

# Proposal Submissions Guidelines

NSM Office of Research

Associate Dean for Research: T. Randall Lee

For questions or notifications, please send an email to [nsm\\_research@uh.edu](mailto:nsm_research@uh.edu) or your Research Liaison Officer:

Department	Primary Contact
Computer Science Mathematics TcSUH	Huanyi Greg Chu 713-743-5785 <a href="mailto:hychu@uh.edu">hychu@uh.edu</a>
Biology & Biochemistry Earth and Atmospheric Sciences	Stacy Smeal 713-743-6702 <a href="mailto:sjsmeal@uh.edu">sjsmeal@uh.edu</a>
Chemistry Physics CNRCS	David Stewart 713-743-5789 <a href="mailto:dstewart@uh.edu">dstewart@uh.edu</a>

## Generals Terms for Proposal Submissions:

- **Notify the Office of Research of your intent to submit a proposal at your earliest convenience.** The notification email should include the funding opportunity, a list of key personnel, a list of subrecipients (if applicable), the project title, and the project start and end dates (if known).
- Notify the Office of Research at least 15 days prior to the sponsor deadline if your proposal requires special or customized attention. A specific timeline will be developed on a case-by-case basis.
- The NSM Office of Research operates within normal University business hours. After-hours submissions can be accommodated but must be coordinated with your Research Liaison Officer at least 5 business days prior to the deadline.
- The Office can review or edit proposals, but additional time is required. Contact your Research Liaison for details.
- Failure to abide by the schedule(s) below will classify the proposal as "late." For late proposals, the PI assumes the risk that there will be insufficient time for an adequate review, for the correction of errors, and/or for submission before the sponsor deadline.

## Identify the type of proposal and follow the appropriate schedule below:

Due to NSM (business days before deadline)	Proposal item
<b>A. Pre-proposals, white papers, or letters of intent</b>	
5	<ul style="list-style-type: none"> <li>▪ The funding opportunity announcement or a link to it.</li> <li>▪ Project title</li> <li>▪ List of key personnel</li> <li>▪ List of subrecipient(s) and contact information for their grants officer (if applicable)</li> <li>▪ Project start and end dates (if known)</li> <li>▪ Draft budget and budget justification (if applicable)</li> <li>▪ Cost sharing requirements/requests (if applicable)</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Final budget and budget justification (if applicable)</li> </ul>
1	<ul style="list-style-type: none"> <li>▪ Final version of the document</li> </ul>

Due to NSM (business days before deadline)	Proposal item
<b>B. Full proposals where UH is the prime recipient (project lead)</b>	
15	<ul style="list-style-type: none"> <li>▪ The funding opportunity announcement or a link to it.</li> <li>▪ Project title</li> <li>▪ List of key personnel</li> <li>▪ Project start and end dates (if known)</li> <li>▪ Draft budget and budget justification</li> <li>▪ List of subrecipient(s) and contact information for their grants officer (if applicable)</li> <li>▪ Requirements or requests for cost sharing/matching (if applicable)</li> <li>▪ List of paid consultants (if applicable)</li> <li>▪ List of letters requiring institutional signatures (e.g., President, Provost, VPR, Dean, Dept Head)</li> <li>▪ Notice of any other unique sponsor-specific requirements</li> </ul>
10	<ul style="list-style-type: none"> <li>▪ Subrecipient items: <ul style="list-style-type: none"> <li>○ Subrecipient budget and budget justification</li> <li>○ Statement of work</li> <li>○ Signed letter of intent</li> </ul> </li> <li>▪ Signed letter of agreement to work as a paid consultant</li> </ul>
5	<ul style="list-style-type: none"> <li>▪ Final budget and budget justification</li> <li>▪ Project summary</li> </ul>
3	<p>Final supporting documents:</p> <ul style="list-style-type: none"> <li>▪ Biosketches for all key personnel</li> <li>▪ Current and pending support for all key personnel (if applicable)</li> <li>▪ Facilities and other resources</li> <li>▪ Equipment</li> <li>▪ Data management plan</li> <li>▪ Vertebrate animals</li> <li>▪ Human subjects</li> <li>▪ Signed letters of support/collaboration</li> <li>▪ Signed institutional letters</li> <li>▪ Other sponsor-specific support documents</li> </ul>
1	<p>Final scientific documents:</p> <ul style="list-style-type: none"> <li>▪ Research plan</li> <li>▪ Specific aims</li> <li>▪ Lay summary</li> <li>▪ Technical summary</li> </ul>
<b>C. UH as a subrecipient</b>	
15	<ul style="list-style-type: none"> <li>▪ The funding opportunity announcement or a link to it.</li> <li>▪ Name of primary institution</li> <li>▪ Name of lead PI and contact information for their grants officer</li> <li>▪ Project title</li> <li>▪ Draft budget and budget justification</li> <li>▪ Project start and end dates (if known)</li> <li>▪ Statement of work</li> </ul>
10	<ul style="list-style-type: none"> <li>▪ Biosketches for all key personnel at UH</li> <li>▪ Current and pending support for all key personnel at UH (if applicable)</li> <li>▪ Facilities, equipment, and other resources</li> </ul>