

OFFICE OF RESEARCH AND SPONSORED PROGRAMS PRE-AWARD STANDARD OPERATION PROCEDURE LIST

1.1 Official Approval and Authorization

All externally sponsored proposals must receive approval from the Department Chair, Dean/Business Unit VP, ORSP, and the Provost/Senior VP Academic Affairs before submission. These approvals confirm academic merit, resource availability, budget accuracy, compliance with University and sponsor requirements, and institutional support. Only the Provost/Senior VP Academic Affairs or an authorized designee may officially submit proposals on behalf of UTPB. [Link to full SOP](#)

1.2 Intent to Submit a Proposal

Faculty and staff seeking external funding must submit a completed and signed Intent to Submit Form to ORSP at least seven business days before the sponsor deadline. Early notification allows sufficient time for proposal development, budget preparation, compliance review, internal approvals, and timely submission. ORSP cannot begin proposal review or submission preparation until the fully approved form is received. [Link to full SOP](#)

1.3 Proposal Submission

To ensure timely, accurate, and compliant proposal submissions, ORSP requires completed proposal business elements (budget, budget justification, cost share, subaward documents, and disclosures) at least seven business days before the sponsor deadline. This allows sufficient time for review, internal routing, approvals, compliance checks, and electronic submission. Proposals submitted after this deadline may receive limited review and are not guaranteed approval or on-time submission. ORSP will make every effort to submit proposals that meet these requirements and have all required institutional approvals in place. [Link to full SOP](#)

1.4 Proposal and Budget Development

After receiving a completed Intent to Submit Form, ORSP will meet with the PI to begin proposal development and budget preparation. Project budgets must accurately reflect all anticipated costs, comply with sponsor and federal regulations, and include appropriate direct costs (personnel, student support, travel, supplies, equipment, etc.) and indirect costs (F&A) unless restricted by the sponsor or approved through an IDC waiver. [Link to full SOP](#)

1.5 Cost Sharing/Matching

Mandatory cost share commitments require prior approval from the Department Chair, Dean, and Provost/Senior VP Academic Affairs and should be planned at least six months before the proposal deadline. Because cost sharing is a binding institutional commitment with significant financial implications, it should be used only when required by the sponsor. Faculty effort, unrecovered indirect costs, and approved institutional or third-party contributions may be used to meet cost share requirements, and all commitments must be documented, tracked, and reported separately from the project budget. [Link to full SOP](#)

1.6 Electronic Submission of Proposals

ORSP manages UTPB's institutional registrations and submission authority for electronic proposal systems such as Grants.gov, NIH eRA Commons, and NSF Research.gov. Principal Investigators are responsible for creating and maintaining their individual accounts and preparing proposal materials, while ORSP reviews, approves, and submits proposals through the appropriate sponsor systems or by email when required. [Link to full SOP](#)