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Office of Research  
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## Proposal Submission Policy

### Summary

The preparation and submission of grant applications to external agencies is a team effort. Success hinges on timely and effective communication between the project team and the administrative collaborators at the department and institutional level. With the goal of crafting a policy that works well for all stakeholders, this proposal submission policy for TTUHSC El Paso has been updated, effective August 1, 2025. This updated policy incorporates more flexibility for principal investigators (PI), department chairs/deans and grant administrators, and responds to the variable nature of funding opportunity announcements.

### Proposal Preparation Timelines and Deadlines

All sponsored project proposals requesting funding for extramural support of research, training or other activities conducted at Texas Tech University Health Sciences Center at El Paso (TTUHSCPE) are submitted through Sponsored Programs (SP). The timely submission of sponsored project documents and budgets ensures sufficient opportunity for the thoughtful consideration and review for compliance with university policies, sponsor guidelines and all relevant laws and regulations. To ensure all PIs have fair and equitable access to SP services and to help facilitate the timely review, approval and submission of all proposals the following timeline has been established.

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#### PROPOSAL DEADLINES

*Early submission is strongly encouraged to ensure adequate time for thorough review and any revisions.*

Preferably **30 Calendar Days** prior to the agency deadline:

The PI creates the proposal record in Cayuse, completing all applicable sections (excluding those marked "SP Only") and uploading the Personnel Worksheet under the Proposal Attachments section.

All subawardees must be included when the Cayuse record is created.

**10 Business Days** Prior to Agency Deadline:

The PI must submit the following final documents to SP budget, budget justification, letters of support, and biosketches for all key personnel. Additionally, a draft



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project summary, specific aims, or abstract must be included.

SP will review the documents, make or request any necessary edits, finalize the files, and route the proposal in the Cayuse record within two business days.

**5 Business Days** Prior to Agency Deadline

PI submits all remaining proposal files to SP. The Project Description (*specific aims, project narrative, references cited*) may be submitted in draft form.

All other files must be final. After review, SP will upload both final and second-to-last files in Cayuse. If any edits are required, SP will advise the PI of the necessary changes. With the exception of the project description, all other files must remain final.

All other proposal components must be final. SP will review the submitted documents and upload both the final and “second-to-last” versions into Cayuse. If any edits to the final files are necessary, SP will notify the PI with the required changes.

Except for the “second-to-last” versions, all other files must remain final at this stage.

**2 Business Days** Prior to the Agency Deadline (**for electronic submissions**),

The PI must submit the final Project Description—including Specific Aims, Project Narrative, and References Cited by 9:00 a.m. when possible.

**or**

**3 Business Days** Prior to the Agency Deadline (**when a hard copy must be mailed**)



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1–2 Business Days Prior to Agency Deadline

**For electronic submissions:** SP submits the proposal to the sponsor.

**For hard copy submissions:** SP mails the proposal to the sponsor.

All proposals that meet established deadlines will be processed in order of priority. Deadline is defined as the date any required document(s) need to be submitted to SP. If the 30-day or 10-day deadline falls on a holiday or weekend, the deadline will automatically be extended to the next business day. However, if the 5-day or 2-day deadline falls on a holiday or weekend, the deadline will be automatically updated to reflect the last business day **prior** to the deadline. Late proposals are at risk for submission failure and provide a disadvantage to on-time proposals. Additionally, a late proposal means there will be less time to correct any errors identified by SP staff, the sponsor's electronic systems or to contend with system delays. SP does not accept responsibility for errors in late submissions. However, SP is aware that circumstances beyond beyond the control of the PI and emergency situations can arise. Therefore, to ensure consistency and fairness to all PIs, the following criteria for late proposals has been established:

1. Circumstances beyond the control of the PI and emergency situations should be rare and do not include such things as international travel of the PI, departmental or project team staffing shortages, signatures missing on routing documents or failure of subrecipients to return documents/proposals with enough time to meet established deadlines as these and other similar issues are expected to be managed when planning for the proposal.
2. SP staff will do its best to submit all proposals, but cannot guarantee last minute/late proposals will be processed in time to meet the sponsor deadline.

**Pre-Proposals, Letters of Intent or Pre-Applications**

All pre-proposals, letters of intent and pre-applications **should** be started by the lead PI in Cayuse preferably 30 days prior to the sponsor's deadline and the proposal submission timeline established by this policy should be followed. At minimum, when submitting a LOI, copy Sponsored Programs and Department Chair.



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**Roles and Responsibilities**

To ensure successful, timely and effective communication between the project team and the administrative collaborators at the department and institutional level, the following roles and responsibilities have been established.

**Principal Investigators** are responsible for

1. knowing, understanding and complying with submission deadlines discussed in this policy;
2. engaging SP as early in the process as possible;
3. reading the sponsor guidelines;
4. ensuring he/she meets PI eligibility;
5. completing **all** sections of the Cayuse record not marked "SP Only" preferably 30 days prior to the sponsor deadline;
6. ensuring the correct funding announcement number or link has been entered in Cayuse;
7. discussing effort requirements with his/her department chair;
8. completing the Subrecipient vs Contractor checklist for each subawardee listed on the proposal, if applicable;
9. communicating proposal deadlines to **all** subawardee PIs;
10. providing the fully signed PI exception form to SP, if applicable;
11. developing and preparing proposals for external funding in accordance with sponsor guidelines and university policies;
12. ensuring proposals adhere to formatting requirements;
13. ensuring all proposal documents are provided to SP as separate **PDF** files unless otherwise specified in the sponsor guidelines;
14. ensuring **new** proposal files are provided to SP for **each** new submission or resubmission;
15. ensuring **new** letters of support are provided to SP for **each** new submission or resubmission;
16. ensuring all personnel listed in their proposal have a current financial conflict of interest disclosure on file;
17. ensuring **scientific** completeness of the proposal; and
18. obtaining a signed letter of transmittal from SP **before** submitting a proposal when the sponsor **requires** the PI to submit.



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**Co-PIs, Co-Investigators and/or Collaborators** are responsible for

1. informing his/her department chair when participating in another PI's proposal;
2. providing a **new** letter of support to the PI for inclusion in each new or resubmission proposal; and
3. obtaining written approval from his/her department chair if participating as a collaborator on a TTUHSCEP proposal.

**Department Administrators** are responsible for

1. knowing and understanding the proposal submission policy;
2. confirming SP is aware of a prospective proposal when assisting a PI;
3. helping PIs determine the appropriate title and salary levels of TBD positions that will be listed in the proposal budget; and
4. assisting PIs with the travel budget (per diem, lodging, transportation, etc.)

**Department Chairs and Deans** are responsible for

1. knowing and understanding the proposal submission policy;
2. knowing and understanding that authorizing a proposal is acceptance of the amount of effort the PI/Co-Investigator is committing as well as all budgeted amounts, including cost share;
3. reaching out to the PI or SP for additional information when necessary; and
4. reviewing all proposal elements before authorizing a proposal.

**Sponsored Programs** is responsible for

1. ensuring compliance with solicitation and/or sponsor guidelines;
2. checking the accuracy of administrative and institutional information (contact information, DUNS number, EIN, etc.);
3. ensuring all regulatory requirements (conflict of interest, IRB, IACUC, IBC, etc.) have been satisfied;
4. requesting and verifying the accuracy of subrecipient proposal packages;
5. Assist the PI in completing the personnel worksheet, entering salary and fringe information on the SP budget template and providing it to the PI for completion of remaining sections;
6. reviewing the final budget and final budget justification;
7. reviewing matching and cost sharing requirements and commitments;



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8. ensuring F&A rates and calculations are correct;
9. making certain that proposed contract award language conforms with University policies;
10. checking that any potential conflicts of interest have been managed or eliminated;
11. evaluating potential export control issues;
12. ensuring all required representations and certifications are included and signed;
13. reviewing the proposal for **administrative** completeness;
14. requesting proposal corrections after reviewing files;
15. routing the proposal for signatures in Cayuse;
16. ensuring all approvals have been obtained before a proposal is submitted; and
17. submitting the proposal to the sponsor or providing a signed transmittal letter delegating submission authority to the PI when **required** by the sponsor.