**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.*