



Research, Economic Development,
and Knowledge Enterprise

Proposal Preparation Process Overview

The **Research Service Centers (RSCs)** serve as the “front line” pre-award service units to provide services/support and subject matter expertise for faculty and staff for proposal (grant, contract, other sponsored project) preparation, packaging, review, and submission. The RSC staff also provide support with award negotiation (in coordination with the Office of Contracts & Industry Agreements), preparation and “hand-off” to Post Award Administration (PAA) and Grants & Contracts Financial Services (GCFS) units for account set-up.

UTSA has implemented a **15/5/2 Rule** for review and processing of standard proposals. Some projects, however, may require more lead time such as those that: (1) are significantly complex and involve many partners, (2) require letters from institutional officials such as the VPREDKE, Provost or President, (3) require cost-share or match commitments, (4) require a new PI or institutional account in a “new to us” submission site, and so on. It is always best to consult the RSC and other REDKE units early in any preparation process to ensure a successful and timely submission. The RSC staff also work closely with the Proposal Development Team.

Contact:

- Health, Education, Business, Arts, Honors & Vice President Areas – rsc-abe@utsa.edu
- Sciences | Engineering & Integrated Design – rsc.sci-eng@utsa.edu

STANDARD PROPOSAL PROCESS & TIMELINE

Step	Min. # Business Days from Submission Date	Responsible	Activity
0	Various	PI	Identify funding opportunity (<i>public, private, contract from industry collaborator, etc.</i>)
1	15	PI	Submit Notice of Intent (1 st page of a New Routing Form)
2	13	RSC	Assign pre-award POC (through email to PI)
3	6-13	PI/RSC	Iterate drafts of non-technical & technical documents + sponsor/UTSA-required forms
4	5 (by 8:30am CST)	RSC PI	Prepare proposal package/shell in Cayuse Send all <u>non-technical documents</u> to RSC in submit-ready format + (if applicable) provide RSC access to proposal in sponsor submission site <i>[Non-technical = budget & budget justification or cost proposal, biosketches, data management plans, current & pending support, management or post-doc mentoring plans, conflict of interest or collaborator documentation, all subrecipient documentation, letters of commitment/support, sponsor-required forms, etc.]</i>
5	3-5	PI/RSC	Iterate drafts of technical documents, finalize all UTSA/sponsor-required forms
6	2 (by 8:30am CST)	PI	Submit Routing Form Send all <u>technical documents</u> to RSC in submit-ready format <i>[Technical = main abstract/summary, narrative/project description/statement or scope of work, & references]</i>
7	1-2	RSC	Work with PI to route proposal for internal approvals, conduct final compliance review
8	0	RSC/AOR*	Submit proposal

*In rare circumstances, PI or other UTSA unit may be preparing proposal in site that RSC does not have access to.
AOR = Authorized Organizational Representative