How to Submit Proposal to OSP

Once the proposal is completed in accordance with the sponsor guidelines, submit the proposal to OSP for review and submission to the sponsor.

1. Click **Submit For Department Review** on the proposal workspace.
   - *Department Review is OSP Review in UTRMS*

2. On the Submit for Department Review screen, select one of the assurance options:
   - If the **PI** is performing the action in UTRMS, they will click the box at the end of Line *As PI/PD for this submission, I approve the above endorsements.*

   - If the **anyone other than the PI** is performing the action in UTRMS, they will click the box at the end of Line 2:
     *As a member of this proposal team, I confirm the PI/PD has approved the above endorsements.*
3. Click OK

4. Congratulations! The proposal is submitted to OSP. The proposal record will show the status as Department Review and Elena Mota will be listed as the Specialist.

OSP will assign the appropriate Proposal Analyst and the proposal’s status will be updated to Specialist Review.