

Office of Grants and Contracts Administration (OGCA)

The Office of Grants and Contracts Administration is the unit within UNT responsible for the review and submission of grant and contract proposals to federal agencies and other sponsors which includes both government agencies (federal and/or state) and private organizations (not-for-profits, industries). All proposals requesting funding from an external sponsor must go through OGCA, the only office on campus that has the legal authority, delegated by the President, to submit proposals on behalf of the Institution.

Each grant or contract proposal and award have guidelines that can vary in complexity. OGCA is made up of professional staff that can provide guidance in navigating the pre and post-award administration processes associated with each sponsor. We can assist Principal Investigators in ensuring proposals are submitted in conformity with specific agency specifications and that awards are administered appropriately and in accordance with the unique set of sponsor guidelines that govern each one.

When you identify a funding opportunity that matches your research or program interests, please complete the **Request for Grant Officer** form as early in the process as you can. The form is located at <http://forms.unt.edu/request-grant-officer-assignment> on the OGCA website. Please also provide us the link or website address associated with the funding opportunity and the Request for Proposal (RFP), Proposal Announcement (PA), etc., or other information that will help us in assisting you with your submission. A *Grants and Contracts Specialist* will contact you.

To learn more about submitting proposals to external sponsors feel free to contact OGCA and schedule an appointment with a *Grants and Contracts Specialist* at any time.

OGCA will be providing opportunities for you to attend training or information sessions in submitting proposals and in other areas of sponsored research and programs administration this fall and throughout the year, so we encourage you to watch for those details and to contact our office with any questions.

<https://research.unt.edu/faculty-resources/research-services>

Other faculty resources are also available at:

<https://research.unt.edu/faculty-resources/vice-president-for-research-and-economic-development>