Last Updated: 10/15/2026

DASH Research HGA Funding Proposals Quick Guide for UTC PIs

Contents

PI Responsibilities in HGA 2
Accessing Your Funding Proposal Record in HGA 2
  Direct Link 2
  DASH Research 2
Completing the FP Smart Forms 3
  Review Completed Smart Forms for Accuracy 3
  Complete Remaining Fields 3
    Intellectual Property (IP) 3
    Validate the FP Smart Forms 5
Reviewing Proposal Documents 6
  Submission Notes 7
  Add Attachments 7
Reviewing Budget Totals 8
  Financials Tab 8
  Working Budgets 8
    Budget Workspace 8
  Submit for Department Review 9
Additional Pre-Award Requirements 10
  Certify the Proposal 10
  Update COI Disclosure Profile 12
FP Lifecycle Overview 13
Responding to Requests for Changes 14
  Changes During Department or Specialist Review 14
  Post-Submission Changes 16
Optional Activities 19
  Manage Access 19
  Add a Comment 20
  Send an Email 20
  Do Not Use 21
Sharing Sponsor Notifications with Central Office 21

PI Responsibilities in HGA

The ORSP Grants Specialist assigned to your proposal submission will set up your Funding Proposal (FP) record in HGA and notify you via email when it is ready for you to complete.

The PI's responsibilities in HGA are as follows:

1. Review all completed fields in the FP smart forms for accuracy.
2. Complete the Intellectual Property smart form screen.
3. Complete the validation action in the FP smart forms and complete any additional unanswered fields.
4. Review the working budget for accuracy.
5. Review all attachments to ensure they are the latest versions
6. Submit the FP record for department review.
7. Certify the FP record.
8. Update your COI Disclosure Profile when prompted.
9. Respond to any requests for changes.

Accessing Your Funding Proposal Record in HGA

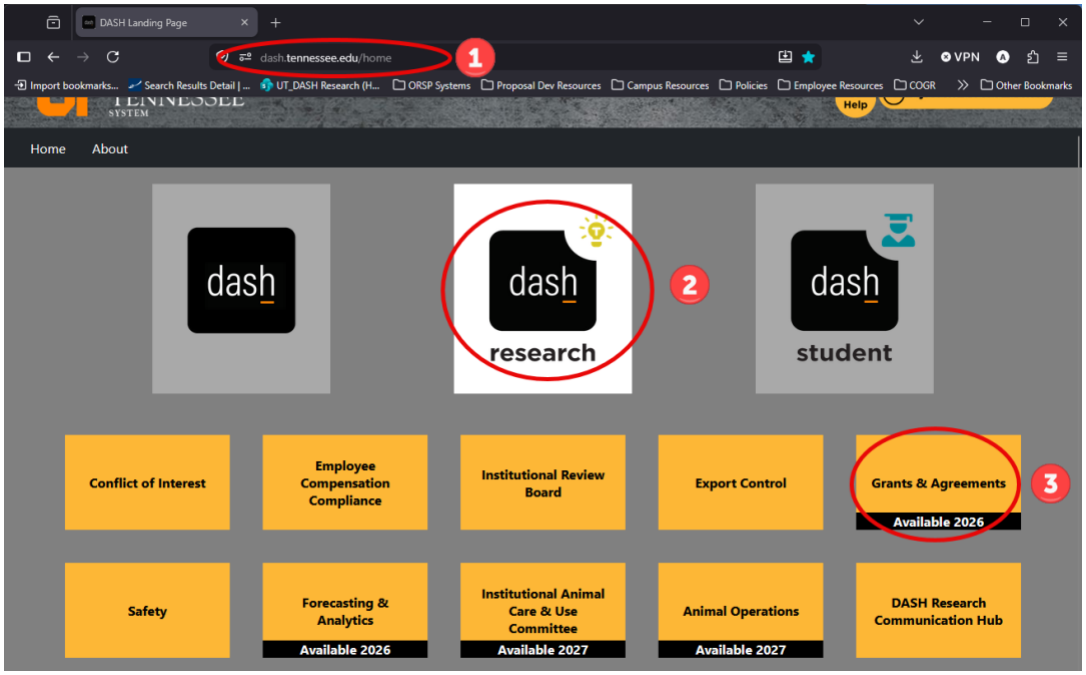
Direct Link

Your Grants Specialist will include a direct link to the FP record in the handoff email. Click the link and enter your UTC ID and password. The system will redirect you to the FP workspace.

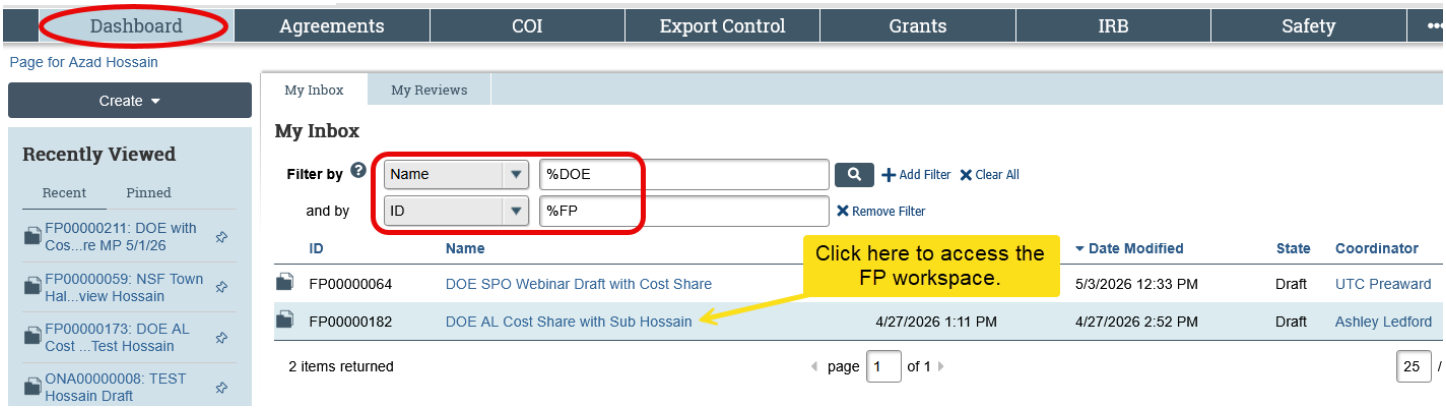
DASH Research

Alternatively, you can log into DASH Research from the DASH Landing Page.

1. Click on Dash Research and select Grants & Agreements



2. Enter your UTC ID and password.
3. The link takes you to your DASH Research Dashboard. The Dashboard contains a list of all records across all DASH Research modules that require an action from you.
4. Use the search bar and the wildcard symbol (%) to filter the results by record type (%FP) and keywords from the short project title (e.g., the sponsor acronym). A proposal that needs to be submitted will be in the Draft state.
5. Click the record name to open the FP workspace.



Completing the FP Smart Forms

The ORSP Grants Specialist assigned to your proposal submission will complete most of the FP smart forms based on the final budget and your draft narrative/SOW. However, it is the PI's responsibility to review all completed fields for accuracy and complete any unanswered questions that are required for validation.

Review Completed Smart Forms for Accuracy

1. Click the blue Edit Funding Proposal button in the upper left corner of the FP workspace.
2. Review the fields in each smart form screen carefully, using the section headings on the left to navigate between screens.

Complete Remaining Fields

For all proposals, the PI must complete the Intellectual Property smart form screen. The Grants Specialist cannot complete this screen for you.

Intellectual Property (IP)

1. Use of Previously Created IP*

Select whether any previously created IP will be used in the project.

*1a. Disclosure of Previously Created IP**

This field only appears if the response to question 1 is YES. Select whether the previously created IP has been disclosed to UTRF.

*1b. Title of Disclosure**
This field only appears if the response to question 1a is YES. Enter the disclosure number or title.

2. IP Protections*
Select whether the PI/team wishes to protect IP that may be generated from the proposed project.

*2a. Commercializing IP**
This field only appears if the response to question 2 is YES. Select whether the PI/team is interested in commercializing IP that may be generated from the proposed project.

3. Need for Related Agreements*
Select whether the proposed project will require a $0 research-related agreement with a third party. This field has no sub-fields.

4. Software Development*
Select whether any software will be developed under the proposed project.

*4a. Access to Developed Software**
This field only appears if the response to question 4 is YES. Select how the team plans to manage access to the software: open-source, free for researchers, or paid access only.

*4b. Use of Open-Source Libraries**
This field appears if the response to question 4 is YES, regardless of the selection for 4a. Select whether the software to be developed will utilize open-source libraries.

*4c. Name of Open-Source Library**
This field only appears if the response to question 4b is YES. Enter the name of the open-source library.

5. SBIR/STTR*
Select whether the proposal is related to an SBIR/STTR program. This field has no sub-fields.

6. Third Parties to the Project*
Select whether third parties (non-UT entities) will be contributing funding, IP, or materials to the project.

Examples of third parties:
- an unpaid collaborative partner
- the same proposal submitted to a different sponsor (still pending)
- funding from a different sponsor for a different portion of the same umbrella project

Third parties do NOT include the research team, subawards, or direct/prime sponsors for this proposal.

*6a. Other Funding Sources**
This field only appears if the response to question 6 is YES. Select whether there is another funding source currently supporting the same tasks outlined in this proposal.

*6b. Use of Third Party Resources**
This field appears if the response to question 6 is YES, regardless of the selection for 6a. Select whether data, materials, software, or IP from a third party will be used for proposed project.

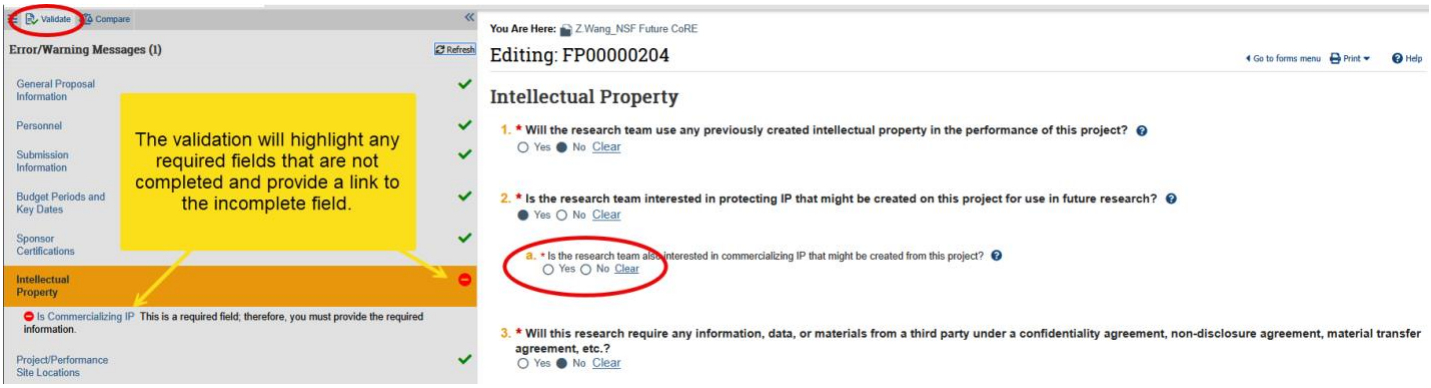
*6c. Name of Third Party**

This field only appears if the response to question 6b is YES. Enter the name of the third party providing the data, materials, or IP.

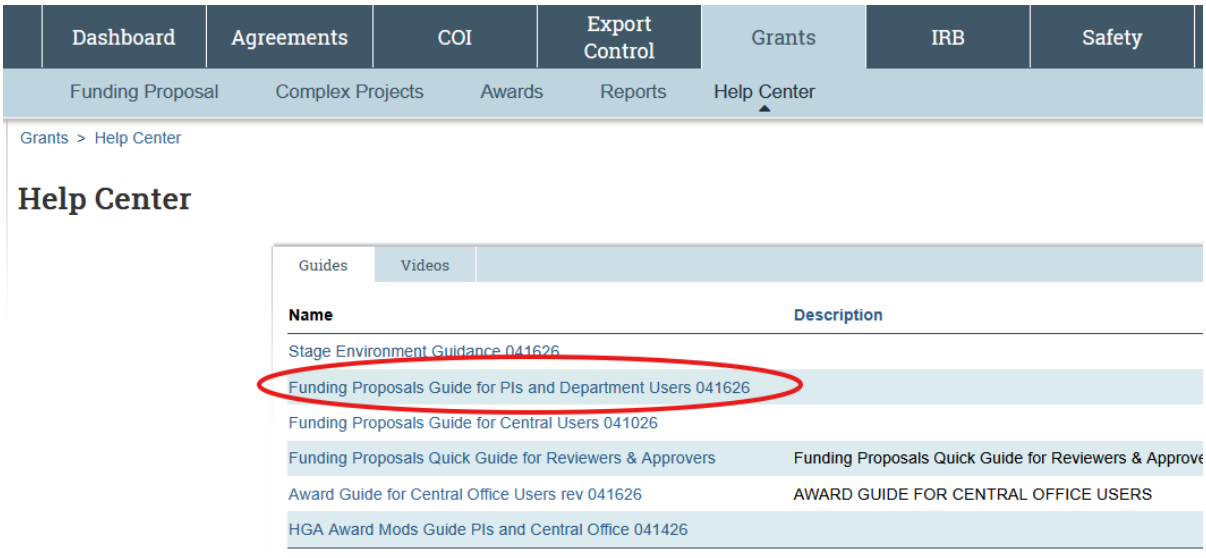
Validate the FP Smart Forms

The Specialist may also ask you to complete other fields/screens depending on the situation. To locate any additional fields the Specialist has assigned to you, click the green "Validate" action in the upper left corner of the FP smart forms. This action appears while you are on any screen.

The module will call out any unanswered fields in red. Click the link to navigate directly to the question that needs to be completed.

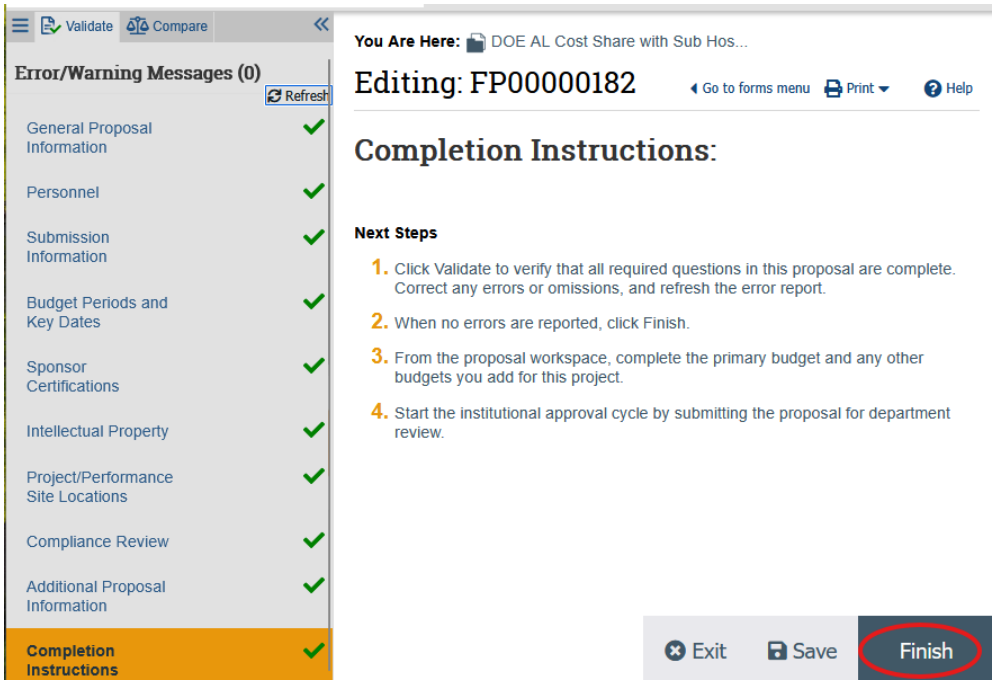


Follow the guidance in the help text (blue question mark symbol) and in the FP Guide for PIs (located in the Grants module's Help Center) to complete the remaining fields. Ask your Specialist for clarification, where needed.



Once all sections have a green checkmark, click “Finish” or “Exit” to return to the FP Workspace.

NOTE: Clicking “Finish” does NOT submit the proposal for routing.



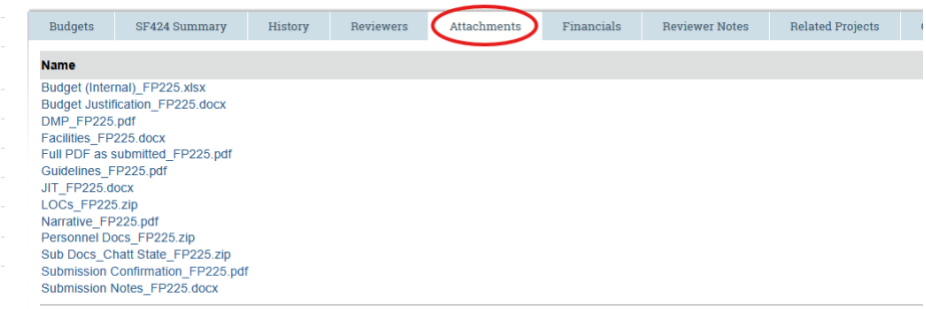
Reviewing Proposal Documents

Unless the proposal is late, the Specialist will upload the following documents in the FP record before handing it off to you:

- Sponsor/program guidelines
- Finalized internal budget
- Draft proposal narrative or SOW
- Non-budget dependent personnel docs (if applicable)
- Submission notes document
- Any other completed documents, as relevant.

The Specialist will upload the remaining documents and the full PDF of the submitted proposal (if available) while they are recording the sponsor submission in HGA.

These documents will appear under the Attachments tab in the table at the bottom of the FP workspace.



Before you submit the proposal for routing, review all proposal documents to ensure that they are the most-up-to-date versions. If something looks incorrect, email your assigned Specialist for clarification. **Please do not delete anything** unless granted approval by your Specialist.

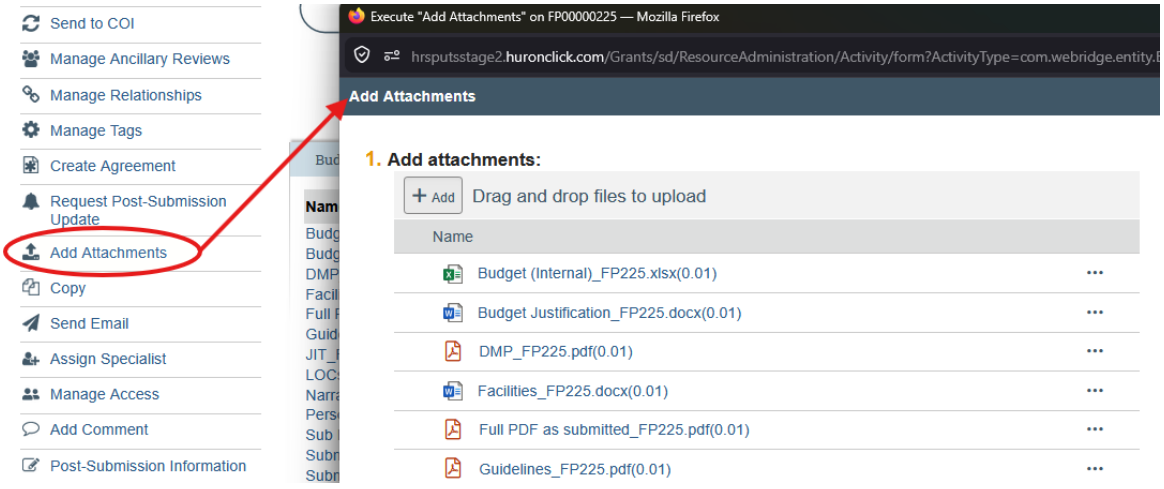
Submission Notes

Carefully review the "Submission Notes" document. It contains pertinent information regarding the implementation of your project should the proposal be funded.



Add Attachments

In rare circumstances, such as a late proposal, the PI may be asked to upload documents to the FP record before routing. To do so, click the Add Attachments activity on the left side of the workspace.



You can drag/drop files or click the "+Add" button to upload a new document from your files. Click OK to save the document. It will appear under the Attachments tab in the table at the bottom of the FP workspace.

Because the attachments will sort themselves by alphabetical order, please follow the established file naming convention (*document type_Sponsor Program_PI Last Name)* to help reviews locate documents more easily. For example, *Narrative_NASA RIA_Hossain*.

Click OK to save the changes. Any new documents uploaded via this activity will appear under the Attachments tab in the table at the bottom of the FP workspace.

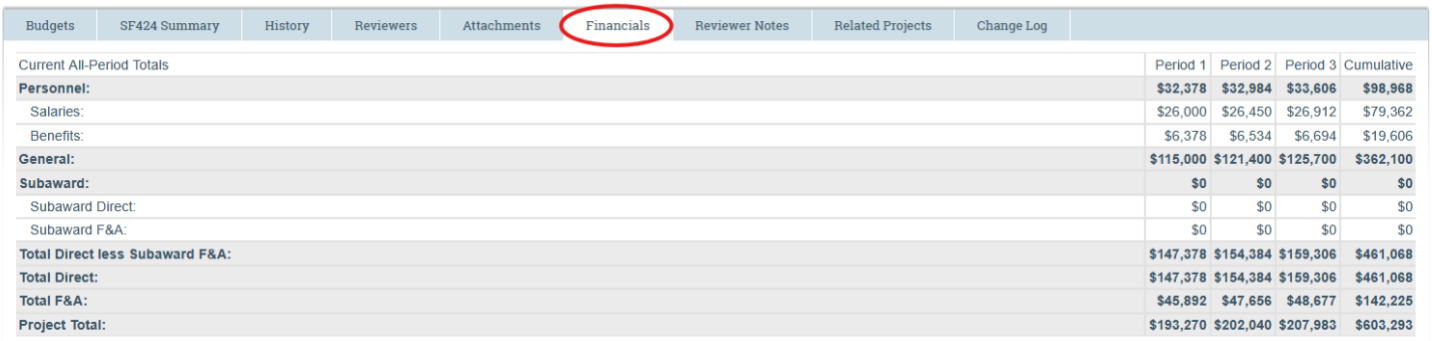
Reviewing Budget Totals

The final version of the proposal's internal budget spreadsheet (and the sponsor's budget template, if applicable) will be uploaded to the Attachments tab in the FP workspace (see above). This is the only place ORSP records the full budget details in HGA.

ORSP captures a streamlined version of the budget in HGA's budget smart forms. The information appears in two places: the Financials tab of the FP workspace and the working budgets.

Financials Tab

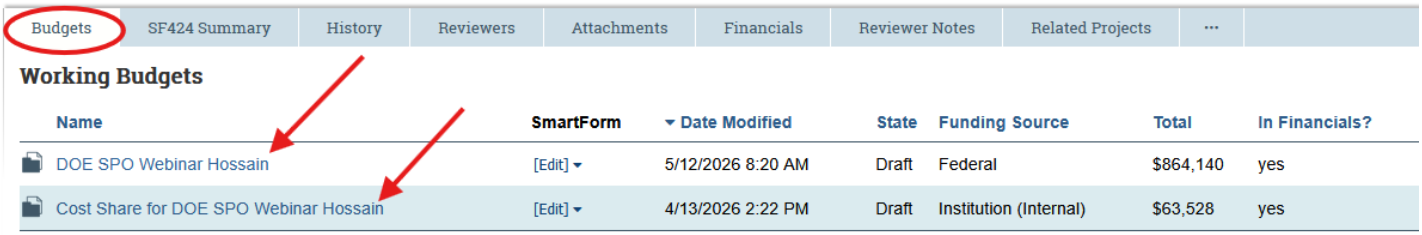
The Financials tab on the FP workspace shows the cumulative totals of all sponsor, subaward, and cost share budgets.



Current All-Period Totals	Period 1	Period 2	Period 3	Cumulative
Personnel:	**$32,378**	**$32,984**	**$33,606**	**$98,968**
Salaries:	$26,000	$26,450	$26,912	$79,362
Benefits:	$6,378	$6,534	$6,694	$19,606
General:	**$115,000**	**$121,400**	**$125,700**	**$362,100**
Subaward:	**$0**	**$0**	**$0**	**$0**
Subaward Direct:	$0	$0	$0	$0
Subaward F&A:	$0	$0	$0	$0
Total Direct less Subaward F&A:	**$147,378**	**$154,384**	**$159,306**	**$461,068**
Total Direct:	**$147,378**	**$154,384**	**$159,306**	**$461,068**
Total F&A:	**$45,892**	**$47,656**	**$48,677**	**$142,225**
Project Total:	**$193,270**	**$202,040**	**$207,983**	**$603,293**

Working Budgets

If you would like more details, you may also review the working budget for the sponsor and the cost share budget, if applicable. These are linked in the Budgets tab in the table at the bottom of the workspace. Click the budget name to enter the budget workspace.

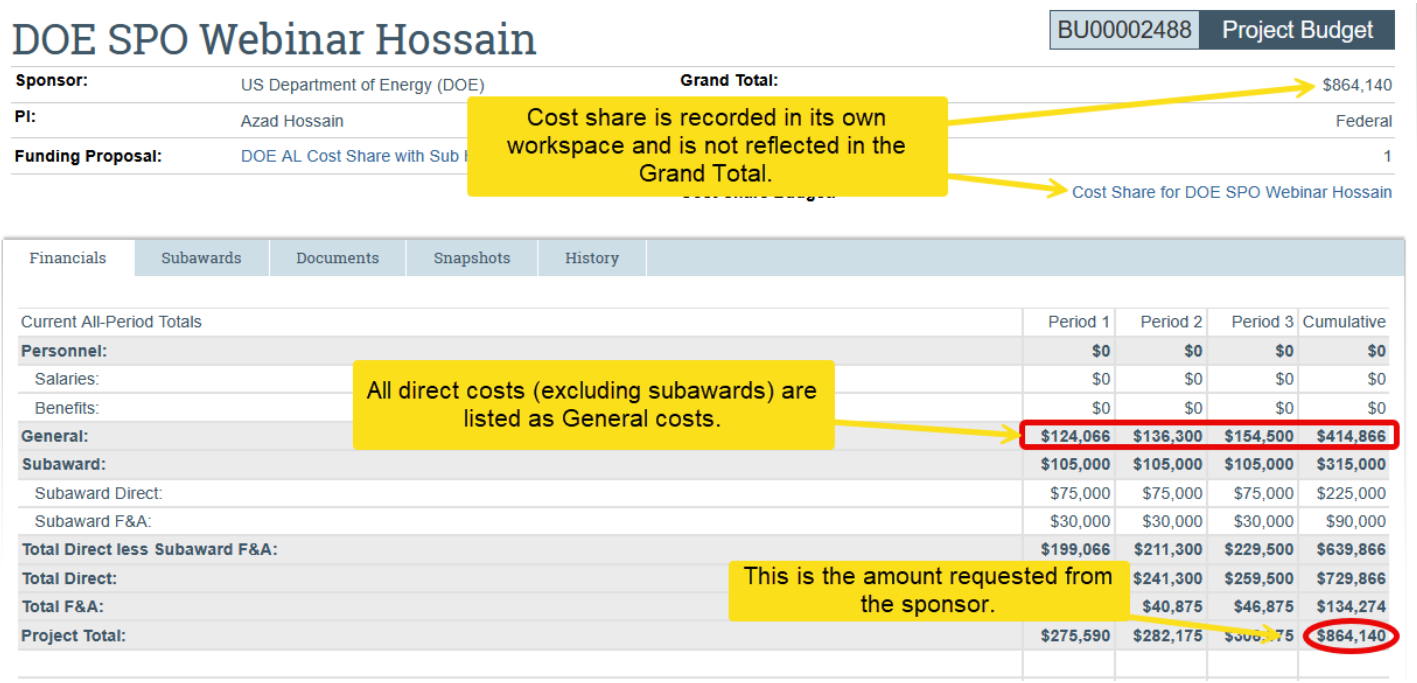


Budget Workspace

The budget workspace shows the financials for that specific budget and any subawards added to that budget. The Financials tab provides a high-level overview of these costs. Note that because ORSP enters a streamlined budget, all direct costs appear under the General costs line.

Confirm that the project total matches the total requested from the sponsor on your internal budget spreadsheet.

If your proposal includes cost share, that portion of the budget is recorded in a separate workspace. Click the link at the top of the budget workspace to enter the cost share workspace.



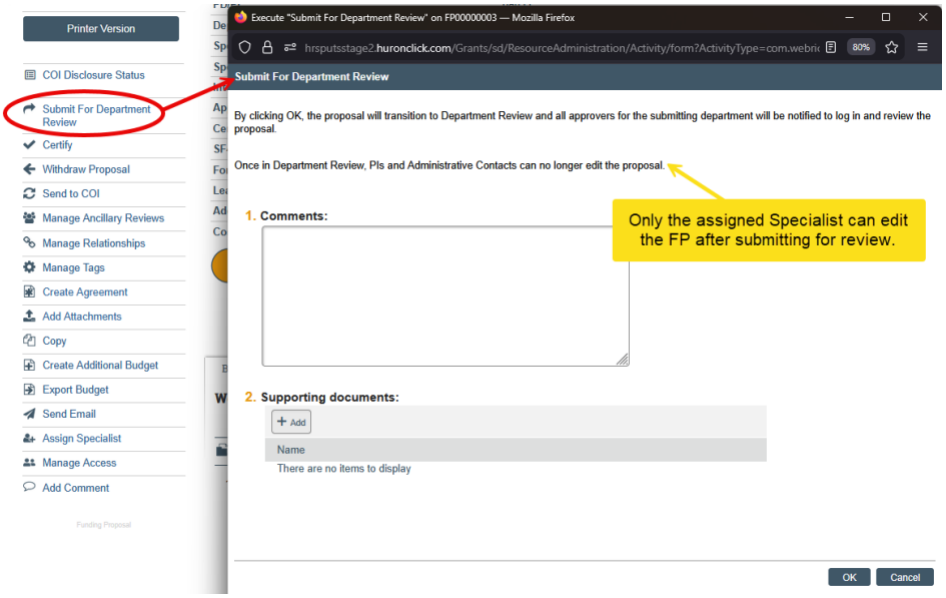
Submit for Department Review

Once the FP and budget smart forms have been completed and reviewed and all appropriate documents have been uploaded, it is time to submit the proposal for review.

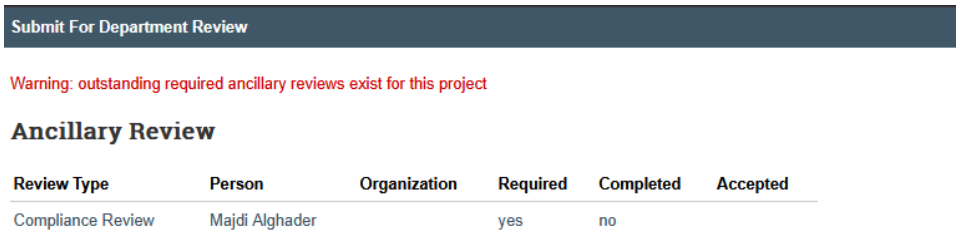
The PI, proposal admin, and anyone with edit access can submit the FP for review.

NOTE: The FP locks down after it is submitted for review, and only the assigned Specialist can make edits.

1. On the FP workspace, click the blue "Submit for Department Review" activity on the left. The system will validate the FP smart forms (it does not validate budget smart forms) and generate a slide-in.



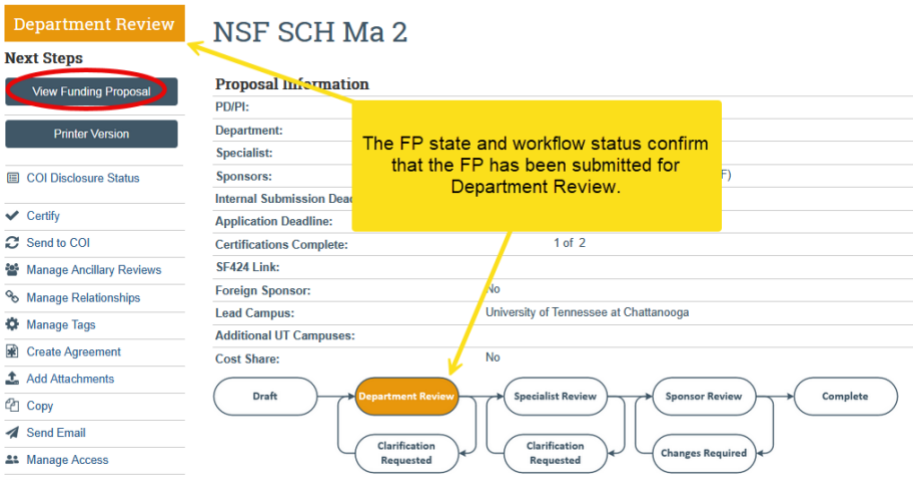
2. If ancillary reviews were manually added to the FP before routing (such as for cost share or compliance), then the activity window will note that ancillary reviews have not yet been completed, but it will not prevent routing, and there is no action for the PI to take.



3. Any comments or attachments you add in this activity window will be sent to approvers in the email notification they receive and be recorded in the History tab on the FP workspace.

4. Click OK in the slide-in screen to complete the activity.

5. Back in the FP workspace, the state of the FP and its workflow have changed to Department Review and the FP smart forms are now view only.



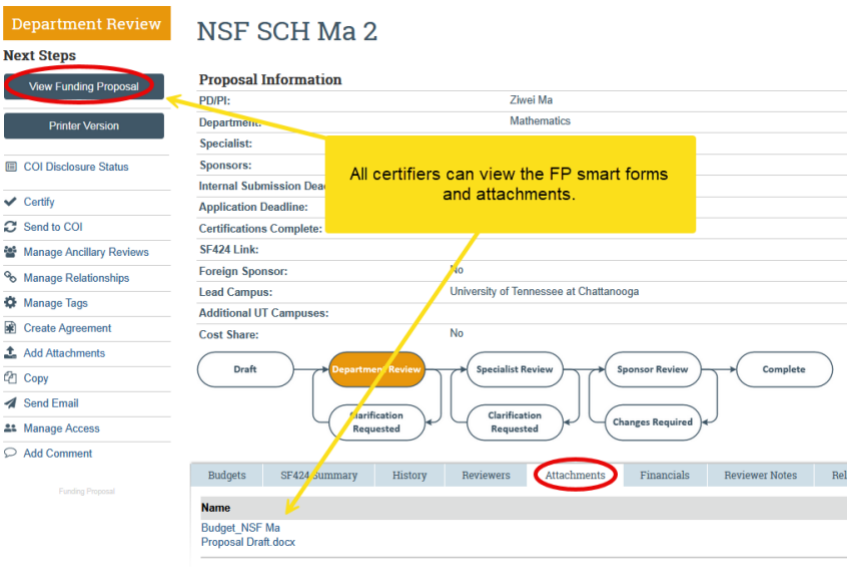
Additional Pre-Award Requirements

Certify the Proposal

Once the FP has been submitted for department review, the PI and all applicable project personnel will be notified to log in to certify the FP record. Applicable project personnel are those for whom the Proposal Certification field on the Personnel slide-in screen was marked YES.

1. Click the link in the email notification to navigate to the FP workspace. You can also reach the FP workspace from your DASH Research Inbox.

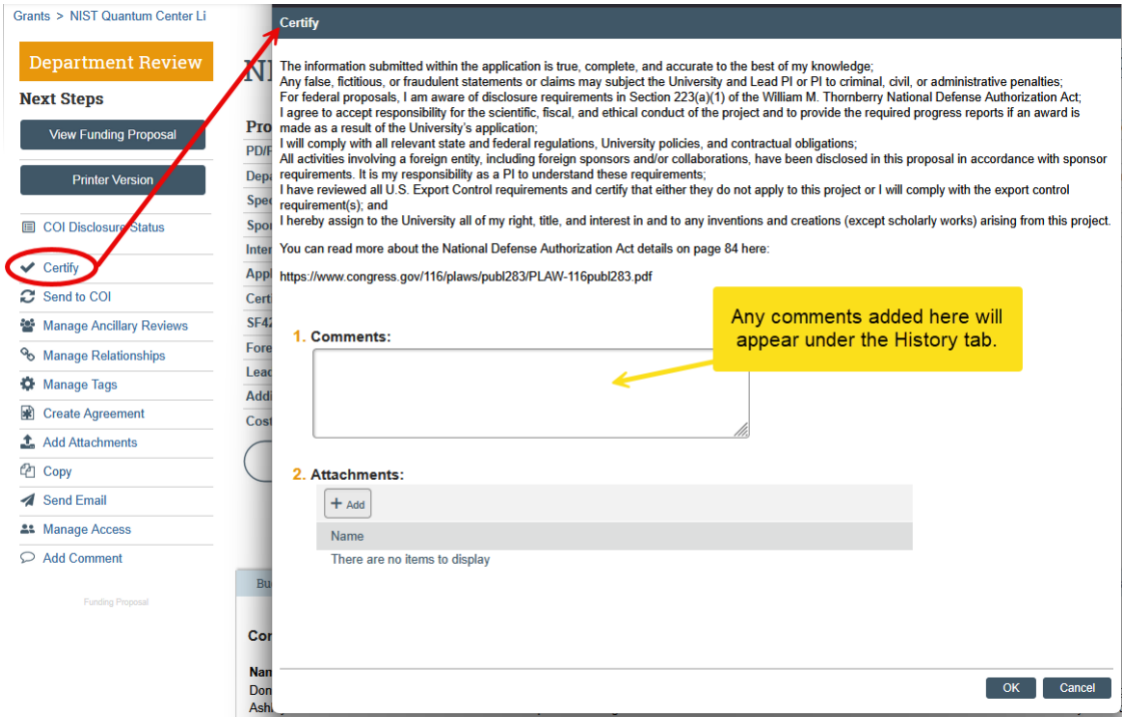
2. As needed, click the "View Funding Proposal" button to review the smart forms and review proposal documents listed under the Attachments tab.



3. Select the “Certify” activity on the left.

4. In the activity window, review the attestations and enter any applicable comments. Do not add attachments here.

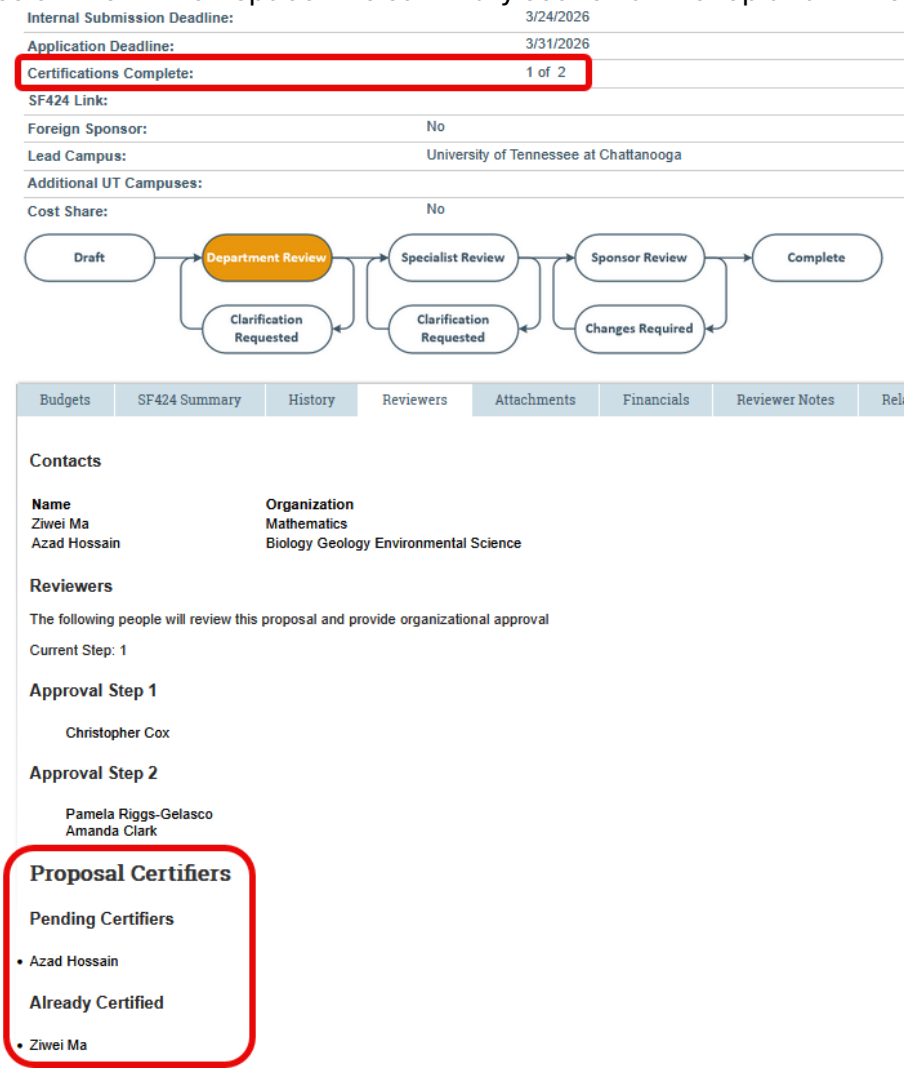
5. Click OK to complete the activity.



6. Back in the FP workspace, a record of your certification and any added comments appears under the History tab.



7. The PI and proposal admin can also monitor how many certifications have been completed in two places on the FP workspace: the summary section at the top and in the Reviewers tab.



NOTE: the Certify activity button will remain until all required personnel have certified. If your certification is recorded under the History and Reviewers tabs, you do not need to complete the activity again.

Update COI Disclosure Profile

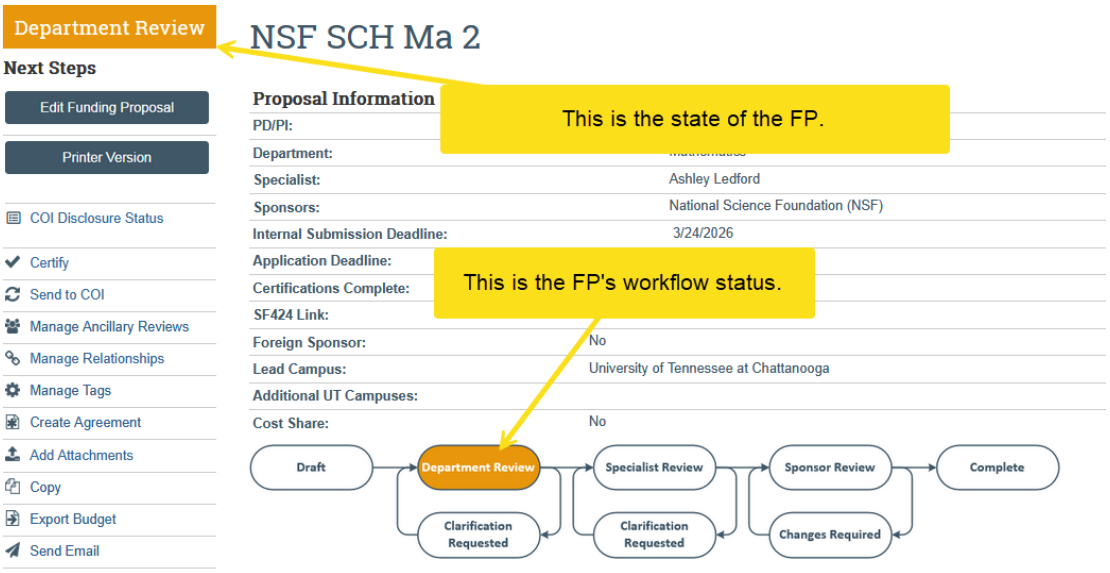
UT Policy requires all named personnel to have updated their COI Disclosure Profile within the 30-day window preceding each proposal submission. The Grants and COI modules are integrated in DASH Research.

Once your campus's central office initiates the Send to COI activity, you will receive an email notification asking you to update your COI Disclosure Profile in DASH Research.

1. Follow the link in the email notification to access your profile.
2. Make any necessary updates and click the "Submit the Disclosure Profile" activity on the left.

FP Lifecycle Overview

The **state** of the FP will always appear in the orange box in the top left corner of the FP workspace. The state is tied to the completion of certain activities (e.g., Submit for Department Review; Specialist Request Changes, etc.).



The FP's **workflow status** is noted in the workflow diagram in the center of the FP workspace. The workflow status is tied to the group currently responsible for acting on the FP. For example, in Department Review, the FP will be in the inbox of the appropriate reviewers

A high-level overview of the primary workflow status is provided in the table below:

Workflow Status	Triggering Action
Department Review	The PI or another user has completed the Submit for Department Review activity.
Specialist Review	Step 1 and, if applicable, Step 2 department reviews have been completed. The central sponsored program's office assigns a Specialist to review.
Clarification Requested	The Step 1/Step 2 department reviewer or the Specialist has requested clarifications from the project team.
Sponsor Review	The Specialist has recorded the submission to the sponsor or has used the System-to-System feature to submit the FP to the sponsor.
Changes Requested	The Specialist has reopened the FP for edits to respond to a just-in-time request from the sponsor.
Complete	The FP has been processed as funded, declined or withdrawn.

Responding to Requests for Changes

Once the FP is submitted for department review, it becomes view only for all editors, including the PI. If changes are needed to the FP or budget smart forms after routing, alert your Grants Specialist.

In most cases, the Specialist will make the change on your behalf. However, the system allows department approvers to return the FP to the PI for edits during routing, and your Specialist may also occasionally need to return the FP to you for edits, especially in response to a just-in-time request from the sponsor.

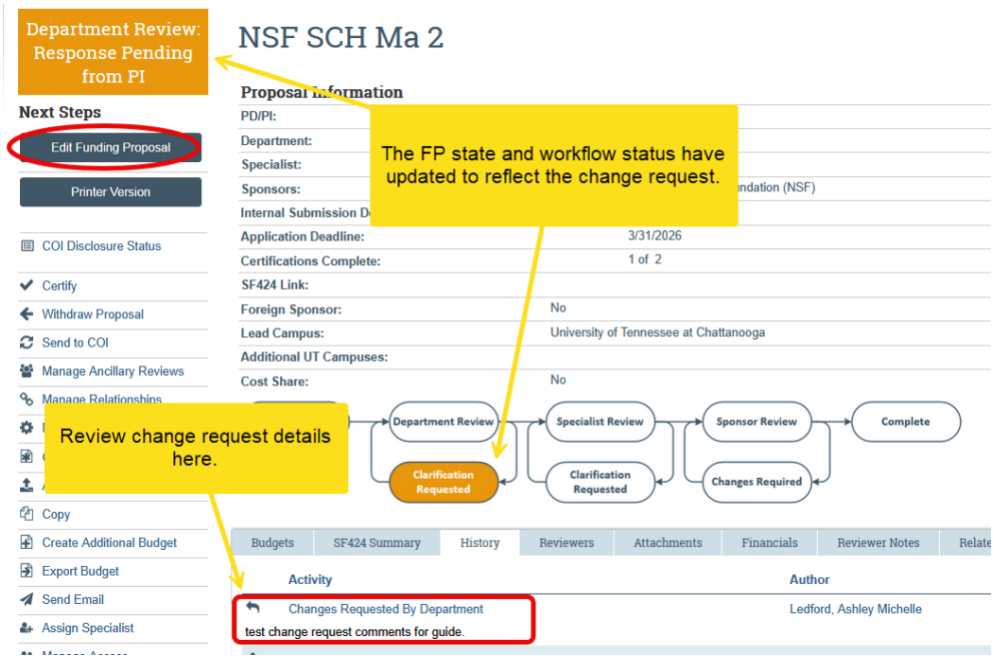
In these circumstances, follow the guidelines below to respond to requests for changes.

Changes During Department or Specialist Review

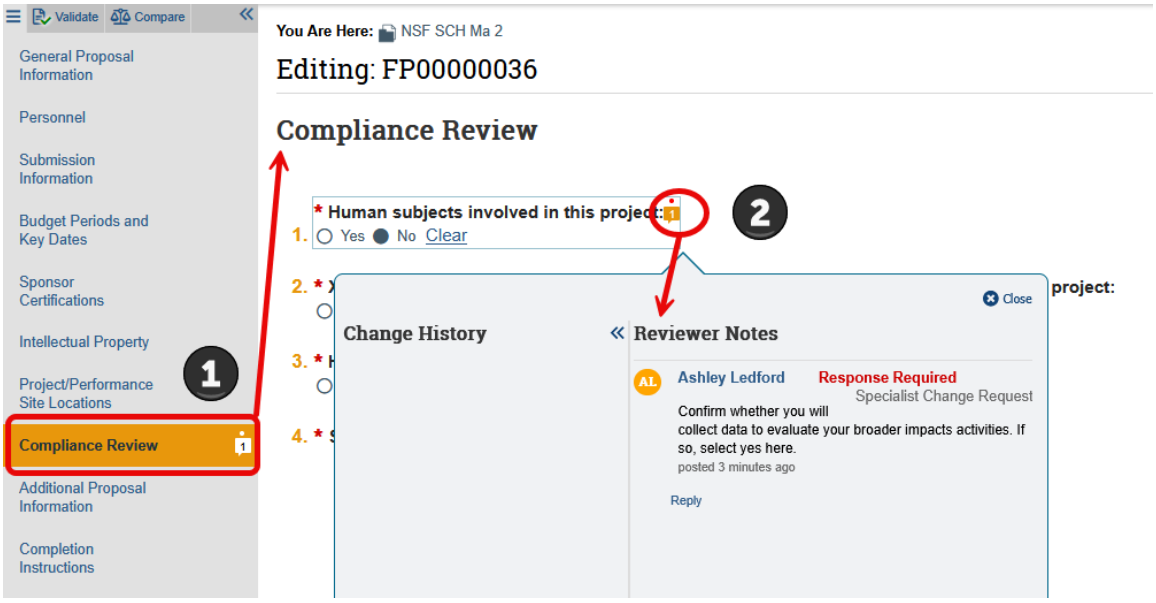
The department approvers or the assigned Specialist have the option to return the FP to the PI to make edits. When this activity is triggered, the PI and proposal admin will receive an email notification.

1. Click the link in the email notification to navigate to the FP workspace. You can also reach the FP workspace from your DASH Research Inbox.

2. The FP state has updated to “Response Pending from PI”, the workflow has updated to “Clarifications Requested”, and the smart forms have been reopened for edits. You can view the details of the change request under the History tab.



3. Enter the FP smart forms. If the department reviewer or specialist added a comment within the smart forms, a comment box will appear next to the form heading and the applicable field(s). Click the comment box to open the reviewer notes.



4. Make the requested changes directly in the smart forms.

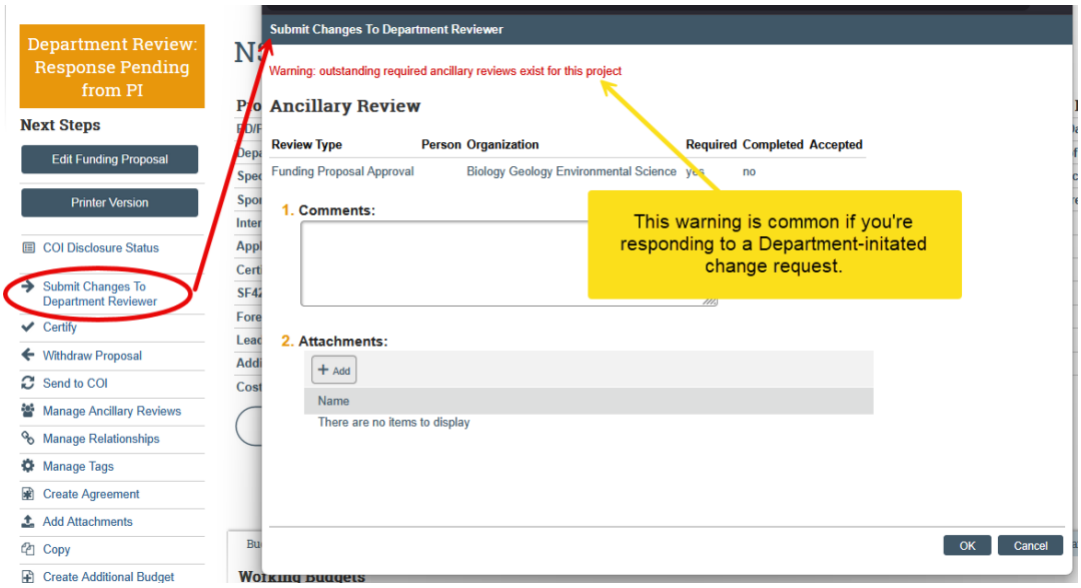
5. Re-open the comment box and reply to the comment to confirm the changes have been made (or provide a justification for not making the change).



6. Once you have made all the changes and responded to each comment, exit the smart forms and return to the FP workspace.

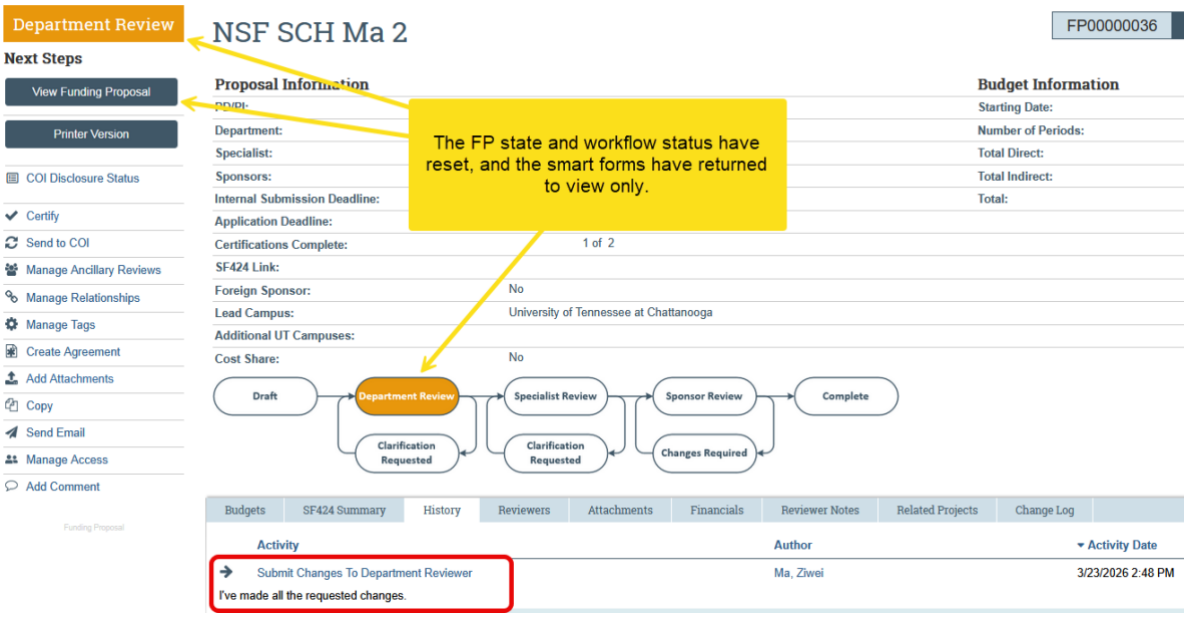
7. Select the “Submit Changes” activity on the left. The activity may read “Submit Changes to Department Reviewer” or “to Specialist,” depending on the FP’s workflow status.

8. You can ignore warnings about outstanding ancillary reviews. These are common at this stage and will not prevent you from continuing.



9. Enter any relevant comments, but do not add attachments here. Click OK to complete the activity.

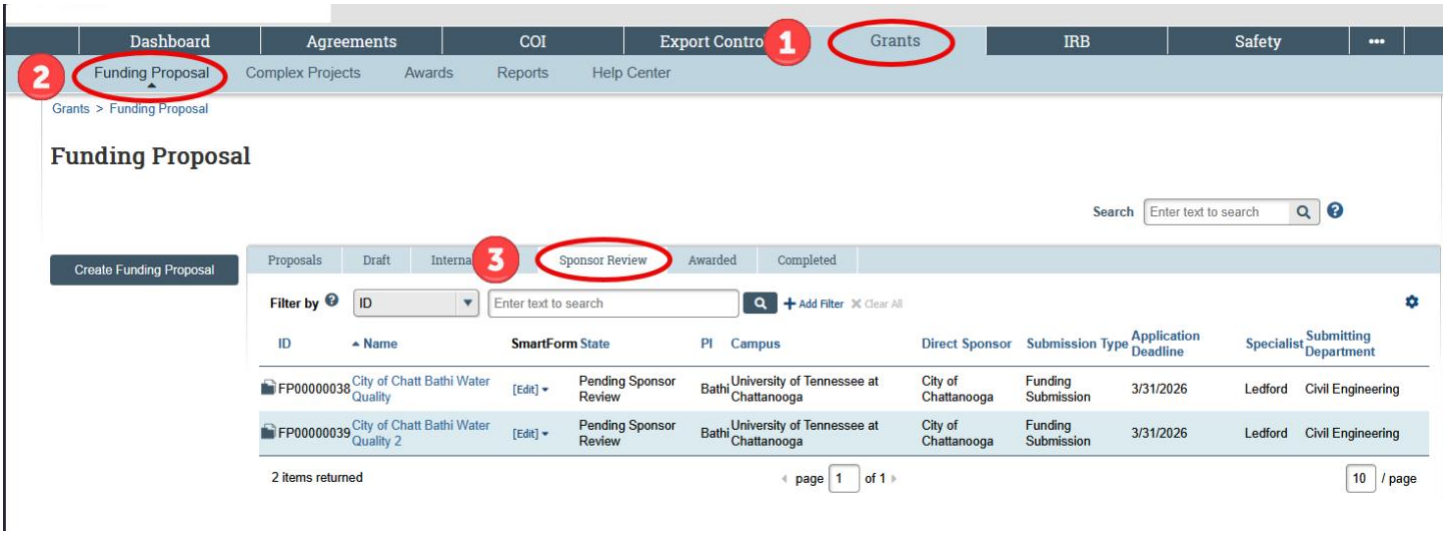
10. Back in the FP workspace, the FP has returned to view only, the FP state and workflow status have reset, and a record of the activity appears under the History tab.



Post-Submission Changes

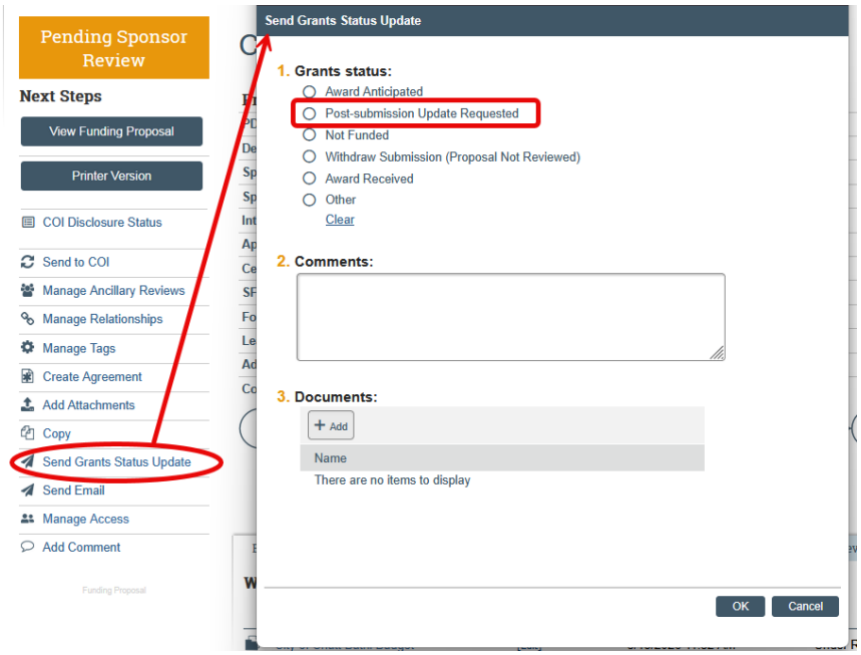
If a sponsor has requested changes to the proposal prior to making an award, the PI or proposal admin can request that the Specialist re-open the FP for edits.

1. Navigate to the workspace of the FP that needs to be updated. The easiest way to search for a grant that has been submitted is from the FP section of the Grants module. FPs that are pending a decision from the sponsor will appear under the Sponsor Review tab.

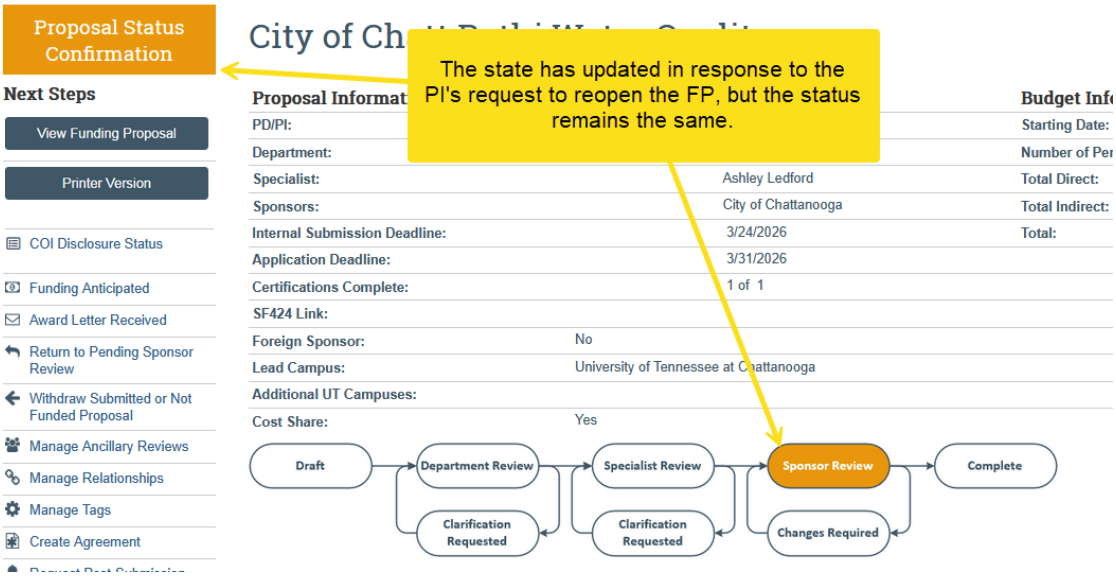


2. Once you're in the correct FP workspace, select the "Send Grants Status Update" activity on the left.

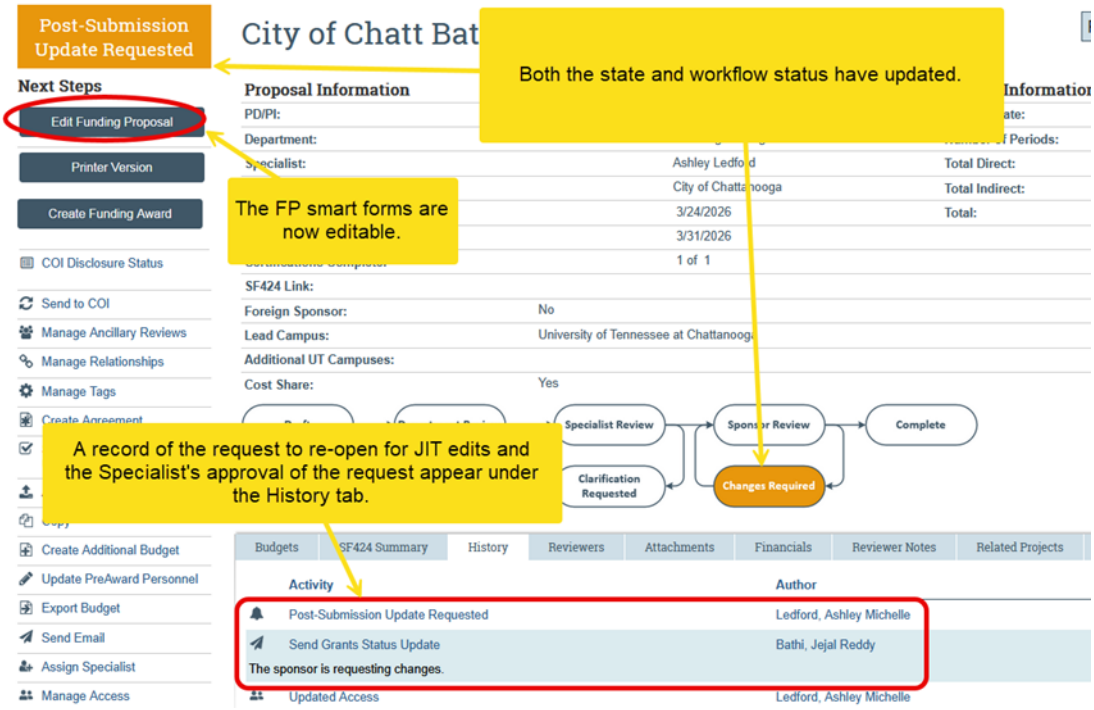
3. In the activity window, select "Post-submission Update Requested" as the grant status, add any comments or documents from the sponsor, and click OK to complete the activity.



4. Back in the FP workspace, the state has changed to "Proposal Status Confirmation," but the workflow status has not moved.



5. Once the Specialist reviews the request and completes the activity to re-open the FP, both the state and workflow status have updated, and the FP smart forms are now editable. Both activities are recorded under the History tab.



6. Click the "Edit Funding Proposal" activity to enter the FP smart forms. Make all necessary edits following the guidelines above. Remember to validate the forms before returning to the workspace.

7. Open the Add Attachments activity to replace documents with revised versions or add newly required documents.

8. Once all edits have been completed and the revised documents have been uploaded, notify your assigned Specialist via email.

   Do not use the "Submit Post-Submission Update" activity. This records the submission of the just-in-time action to the sponsor and must be completed by the assigned Specialist.

Optional Activities

There are a few additional activities available to the PI and proposal administrator.

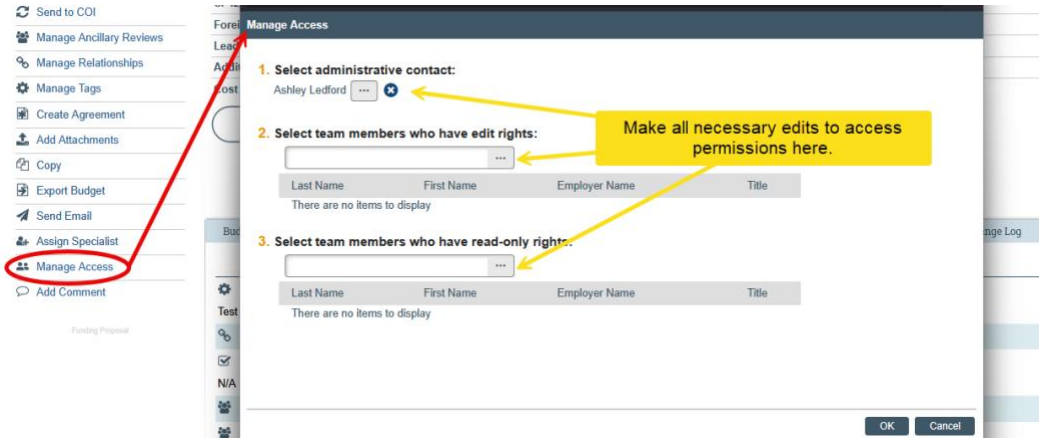
Manage Access

The PI and proposal administrator can assign edit and view-only rights to new personnel without opening the smart forms. This activity can be completed while the FP is in any state.

1. While in the FP workspace, select the "Manage Access" activity on the left. The activity slide-in links directly to the Personnel screen in the FP smart form.

2. Add the new personnel in the applicable screen, as needed.
   a. **Do not delete any personnel from the list** as it will hinder efforts to collect current and pending support information.

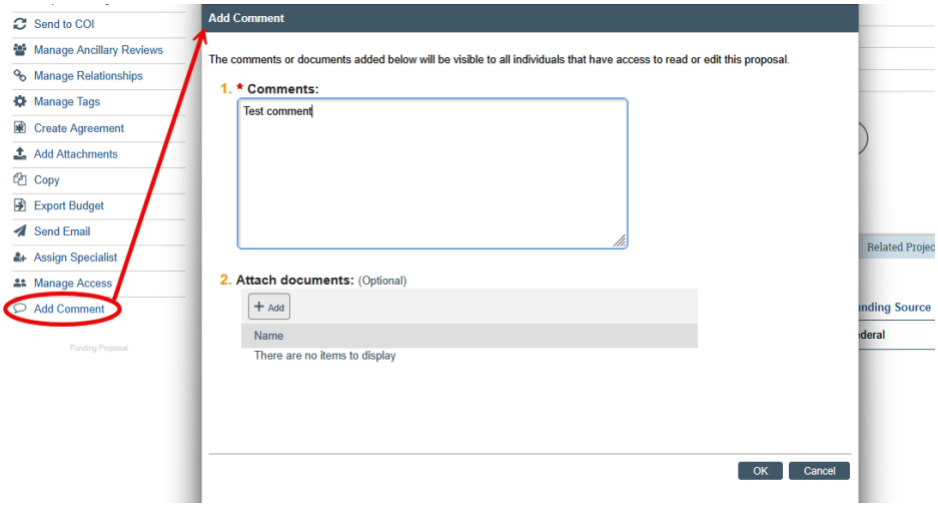
3. Click OK to complete the activity.



Add a Comment

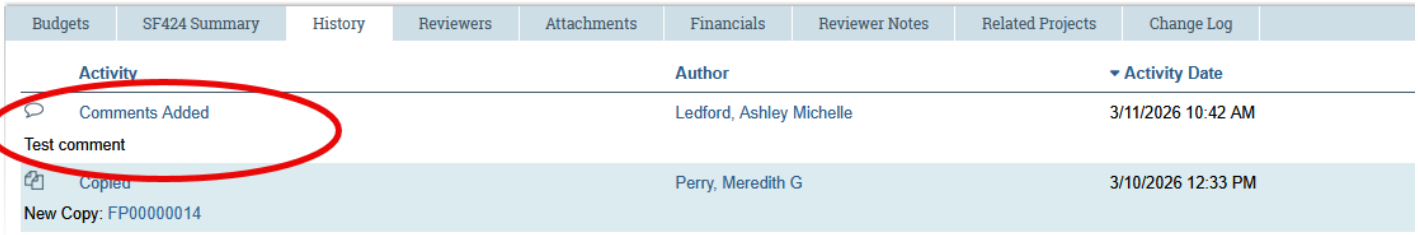
The PI or proposal administrator can add comments about the FP. **Do NOT use this activity to request changes**; email your Specialist instead.

1. On the FP workspace, click the "Add Comment" activity on the left and add the appropriate comment. Do use this activity to add attachments.



2. Click OK to complete the activity.

3. The comment, including any attachments, is recorded under the History tab of the FP Workspace.



Send an Email

The PI and proposal administrator can send an email to the Specialist or the proposal team from the FP workspace. Your campus may or may not use this feature.

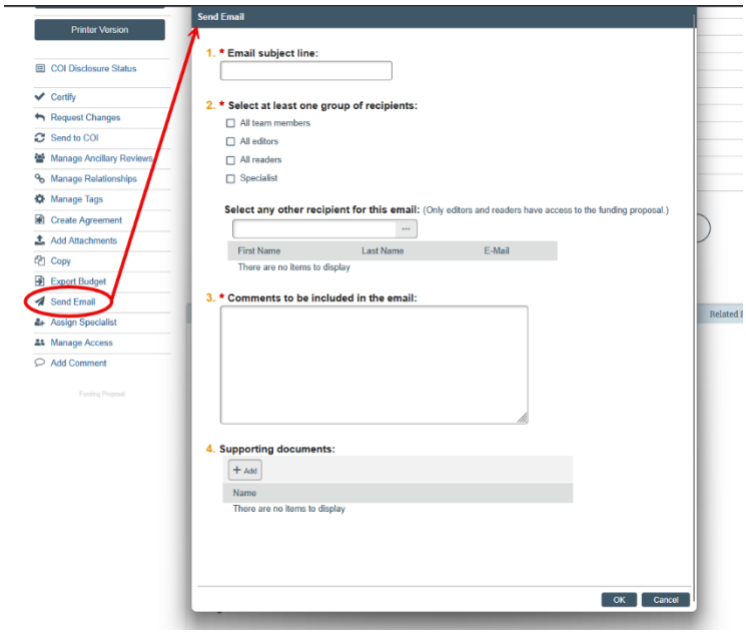
1. From the FP workspace, select the "Send Email" activity on the left to open the activity window. Enter a subject line consistent with your campus' procedures.

2. Select the appropriate group of recipients and/or add other individuals to the recipient list from the picklist. Make sure the individuals you add manually have view or edit access to the FP. Use the Manage Access activity to update permissions, as needed.

3. Use the Comments section to write the body of the email.

4. Add any supporting documents.

5. Click OK to send the email.



6. A record of the email is saved in the History tab of the FP/Award Workspace, along with the comments and any attachments.



Do Not Use

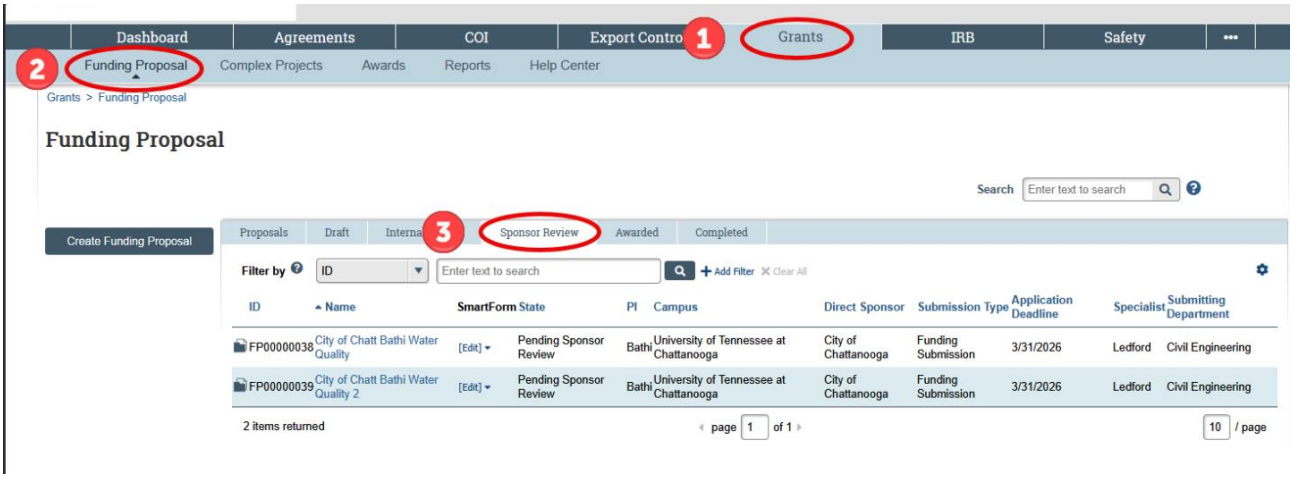
The following activities are for central office administrative purposes only. Do not use or modify the contents of these activities in any way:

- Manage Ancillary Reviews
- Manage Tags
- Manage Relationships

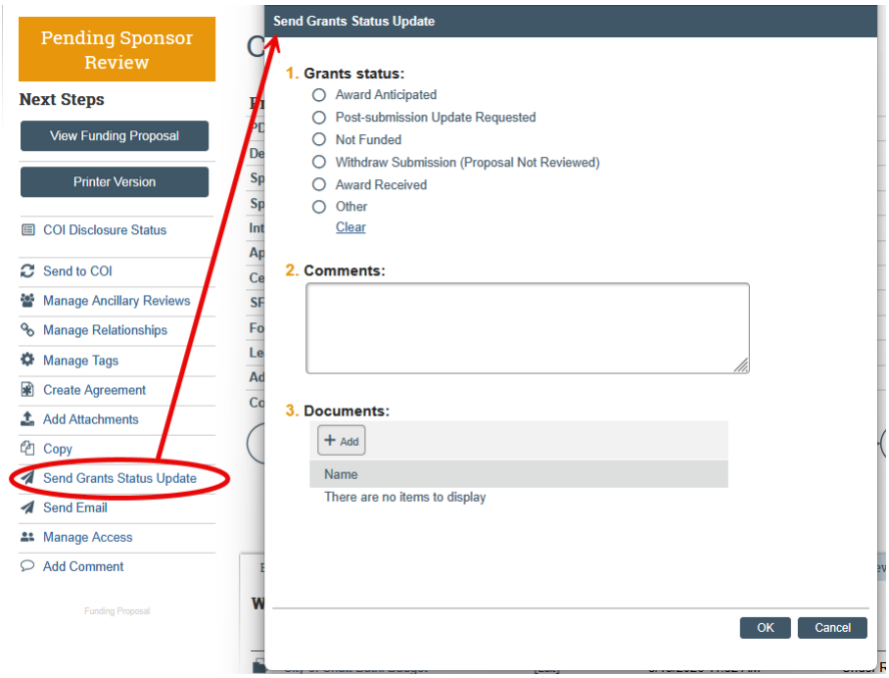
Sharing Sponsor Notifications with Central Office

The PI and proposal administrator can share sponsor notifications with the central sponsored projects office through the Grants Module.

1. Navigate to the workspace of the FP that received the sponsor update. The easiest way to search for a grant that has been submitted is from the FP section of the Grants module. FPs that are pending a decision from the sponsor will appear under the Sponsor Review tab.



2. Once in the correct FP workspace, select the "Send Grants Status Update" activity on the left.



3. In the activity window, select the appropriate grant status using the guidance below and add any documents you received from the sponsor.

    a. **Award Anticipated** – Select if you have received a notification that your proposal has been recommended for funding but have not received the official award.

    b. **Post-Submission Update Requested** – Select to notify the Specialist of a just-in-time request. See above.

    c. **Not Funded** – Select if you received a notice of decline from the sponsor or if it was returned without review.

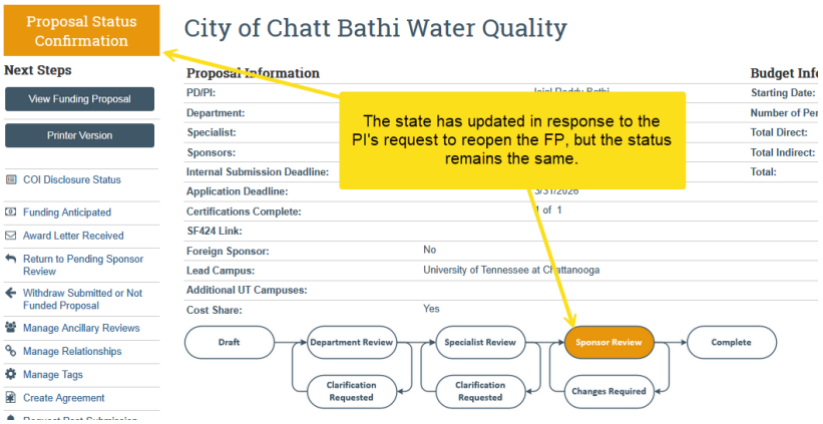
    d. **Withdraw Submission** – Select if the sponsor has requested that you withdraw the proposal.

e. **Award Received** – Select only if the sponsor has sent you the official award document or contract.

f. **Other** - Select only if one of the above does not apply.

4. Click OK to complete the activity.

5. Back in the FP workspace, the state has changed to "Proposal Status Confirmation," but the workflow status has not moved.



6. Once the Specialist reviews the request and completes the appropriate activity, the workflow status will update to "Complete" and the state will reflect the sponsor's decision (e.g., "Award Received" or "Not Funded") or UT-initiated action (e.g., "Withdrawn").