

The University of Texas Rio Grande Valley

CEP Internal Timeline for Grant Submissions

STEP 1	<p>The Principal Investigator (PI) or Co-Principal Investigator (Co-PI) informs <u>Department Chair</u> about grant proposal and copies:</p> <ul style="list-style-type: none"> • Dean • College Administrator • CEP Senior Research Services Coordinator
STEP 2	<p>PI/Co-PI meets with CEP Senior Research Services Coordinator to discuss the proposal guidelines and the proposal/budget development process.</p>
STEP 3 AT LEAST 10 Business Days before submission deadline	<p>PI/Co-PI submits <u>Notice of Intent to Submit (ITS)</u> to Office of Sponsored Programs. If the UTRGV PI or Co-PI is part of a grant that involves collaboration with another institution (lead), the UTRGV PI/Co-PI need to complete the ITS.</p>
STEP 4	<p>The PI and/or Co-PI works on the required proposal budget and documents with the CEP Senior Research Services Coordinator and continues to keep department chair informed of progress.</p> <p>If the PI is in doubt whether the grant requires Institutional Review Board (IRB) approval, they should complete the following form: <u>Request for Determination that a Proposed Activity is Not Research Requiring IRB Oversight.</u></p>
STEP 5	<p>The PI/Co-PI consults with Department Chair about departmental timeline to submit the required documents for review and approval.</p> <ul style="list-style-type: none"> • Project summary (1-page) • <u>UTRGV Budget Worksheet</u> • Budget Justification • <u>Proposal Transmittal Form</u> • Information about plans or commitment for sustainability beyond the grant period. • Information regarding other required proposal documents: <ul style="list-style-type: none"> • Mandatory Cost Sharing/Matching (if applicable). • Sub-awards/sub-contracts documents (if applicable). • Third Party Contributions (if applicable).
STEP 6 8 Business Days before submission	<p>CEP Sr. Research Services Coordinator submits proposal documents to College Administrator and Associate Dean for Research and Faculty Success</p>

deadline	<ul style="list-style-type: none"> • Project summary (1-page) • <u>UTRGV Budget Worksheet</u> • Budget Justification • <u>Proposal Transmittal Form</u> • Information about plans or commitment for sustainability beyond the grant period. • Information regarding other required proposal documents: <ul style="list-style-type: none"> • Mandatory Cost Sharing/Matching (if applicable). • Sub-awards/sub-contracts documents (if applicable). • Third Party Contributions (if applicable).
STEP 7 7 Business Days before submission deadline	<p>CEP Sr. Research Services Coordinator submits final documents to the assigned Office of Sponsored Programs Coordinator</p> <ul style="list-style-type: none"> • Project summary (1-page) • <u>Final UTRGV Budget Worksheet</u> • Budget Justification • <u>Proposal Transmittal Form</u> <ul style="list-style-type: none"> • Cost Sharing/Matching (if applicable) <ul style="list-style-type: none"> • Cost Share Budget • Cost Share Forms • Sub-awards/sub-contracts requirements: (if applicable) <ul style="list-style-type: none"> • Letter of Commitment • Subrecipient Form • Scope of work • Budget • Budget justification • Third Party Contributions: Letter of Commitment from each entity providing a contribution (if applicable). • UTRGV Institutional Letter of Support/Commitment (if applicable). <p>CEP Sr. Research Services Coordinator informs Dean and College Administrator documents have been submitted to OSP.</p>