

The Sponsored Funding Process at UTSA

Below is a brief outline of the steps to be taken to find funding, and prepare and submit a proposal at UTSA. It is a general guide only; each proposal will require custom tailoring to the funding agency's guidelines. If you have any questions, please contact your [Research Service Center](#).

- **Identify grant opportunities and find collaborators:**
 - Utilize [funding opportunity search tools](#) to search for funders and collaborators. [COS PIVOT](#)
 - Contact the [Office of Research Support](#) if you need help setting up saved funding searches or locating sponsors and collaborators.
- **Read and understand the funding agency guidelines:**
 - Once you have identified a potential funding opportunity, read the sponsor's funding opportunity guidelines thoroughly to make sure you understand the requirements and deadlines.
 - Contact a Program Officer for help with determining your project's fit with the sponsor's priorities.
 - Contact your [Research Service Center](#) for help with interpreting funding agency guidelines.
 - If the sponsor limits the number of proposals the university may submit, inform [Limited Submissions](#) immediately to arrange for an internal review.
- **Inform your College and Department of your intent to apply:**
 - Inform your Dean, Chair/Director, and/or Supervisor. Discuss the resources required to perform the project, including budget, time allocation, matching funds, equipment, personnel, and space.
- **Contact and meet with your [Research Service Center](#):**
 - Proposals requesting external funding for projects involving UTSA commitments and resources require institutional review before submission. The Research Service Centers (RSCs) provide direct service to faculty and staff in all areas of grants administration, including proposal review and submission. When you decide to apply for a grant, contact your RSC and arrange a meeting to review the University's proposal submission process. The RSC is your one-stop-shop for navigating UTSA's [Sponsored Programs Administration](#).
- **Develop and write the proposal:**
 - For grant writing assistance, see the [Grant Writing Resources](#) page for tips and guidance and attend writing workshops at the [Faculty Center](#).
- **Develop the budget:**
 - Using the [UTSA Budget Template](#), identify the costs needed to complete the proposed project. Your RSC can assist with budget development and the processing of [sub-awards](#) and [cost sharing requests](#).
- **Complete sponsor application and UTSA administrative forms and begin internal routing:**
 - Working with your RSC, identify and complete the funding agency application forms. UTSA uses the [CAYUSE](#) online proposal submission system. Most federal application forms can be completed directly in CAYUSE. Non-federal application forms are uploaded to CAYUSE for internal routing and approval.
 - Complete an [Electronic Proposal Routing Form](#) and upload it to CAYUSE to enter your proposal into the UTSA routing system.
 - Once all administrative forms have been completed and the budget has been finalized, the PI can begin routing the proposal electronically for Departmental and College approvals. Proposal routing should begin no less than **2 business days** prior to the submission deadline.
- **Send full proposal to your RSC for final review & submission:**
 - The final complete proposal is due at the RSC no less than **2 business days** prior to the submission deadline. The RSC will review the proposal and the funding agency guidelines to make sure all proposal documents are completed, and send needed to corrections to the PI before submission.