**UH Tilman J. Fertitta Family College of Medicine Office of Research**

**Proposal Submission Timeline**

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| **When UH is the Prime** | |
| **Due to UH COM Office of Research prior to sponsor deadline** | **Proposal Item** |
| 4 weeks or 6 weeks if subrecipients included | ***Proposal Intent Form***, which includes:   * Sponsor Name * Application Type * FOA/ RFA * Project Title * Sponsor Deadline * Proposed Start/ End Date * List of UH Key personnel * List of subawards (please include subaward budget max) |
| 9 business days | ***Final Administrative and Supporting Documents:***   * Biosketches for all key personnel * Budget and Budget Justification * Letters of Support * Current/Pending support (when applicable) * Project Summary * Project Narrative * Facilities and other resources * Equipment * Vertebrate Animals (if applicable) * Human Subjects (if applicable) * Resource Sharing Plan * Data Management Sharing Plan |
| 9 business days | ***Subrecipient Documents:***   * Budget and Budget justification * Statement of Work * Signed Letter of Intent * Letter of Support * Key personnel biosketches * Facilities and other Resources |
| 7 business days | ***Transmittal Initiation; requested information from PI***   * F&A credit split * Intellectual credit split |
| \*3 business days | ***Final Science Documents:***   * Research Plan * Specific Aims * References |
| 2 business days | **Submission to the Sponsor by 12pm** |

*\*Research Administrator will compile full application into PDF for PI review and approval once final science is received.*