Guidelines for Proposal Submissions
NSM Office of Research
Associate Dean for Research: T. Randall Lee

For questions or notifications, please send an email to nsm_research@uh.edu or your Research Liaison Officer:

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General Terms for Proposal Submissions:

- **Notify the Office of Research of your intent to submit a proposal at your earliest convenience.**

  1. Send an email to your Research Liaison Officer to notify them of the proposal.

  2. Fill out our Grant Proposal Pre-submission Questionnaire. The online form collects the most pertinent information about the proposal, including the funding opportunity name, key personnel, subrecipients, the project title, the project start date, and project duration.

  3. Send a signed copy of the Malign Foreign Talent Recruitment Program (MFTRP) Acknowledgement Form to your Research Liaison Officer.

  4. Complete the online Pre-Award Checklist for Export Control & Information Security. Print the completed form as a pdf file and send to your Research Liaison Officer.

- The NSM Office of Research operates within normal University business hours.

- The Office can review or edit proposals, but additional time is required. Contact your Research Liaison Officer 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. In extreme cases, the proposal preparation process may be discontinued.

- The timelines in the tables below are for typical proposals. More time may be needed if your proposal has special requirements (i.e. cost sharing, budget breakdown by task), involves many investigators, multiple institutions, has a foreign component, or has a budget exceeds $5M. In those cases, notify the Office of Research as early as possible so we may develop a customized timeline for the proposal.

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

A. Pre-proposals, white papers, or letters of intent	
Due to NSM (business days before deadline)	**Proposal items**
10	Information collected in the Grant Proposal Pre-submission Questionnaire: ▪ Funding opportunity name and ID number ▪ Project title

	- List of key personnel - List of subrecipient(s) and contact information for their grants officer (if applicable) - Project start and end dates (if known) - Cost sharing requirements/requests (if applicable) Information provided by email: - Outline of the budget (if applicable) - Draft budget justification (if applicable)
5	Final budget and budget justification (if applicable)
3	Final version of the document

B. Full proposals where UH is the prime recipient (project lead)	
Due to NSM (business days before deadline)	**Proposal items**
25	Information collected in the Grant Proposal Pre-submission Questionnaire: - Funding opportunity name and ID number - Project title - List of key personnel - Project start and end dates (if known) - List of subrecipient(s) and contact information for their grants officer (if applicable) - Requirements or requests for cost sharing/matching (if applicable) - List of paid consultants (if applicable) - List of letters requiring institutional signatures (e.g., President, Provost, VPR, Dean, Dept Head) - Notice of any other unique sponsor-specific requirements Information provided by email: - Outline of the budget - Draft budget justification - Signed copy of the Malign Foreign Talent Recruitment Program (MFTRP) Acknowledgement Form (pdf file). - Pre-Award Checklist for Export Control & Information Security (Print the completed online form as a pdf file).
10	Subrecipient items: - Subrecipient budget and budget justification - Statement of work - Signed letter of intent - Signed letter of agreement to work as a paid consultant - Final budget and budget justification - Project summary Key personnel items: - Biosketches for all key personnel - Current and pending support for all key personnel (if applicable) - Collaborators and other affiliations (COA spreadsheet) (NSF, DOE) - Synergistic activities (NSF)

5	Final supporting documents: • Facilities and other resources • Equipment • Data management and sharing plan • Vertebrate animals • Human subjects • Signed letters of support/collaboration • Signed institutional letters • Other sponsor-specific support documents Final scientific documents: • Research plan • Specific aims • Lay summary • Technical summary

C. UH as a subrecipient or non-lead in a separately submitted collaborative proposal	
Due to NSM (business days before <u>sponsor or primary applicant deadline, whichever is earlier.</u>)	**Proposal items**
10	Information collected in the Grant Proposal Pre-submission Questionnaire: • Funding opportunity name and ID number • Name of primary institution • Name of lead PI and contact information for their grants officer • Project title • Project start and end dates (if known) Information provided by email: • Outline of the budget • Draft budget justification • Statement of work • Signed copy of the Malign Foreign Talent Recruitment Program (MFTRP) Acknowledgement Form (pdf file). • Pre-Award Checklist for Export Control & Information Security (Print the completed online form as a pdf file).
5	All proposal items: • Final budget and budget justification • Biosketches for all key personnel at UH • Current and pending (other) support for all key personnel at UH (if applicable) • Collaborators and other affiliations (COA spreadsheet) (NSF, DOE) • Synergistic activities (NSF) • Facilities, equipment, and other resources • Other documents required by the program and/or primary applicant