share Forms (if applicable)
- Sub-awards/sub-contracts: Letter of collaboration, scope of work, and budget/budget justification endorsed by an official of that organization (if applicable)
- Third Party Contributions: Letter of commitment from each entity providing a contribution (if applicable). See template Letter of Commitment on the ORSP website.

**Step 5:** The PI or Co-PI submits the following required documents to Assistant Dean for Administration and Associate Dean for Research and Graduate Programs at least **9 FULL WORKING DAYS** before submission deadline. Items highlighted in bold font are required.

- **1-page project summary**
- [UTRGV Budget Worksheet](#)
- [Proposal Transmittal Form](#)
- **Information about plans or commitment for sustainability beyond the grant period**

- Cost Sharing/Matching: Completed/Signed Cost Share Forms (if applicable)
- Sub-awards/sub-contracts: letter of collaboration, scope of work, and budget/budget justification endorsed by an official of that organization (if applicable)
- Third Party Contributions: letter of commitment from each entity providing a contribution (if applicable). See template Letter of Commitment on the ORSP website.

**Step 6:** The PI submits the following required documents to (OSP) at least **7 FULL WORKING DAYS** in advance. Items highlighted in bold font are required.

- **1-page project summary**
- **UTRGV Budget Worksheet**
- **Budget Justification**
- **Proposal Transmittal Form**
- Cost Sharing/Matching: Completed/Signed Cost Share Forms (if applicable)
- Sub-awards/sub-contracts: letter of collaboration, scope of work, and budget/budget justification endorsed by an official of that organization (if applicable)
- Third Party Contributions: letter of commitment from each entity providing a contribution (if applicable). See template Letter of Commitment on the ORSP website.

**Step 7:** If the PI is in doubt whether the grant requires Institutional Review Board (IRB) approval, they should complete the following form: **[Request for Determination that a Proposed Activity is Not Research Requiring IRB Oversight.](#)**