What is OSP?

- OSP serves as the coordinating office for externally funded research projects submitted by UTMB and its employees.
- OSP reviews proposals for compliance with sponsor guidelines and applicable federal, state, and university regulations. The proposal must be submitted through OSP to obtain approval and signature by an Institutional Signing Official. OSP then submits the proposal to the sponsor on behalf of PIs.
- If the proposal is selected for funding, OSP negotiates and accepts awards on behalf of UTMB.
OSP PreAward

- Creating/Affiliating an eRA Commons account
- Assistance with budget development
- Understanding grant guidelines
- Review and forward any recommendations and/or corrections
- The Signing Official submits/signs the proposal
Preparing to Submit a Proposal

- Locate the funding announcement (PA, RFA, RFP) from the sponsor
- Notify your PreAward analyst of your intent to submit
- Obtain guidelines, application, and forms from the sponsor
  - Email funding announcement and sponsor guidelines to your PreAward analyst
## NIH Standard Due Dates for F and K Series

<table>
<thead>
<tr>
<th>Activity Codes</th>
<th>Program Description</th>
<th>Cycle I Due Date</th>
<th>Cycle II Due Date</th>
<th>Cycle II Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>K series New</td>
<td>Research Career Development</td>
<td>Feb 12</td>
<td>Jun 12</td>
<td>Oct 12</td>
</tr>
<tr>
<td>K series Renewal, resubmission, revision</td>
<td>Research Career Development</td>
<td>Mar 12</td>
<td>Jul 12</td>
<td>Nov 12</td>
</tr>
<tr>
<td>F Series Fellowship New, renewal, resubmission</td>
<td>Individual National Research Service Awards (Standard)</td>
<td>Apr 8</td>
<td>Aug 8</td>
<td>Dec 8</td>
</tr>
<tr>
<td>F31 Diversity Fellowships New, renewal, resubmission</td>
<td>Individual Predoctoral Fellowships (F31) to Promote Diversity in Health-Related Research</td>
<td>Apr 13</td>
<td>Aug 13</td>
<td>Dec 13</td>
</tr>
</tbody>
</table>

[http://grants.nih.gov/grants/funding/submissionschedule.htm](http://grants.nih.gov/grants/funding/submissionschedule.htm)
Is there a way to make the table more clear? If not, you may need to build your own table.
Documentation Needed to Submit a Proposal

- Proposal Routing Form signed by PI and approved by department chair
- Program announcement and guidelines
- Detailed budget and justification
- Entire grant application package and forms
- Cost sharing form (if applicable)
- Forms and templates are available online
  [http://research.utmb.edu/AskForFunding/Forms.shtm](http://research.utmb.edu/AskForFunding/Forms.shtm)
Tips for a Successful Grant Submission

• Start early!
• Read and re-read the sponsor guidelines
• Discuss your project with your mentor
• Allow sufficient time for your proposal to be reviewed by OSP (at least 5 days)
The most important advice...

- Set your timeline to accommodate a submission at least 48 hours prior to the deadline
- Application has to be error free by 5 p.m. on day of deadline