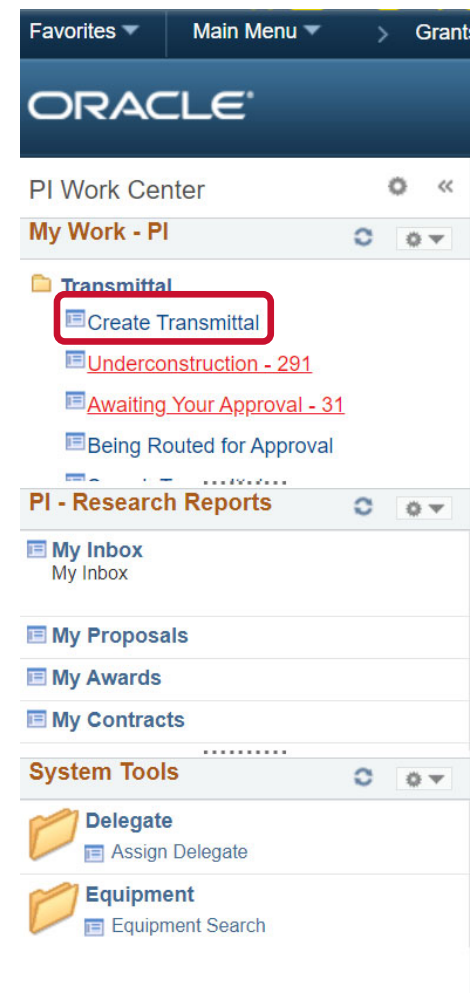# How to Create a Transmittal

- PI/RLO should create as soon as it is known that a proposal is needed based on department guidelines
  - Notify RLO/PI of Transmittal ID
  - Reference in emails
- Allows college/department ability to track items in progress
- Provides metrics for DOR monitoring of items in construction and approvals
- **Reminder:** Required for all submissions

How to Create a Transmittal

1. **Enter the proposal title. If it is unknown, enter TBD.**
2. **Choose the proposal type from dropdown.**
   - Administrative
   - Continuation
   - New
   - Renewal
   - Resubmission
   - Supplement
3. **Select the sponsor ID**
   - Click the magnifying glass
   - Select Advanced Lookup
   - Choose "Contains" for search by Name
   - Enter sponsor name
   - Search
   - Click sponsor ID hyperlink
   - If not listed, select the box so a request can be submitted to DOR Systems & Reporting to create
4. **Enter the PI's employee ID**
5. **Department will auto populate based on home dept**
   - Manually change if this does not reflect dept that the proposal is being submitted under
6. **Select yes or no to note an AGENCY deadline**
7. **Enter deadline date if "Yes" was selected**

New Transmittal

New Transmittal Application

SetID 00730   **Transmittal ID** NEXT

*Transmittal Title: SUBMITTING A TRANSMITTAL FOR A NEW PROPOSAL

*Proposal Type: New

*Sponsor ID: 100867   National Institute of Health - Office of

☐ **Click here if sponsor doesn't exist in the list**

*Principal Investigator Empl ID: 8018508   Gary,Shannon

*Department: H0282   GRANTS AND CONTRACTS

Is there a deadline ? Yes

Deadline Date: 02/29/2024

Continue with Transmittal Detail Form

💾 Save   📧 Notify

Division of Research
UNIVERSITY OF **HOUSTON**