



RESEARCH & INNOVATION

Principal Investigator's Guide to Sponsored Projects

- 1 **Finding Funding Opportunities:**
Search for funding opportunities through the [Office of Research Development's webpage](#), [Pivot-RP](#), [Grants.gov](#), and other funding websites.
- 2 **Ensure Eligibility:**
Ensure that TAMU-CC is an eligible institution and that you are an eligible PI. Check if the opportunity is a limited submission (limit on number of submissions from an eligible institution). If it is a limited submission contact **The Office of Research Development (ORD)** by email (ResearchDevelopment@tamucc.edu).
- 3 **Proposal Intake Form (PIF):**
Fill out the [Proposal Intake Form \(PIF\)](#) at least three weeks prior to the submission deadline.
- 4 **Finalize Budget and Administrative Documents:**
Finalize your budget and provide all administrative documents to **Sponsored Research Services (SRS)** at least 5 days prior to submission.
- 5 **Technical Documents:**
Provide all technical documents to **SRS** by 8 am on the day prior to submission.
- 6 **SUBMIT!**
- 7 **Awarding Decision:**
Recommended: The Office of Sponsored Research Administration (OSRA) will process the award and set up the account.

Not Recommended: Visit with **The Office of Research Development (ORD)** to discuss resubmitting the proposal and/or finding other funding opportunities.

For additional resources and information, please visit: <https://www.tamucc.edu/research/>