

Grant Application Timeline Tenured and Tenure Track Faculty Support

To ensure a timely submission and optimal level of support, consider these timeframes when preparing to submit your grant proposal.

Contact the College of Education Associate Dean for Research to gain support from our pre-award specialist – Lori Armstrong – laarmstr@central.uh.edu. Proposal activity is guided by the timeline below and we hope that it helps you to achieve a successful submission.

Grant Application Timeline:

Phase I (2 Months Prior to Submission)

- Identify source of funding
- Identify submission/upload process (e.g., Cayuse, Research.gov, FastLane, etc.)
- Obtain necessary User IDs and passwords (e.g., eRA Commons, FastLane, etc.)
- Train in the appropriate upload process, if necessary or required
- Discuss idea with department chair and Associate Dean for Research
- Identify Investigator(s) of the research project
- Notify COE Office of Research of intent to apply by emailing for an appointment with pre-award support (laarmstr@central.uh.edu)
- Submit research design to Internal Review Board (IRB), if required prior to submission*
- If research involves Human Subjects, ensure CITI Human Research Training is up-to-date
- Identify sub-contracts, consultants, and any Memos of Understanding (MOUs) – if required by the funder or part of the design for the project

Phase II (1 Month Prior to Submission)

- Finalize any subcontracts, consultant agreements, or MOUs*
 - **This is a critical step. If there is insufficient lead time for this process, the PI may not be able to meet funder deadlines.**
- Meet with the COE Office of Research Team to review/plan a budget outline
- Ensure that Conflict of Interest form has been filed through ICON*

- Obtain approvals from the Program Director and Department Chair if any Course Release/Buyouts are included in proposal

Phase III (3 Weeks Prior to Submission)

- Send digital copies of grant components to the COE Office of Research Team for formatting and uploading*
- Finalize budget with the COE Office of Research Team

Phase IV (2 Weeks Prior to Submission)

- Complete the COE Proposal Routing Form and attach all appropriate documents (e.g., approve course release/buyout requests, abstract, etc.) and submit to the COE Office of Research Team for electronic routing/approvals.
- **Plan to be available to make revisions until the submission deadline**
- Complete any necessary revisions with the COE Office of Research Team
- If using NSF FastLane or Research.gov, release the proposal for Signing Research Official (SRO) access
- Back up any files and copies of the grant components

Phase VI (1 Week After Submission)

- **Plan to be available to check submissions and respond to any errors identified by the funder**

****Additional documents and forms may need to be completed.***

Pre-Award Grant Roles

I. Faculty Responsibility

- Discuss project scope and idea with faculty colleagues, department chair, Associate Dean for Research, and/or any other applicable college administrator.
- Conceptualize and author the project and proposal.
- Provide an outline of the budget components and all digital copies of grant components to the COE Office of Research Team.
- Maintain backup files and copies for records.
- Assure in writing that subcontractors/consultants agree to terms of the grant agreement.

II. College of Education Office of Research

Currently Lori Armstrong (laarmstr@central.uh.edu) is the certified pre-award administrator in the College.

The COE Office of Research will:

- Assist with interpreting Request for Applications and Request for Proposals, and sponsor regulations.
- Assist with processing documents for MOUs and contracts.
- Set up schedule or timeline for applying for funding.
- Initiate contact with the Office of Contracts and Grants and assists with communication with the Division of Research (DOR).
- Assist with budget planning including fringe benefit calculators, federal regulations, college and university procedures, etc.
- Assist with formatting documents according to funding agency guidelines.
- Assist with transmittal form electronic signatures and submissions.
- Assist with all grant submissions (e.g., Cayuse, Research.gov, FastLane, etc.).

III. Office of Contracts and Grants (OCG) Support Services will:

- Secure the signature of the Associate Vice Chancellor/Associate Vice President for Research or the Executive Director of Contracts and Grants on all necessary documents.