Part A. TRANSMITTAL DEVELOPMENT

The University Division of Research (DOR) utilizes the Peoplesoft Grants system to house and administer research grant proposals. Pre-award research administrators (i.e. Research Liaison Officers) initiate internal documents called transmittals that are routed electronically for approval by email. The notifications are hierarchical in format to the respective Principal Investigator (PI), Department Chair, College Dean and finally the research administrator. If multiple PI's are involved in the project, their respective Chair and Dean will also be notified and required to approve the transmittal.

Transmittals approvals should be obtained **prior** to proposal submission.

The Research Liaison Officer is responsible for the development, monitoring and final approval of transmittals. Complete the Transmittal Request Form (link) and submit to the Research Liaison Officer. This tool is used to provide the basic information necessary to support your grant proposal effort, and to initiate the transmittal.

Once the transmittal is created, it can be accessed for approval by logging into AccessUH (https://accessuh.uh.edu/login.php) and click on the PI WorkCenter icon.

PI WorkCenter

Part B. PROPOSAL DEVELOPMENT AND SUBMISSION

While transmittals are processing for approvals, the Principal Investigator is in the development and preparation phase of writing the grant for submission. The steps to proposal development and submission are:

1. Prepare to write your grant
    - Read the funding opportunity thoroughly
    - Consult Sponsor Program Officers and Development for guidance and collaboration
    - Prepare the Transmittal Request Form and submit to the Research Liaison Officer
    - Consult with the Research Liaison Officer to establish timelines, sponsor user accounts, and to determine proposal technical requirements
    - Make a checklist of required proposal components and activities
2. Draft the Proposal
    - Determine the budget requirements for your project and contact the RLO to assist in budget development. UH utilizes a Budget Tool-Fringe Benefits Calculator (excel spreadsheet) for budget development. It calculates the actual amounts for fringe benefits that are associated with personnel salary costs to be incurred and charged to sponsored projects. Contact Denise McGuire for assistance on how to use this form.
    - Review, edit and finalize your budget to include in your proposal

- Communicate with the Department administrators (DBA's and CBA's), Compliance (see below), Post-Award administrators, and/or Sponsor contacts when questions arise.

3. Complete the required UH processing documents and forms
    - Approve the transmittal in PeopleSoft Grants (go to Access UH) for continued electronic approval routing to the College Chair and Dean
    - Provide any contracts, indemnity clauses or other required documentation to the Research Liaison Officer

4. Submit your proposal to Denise McGuire in the Dean's Office
    - Submit your proposal to the Research Liaison Officer to review for completeness and compliance.
    - An Authorized Organizational Representative (AOR) signature will obtained.
    - Denise McGuire (or OCG) will submit the proposal to the sponsor and forward a submission confirmation receipt to you.

5. Notification
    - OCG will notify you when the sponsor has reviewed the application and made a decision. This can take several months depending on the sponsor.
    - OCG is responsible for the administration of all grants made at UH. They will provide the Notice of Award and other documentation.

6. If you need assistance contact the Dean's Office:
    - Denise McGuire (Research Liaison Officer) (713) 743-9237
    - Latricia Vaughns (Research Development Administrator) (713) 743-7210

C. COMPLIANCE

Contact the Research Integrity and Oversight (RIO) Office for compliance concerns including human subjects, animal subjects, Conflict of Interest, grant congruency and Responsible Conduct of Research (RCR). Complete the necessary training requirements in the recently launched Integrated Compliance Oversight Network (ICON) for:
- IRB/Human Subjects
- IACUC/Animal Subjects
- Conflict of Interest Certification

RESOURCES:

NIH-PHS Checklist
NSF Checklist pg. II-45
NSF Fastlane
eRA Commons
Grants.gov
PIVOT

CAYUSE
Pre-Award DOR
DOR Research Administration Tools
UH Research Teams
Training