

*Office of the Dean*

**SUBJECT:** External Grant Proposal Submission

**DATE:** June 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure is to describe the process used to submit external grant proposals. Related entities: [Office of Research Services \(ORS\)](#), [Office of Research & Innovation \(ORI\)](#), [Human Sciences Research Office](#)

**REVIEW:** This OP will be reviewed when changes are necessitated by new college or university policies.

## **PROCEDURE**

One of the strategic priorities of Texas Tech University is to expand and enhance research and creative scholarship. Research productivity is a major measure of accomplishment in the university's quest to become an AAU-like Institution. Faculty research productivity is the engine that fuels broader research success. While there are many types of important research, particularly valued is that which is funded externally by federal agencies. Consequently, faculty members are expected to develop and submit external grant proposals. The grant proposal submission process is described below.

## **PROCESS**

[The Office of Research Services](#) (ORS) provides centralized administrative and management services for sponsored projects. Pre-Award Services assists with proposal preparation and submission and award negotiation to federal and non-federal agencies, as well as reviewing, negotiating, and processing grant acceptance documents. Please see the Pre-Award Services section of the ORS webpage for valuable information and assistance (e.g., forms, budget prep guidance, etc.).

During the grant development and preparation stages, the [Human Sciences Research Office](#) can provide valuable assistance. They can provide reference material for grant preparation and revision and examples of completed grant applications. Staff members are also available to review, discuss and advise during the grant development process and assist with the Cayuse electronic submission system as needed. All grant applications must be reviewed and signed off by the faculty member's Department Chair and the COHS Research Office before submission to ORS.

All grant proposals are to be developed and submitted using the electronic Cayuse system with access found on the [ORS webpage](#). Use the Cayuse Live link (note: Cayuse training is just for practice). Once logged into the system (via eRaider), click on the SP button to create a proposal and to initiate proposal routing and approval. The ORS formally submits most sponsored project applications, although PIs are on occasion eligible to do so independently but must inform ORS of their intention.

The following steps should be taken when determining how a grant proposal is to be routed for approval and notification.

1. The Principal Investigator (PI) should fill out all information under Cayuse SP (getting assistance from ORS personnel or COHS Research Office staff as needed).
2. The PI certifies their proposal by clicking the certification button in Cayuse SP.
3. Co-PI(s) will receive a certification notice(s) via email and should provide their certification(s).
4. The Department Chairperson(s) and Research Dean(s) will also receive an automatic email that shows proposal approval information. Both the Chairperson of the Department and the COHS Research Office will review all information before final approval by the Associate Dean for Research.
5. Generally, approved proposals will be handled by ORS personnel who submit them to the external funding agency unless otherwise specified by the PI who wishes to submit on their own. The ORS needs a minimum of five business days prior to the submission date to review, approve and formally submit.

#### **DOCUMENTS INCLUDED**

Office of Research Services (ORS) <https://www.depts.ttu.edu/research/ors/>

Office of Research and Innovation (ORI) <https://www.depts.ttu.edu/research/>

Human Sciences Research Office <http://www.depts.ttu.edu/hs/research/>