The Funding Process at UTSA

Below is a brief outline of the steps to be taken to find funding, and prepare and submit a proposal at UTSA. It is a general guide only; each proposal will require custom tailoring to the funding agency's guidelines. The Research Service Centers are your first point of contact for initiating the funding process at UTSA.

- **Identify funding opportunities and find collaborators:**
  - Utilize funding opportunity search tools to search for funders and collaborators: COS PIVOT and SciVal.
  - Contact the Office of Research Support if you need help setting up saved funding searches or locating sponsors and collaborators.
- **Contact and meet with your Research Service Center:**
  - Proposals requesting external funding for projects involving UTSA commitments and resources require institutional review before submission. There are six Research Service Centers (RSC) in the Office of Sponsored Project Administration (OSPA) to provide direct service to faculty and staff in the administration of sponsored projects. The six RSCs are in the following areas:
    i. Liberal and Fine Arts, Business and Honors College;
    ii. Downtown;
    iii. Education and Human Development;
    iv. Engineering;
    v. Institute for Economic Development;
    vi. Sciences.

    When you decide to apply for funding, contact your RSC to review the University's proposal submission process. The RSC Directors serve as the Authorized Organizational Representatives (AOR) for the University. AORs are authorized to submit proposals, approve awards, and sign grant and contract-related documents on behalf of the University.
- **Read and understand the funding agency guidelines:**
  - Once you have identified a potential funding opportunity, read the sponsor's funding opportunity guidelines thoroughly to make sure you understand the requirements and deadlines.
  - Contact the funding agency's Program Officer for help with determining your project's fit with the sponsor's priorities.
  - If the sponsor limits the number of proposals the university may submit, inform Limited Submissions immediately to arrange for an internal review.
- **Inform your College and Department of your intent to apply:**
  - Inform your Chair/Director, or Supervisor. Discuss the resources required to perform the project, including budget, time allocation, matching funds, equipment, personnel, and space.
- **Develop and write the proposal:**
  - For grant writing assistance, see the Grant Writing Resources page for tips and guidance and attend writing workshops at the Faculty Center.

- o If you are working on a large proposal involving multiple University units, contact the Office of Research Support to request multidisciplinary proposal development services.
- **Develop the budget:**
  - o Working with your RSC, identify the costs needed to complete the proposed project.
- **Complete sponsor application and UTSA administrative forms and begin internal routing:**
  - o Working with your RSC, identify and complete the funding agency application forms. UTSA uses the CAYUSE online proposal submission system. Most federal application forms can be completed directly in CAYUSE. Non-federal application forms are uploaded to CAYUSE for internal routing and approval.
  - o Complete an Electronic Proposal Routing Form and upload it to CAYUSE to enter your proposal into the UTSA routing system.
  - o Once all administrative forms have been completed and the budget has been finalized, the PI can begin routing the proposal electronically for Departmental and College approvals.
- **Send full proposal to your RSC for final review & submission:**
  - o To allow time for a thorough review, it is recommended that the final complete proposal be sent to the RSC no less than **2 business days** prior to the submission deadline. The RSC will review the proposal and the funding agency guidelines to make sure all proposal documents are completed, and send needed corrections to the PI before submission.