

OFFICE OF RESEARCH & SPONSORED PROGRAMS

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WWW.UTC.EDU/ORSP



ORSP IS HERE FOR YOU!

The Office of Research & Sponsored Programs (ORSP) seeks to promote scholarship, research, creative activities, and engagement by encouraging and providing comprehensive support to faculty and staff in the pursuit of sponsored programs.

Pre-Award Services

ORSP supports faculty and staff in building capacity for research and submitting proposals for sponsored projects. The earlier we become involved in the proposal process, the more help we can provide to improve your chances for funding.

- **Research Development.** *ORSP helps faculty & staff to build skills and resources essential to preparing competitive proposals for external funding. We offer support for professional development, identifying funding opportunities, building your research strategic plan, and more!*
- **Proposal & Budget Development.** *ORSP provides proposal-writing resources, budgeting assistance, editorial review & feedback, and can coordinate an external scientific/technical review prior to submission, with sufficient lead-time.*
- **Compliance Review & Internal Approval.** *ORSP reviews proposals before submission to ensure compliance with UT policies and sponsor requirements. We administer the UT internal approval process through the Cayuse platform.*
- **Submission Support.** *ORSP assists with sponsor-required forms and in most cases submits the proposal to the funding agency.*
- **Just-In-Time Requests.** *ORSP assists with any revisions or additional documentation a sponsor may request after proposal submission but before an award is made.*

Award Services

ORSP is the portal for all incoming sponsored-project grant and contract awards. We provide comprehensive support for PIs, sponsors, and other stakeholders from award intake to the final report.

- **Award Intake & Transfers.** *ORSP is the campus unit to intake sponsored-project awards – including those transferring with new faculty. We secure all institutional reviews, approvals, and signatures.*
- **Research-Related Agreements.** *ORSP is the authorized unit to review, negotiate, and coordinate campus signatures for all research-related agreements, including award contracts, non-disclosure agreements, memoranda of understanding, data use agreements, and others.*
- **Subaward Origination.** *ORSP drafts and negotiates sponsored-project subawards to other institutions or organizations.*
- **Account Set-Up Request.** *ORSP works closely with Accounting Services to set up restricted accounts for all new sponsored projects.*
- **Sponsor Prior Approvals.** *ORSP advises and assists in securing a sponsor's prior approval for any changes needed for active awards, such as key personnel changes, budget revisions, end-date extensions, or changes in scope.*

Key Contacts

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AWARD SERVICES

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