

Office of Sponsored Programs (OSP)

Department of Defense Proposal Submission Requirements: The Basics

Presented by:

Valerie Hutchison

Grants & Contracts Manager
Office of Sponsored Programs

Where To Find DoD Funding Opps

<http://research.uthsca.edu/osp>

The screenshot shows the website for the Office of Sponsored Programs (OSP) at UT Health Science Center San Antonio. The page features a navigation menu on the left, a main content area with sections for 'Office of Sponsored Programs (OSP)', 'Important Announcements', and 'Various Databases & Search Engines', and a 'Quick Links' sidebar on the right. Three black arrows with white text point to specific elements: 'Link to join OSP's ListServ' points to the 'Contact Us' link in the navigation menu; 'Link to eBRAP.org' points to the 'DoD Funding Opportunities' link in the sidebar; and 'Various Databases & Search Engines' points to the 'Funding Opportunities' link in the sidebar. The 'DoD Funding Opportunities' link is also circled in red.

WE MAKE LIVES BETTER™
UT HEALTH SCIENCE CENTER™
SAN ANTONIO

University: [Home](#) | [Calendar](#) | [Maps](#)

Site University

OSP Home
Contact Us
Policies, Procedures and Resources
Cayuse424
Proposal Preparation and Information
Research Related Agreements
Business Affairs Home

Access iDisclose

Effort Certification
[ECRT Log In](#)

Office of Sponsored Programs (OSP)

OSP is located on the Gresham (North) Campus:
Research Administration Building (RAB) Room 2.204
8403 Floyd Curl Drive

Important Announcements

The DHHS (including NIH) salary rate limitation has been increased from \$181,500 to \$183,300 effective January 11, 2015 and will be applicable throughout the rest of the calendar year.
[NOT-OD-15-049](#)

Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2015
[NOT-OD-15-048](#)

Various Databases & Search Engines

OSP Quick Links

- Cayuse Login
- Cayuse Instructions
- Useful Institutional Information
- Frequently Used Federal Forms
- Forms for Sponsored Programs
- Institutional Grant Programs
- OSP Reports and Data Requests
- Funding Opportunities**
- CPRIT Funding Opportunities
- DoD Funding Opportunities**
- NIH eRA Commons
- NIH Quick Links
- Effort Certification
- xTrain User Guide
- Certificate of Proposal (COP)

NIH Final Policy for Grant Awards – FY 15: The Notice provides

Two-Step Proposal Submissions

DOD opportunities frequently require an initial submission (e.g. white paper, pre-proposal, letter of intent), in order to secure an invitation to submit a full proposal.

OSP does not need to review initial submissions, ***unless*** the preliminary submission requires a detailed budget and/or signature of an authorized institutional official.

If you're unsure, please always ask!

Full Proposal Submission

Method of submission varies by agency and opportunity.

Common methods:

- Electronic submission via grants.gov (UTHSCSA uses Cayuse)
- Electronic submission via sponsor agency's own system
- Paper submission via mail or e-mail

In all cases, OSP must review and approve selected sections of the proposal. There are standards that must be enforced:

- Institutional policies
- Federal government general policies
- Agency-specific policies

OSP Requirements

- Due to OSP for review at least three business days PRIOR to sponsor's deadline.

In addition to the proposal itself, all reviews require:

- A fully signed Certificate of Proposal (COP) – available on OSP website
- Details of the funding opportunity (copy of or link to opportunity announcement)
- Documentation from subawardee, if applicable:
 - Signed documentation (LOI to Establish Consortium, Face Page, or Subrecipient Form)
 - Budget with justification
 - Statement of Work
 - Copy of F&A rate agreement

OSP Website Resources

Home Page:

<http://research.uthscsa.edu/osp>

Proposal Preparation:

<http://research.uthscsa.edu/osp/preparation.shtml>

Cayuse:

<http://research.uthscsa.edu/osp/Cayuse/cayuse.shtml>

Contacts:

<http://research.uthscsa.edu/osp/contactOSP.shtml>

March 2015 Presentation, Proposal Preparation & Review:

http://research.uthscsa.edu/osp/forms/proposal_reviews.pptx

Questions?

Contact OSP:

Research Administration Building, Room 2.204

(210) 567-2340 / grants@uthscsa.edu

Valerie Hutchison, Pre-Award Manager

(210) 567-1652 / hutchisonv@uthscsa.edu