

Department of Physics – Grants & Contracts

send ALL questions to grants@physics.utexas.edu
do NOT send questions directly to Mercy, Chris, or Virginia

	Task	Lead	Contact
PRE-AWARD			
	<p>Proposal development support includes collaboration with PI to: create detailed budgets & budget justifications; draft, format and copy/edit proposal documents; review proposals for compliance with sponsor, federal, state, local and university guidelines and regulations; create electronic proposal review form; upload proposal application packages to online sponsor interfaces; and ensure accurate and timely submission.</p> <p>Request PI status with OSP</p> <p>Provide guidance for corrections when proposals do not meet criteria.</p> <p>Liaise with the Office of Sponsored Projects and other research support offices on campus.</p>	Mercy Avellan	grants@physics.utexas.edu
	<p>CVs</p> <p>Biosketches</p> <p>Current and Pending Listings</p> <p>Publications</p>	PI and/ or Center Admin	
POST-AWARD			
	<p>PI updates/changes; Grant transfers</p> <p>Ad hoc (as requested) provide reports on budgets, salary/cost allocations, expenses, balances, and forecasting expenses</p>	Chris	grants@physics.utexas.edu
	<p>Credit requests</p> <p>No-cost extension requests</p> <p>Respond to and resolve various sponsor requests for information and assistance</p>	Chris & Mercy	grants@physics.utexas.edu
	<p>Process salary updates or corrections in Workday</p> <p>Transfers to update budget</p> <p>Process corrections to expenses including corrections to salaries for Salary Compensation Reports.</p> <p>Audit & expense compliance verification</p>	Chris & Virginia	grants@physics.utexas.edu
	<p>Salary Compensation Reports</p> <p>Technical progress/performance/ close-out reports required by Sponsor</p>	PI	
	<p>Assist with requesting/collecting needed deliverables from collaborators on joint proposals</p>	Center Admin	
RESOURCES			
	<p>Funding Opportunities Find OSP contacts PI Book</p>		