

## An Overview of the Pre-Award Grant Process

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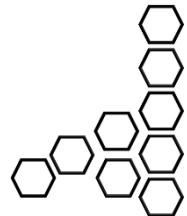
Main: 713-500-3999

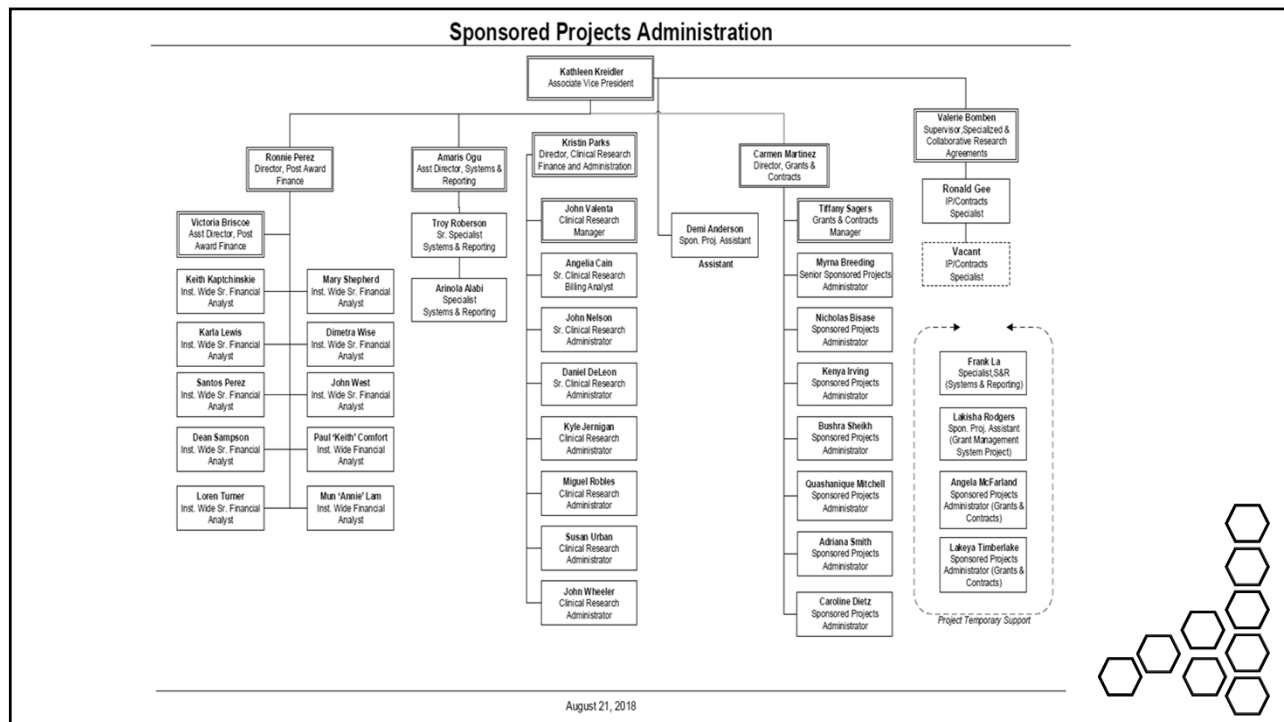
Email: [Preaward@uth.tmc.edu](mailto:Preaward@uth.tmc.edu)

## Sponsored Projects Administration (SPA)

Supports UTHealth faculty, staff, and students in the acquisition and administration of programs funded from sources outside the University.

SPA is the central point of coordination and tracking for sponsored projects and is UTHealth's authorized representative for grants, contracts, and other agreements from government agencies, private industry, and non-profit foundations.





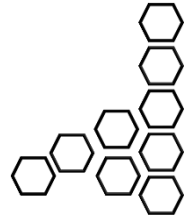
## SPA Grants and Contracts Team



- Review and approve administrative components of a proposal (i.e. not science) for Grants, Cooperative Agreements, & Subcontract Proposals (HOOP 64)
- Ensures grants meet sponsor, UT System and institutional guidelines
- Serves as liaison between PI and sponsor on administrative/financial issues
- General pre-proposal guidance
- RFP guideline interpretation
- Authorized signing officials (HOOP 124 )

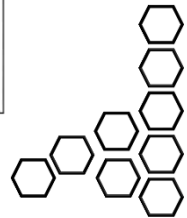
## Purpose of the Institutional Review

Grants and contracts are made to the institution. The institution is legally and financially responsible for committing facilities and managing awarded funds.



## Who is Responsible?

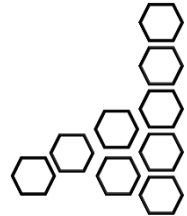
| Department/PI   | School   | Sponsored Projects Administration (SPA)   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Eligibility of Principal Investigator (PI)</li> <li>• Scientific merit within scope of department</li> <li>• Proposal meets sponsor requirements</li> <li>• Willingness of co-investigators and consultants to participate</li> <li>• Subcontract documents from collaborators</li> <li>• Assurances (Animal, Human, Biological Agents, etc)</li> <li>• Compliance (Conflict of Interest &amp; PI Responsibility Training)</li> <li>• Financial (Budget development, Cost Sharing, Salary Verification)</li> <li>• R&amp;A Form Approvals</li> </ul> | <ul style="list-style-type: none"> <li>• Scientific merit within research and educational objectives</li> <li>• Meets financial interests of school</li> <li>• Additional space, renovations, equipment installations</li> <li>• Approval of indirect cost waivers and cost-sharing</li> <li>• R&amp;A form approvals</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative &amp; Financial (A&amp;F review) for accuracy and compliance to sponsor guidelines</li> <li>• Review for compliance with institution and UT System</li> <li>• Review assurances &amp; Conflict of Interest Forms</li> <li>• Secure institutional approval of cost sharing and indirect cost waivers</li> <li>• Provide the Authorized Signing Official Signature (ASO)</li> </ul> |



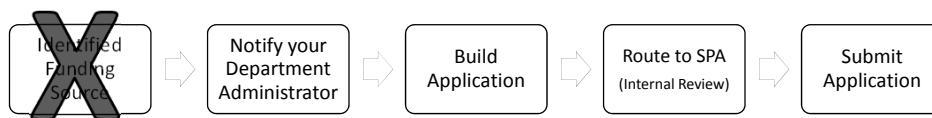
# SPA Internal Deadlines

## HOOP 64

- Requires Sponsored Projects Administration review proposals prior to their submission to an agency
- SPA request that proposals are submitted for Administrative and Financial Review (A&F) review 10 working days prior to submission
- Proposals meeting the published 10 business day deadline will be given priority as proposals are reviewed in order received.
- Proposals received within 3 business days (or less) of the sponsor deadline are not guaranteed to be reviewed in time for submission
- Proposals will not be signed or submitted without a review by SPA.



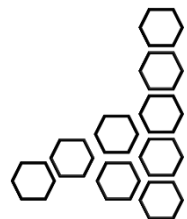
# Proposal Development



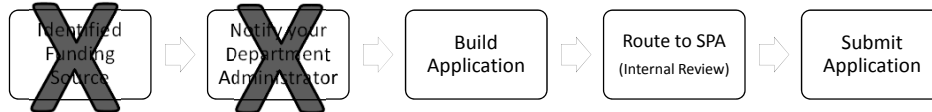
## Notify Department Administrator

- Find them by asking Dept. Chair or DMO or Dept. Contact webpage or contact SPA.

**Locating your Department Admin - Complete Half the Battle**



# Proposal Development



## Build Application

- Complete administrative section of the grant application.

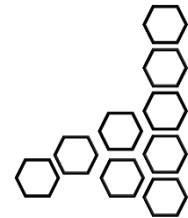
### Institutional Information

- Draft final budgets (obtaining docs from collaborators, subcontracts, etc.)

### Budget Development / Simple Detailed Budget

- Complete internal Review and Approval Form

### Review & Approval Form

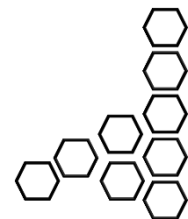


# Proposal Development



## Route Application to SPA

- Route Administrative and Financial (A&F) Packet to SPA 10 Business days prior to the deadline. (Note: A&F includes biosketches and project narrative.)
- Route the A&F packet using Cayuse424.
  - System to System (S2S) software used to submit electronic proposals to federal agencies (NIH, DoD, HRSA, CDC – grants.gov)
  - SF424 forms based, auto fills, stores information, tracks errors
- The Sponsored Projects Administrator will review the grant application.
- Assigned Sponsored Projects Administrator will review:
  - Agency guidelines, Budget, Budget Justification, Administrative and science pages.

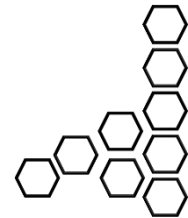


## Proposal Development



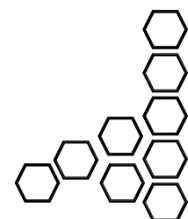
### Submit Application

- For Federal applications – PI/Dept. uploads the final science and SPA will submit after final compliance review.
- For non-Federal applications – Sponsored Projects Administrator will:
  - Provide signatures from an Authorized Signing Official.  
And/Or
  - Submit all non-Cayuse424 electronic submissions (Fastlane, CPRIT, EHB, Komen, CDMRP, AHA, THECB); the department is responsible for hard copy submissions.



## New Grants and Contract Management System

- InfoEd
- Arriving Fall 2019
- Mandatory training schedule for all faculty and research staff announced Summer 2019

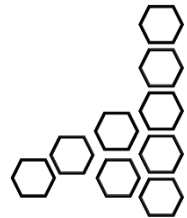


## Before I Go...Remember

- Start early



- SPA Internal Deadline (HOOP 64)
- Notify Departmental Research Administrators
- Contact Me



## More Information

- Contact SPA with any questions during the pre-award process:  
[preaward@uth.tmc.edu](mailto:preaward@uth.tmc.edu)  
(713) 500-3999
- Visit SPA Website for Additional Resources:  
<https://www.uth.edu/sponsored-projects-administration/index.htm>
- Join the SPA List Serve – “AURA” for research administration updates and information, Contact: [SystemsReporting@uth.tmc.edu](mailto:SystemsReporting@uth.tmc.edu)



