


Office of Contracts and Grants

The Office of Contracts and Grants (OCG) comprises three specialized offices offering comprehensive support for sponsored research activities. Research Administrative Services assists faculty with proposal submission, contract negotiation, and award management, while Research Financial Services handles financial aspects including billing, effort reporting and project closeout. Research Systems & Reporting facilitates research-related systems access and data generation for internal and external reporting needs.

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Principal Investigator (PI) Work Center

The PI Work Center is a web-based application that allows principal investigators access to important information necessary to manage their awards. There, PIs can create and route transmittals, access their inbox for function requests, view proposal, award, and contract summaries, project cost center management, and upload technical reports. Other system tools allow PIs to delegate tasks and search for shared equipment across the University.



PIs must log into *AccessUH* and click on the icon to access the PI Work Center.

Transmittals

Approved transmittals, initiated at the proposal stage, are essential for award setup. They drive metrics and impact efficient operations. Transmittals are required for all proposals, regardless of funding source. Maintaining updated transmittals is critical due to potential changes in delegated approvers. Numerous functions within the PI Work Center depend on well-completed transmittals.

Effort Reporting System (ERS)

Maximus ERS is an “after the fact” tracking system that assures the payment of salary and wages from external funds is consistent, accurate, allowable, and properly allocated to federal and non-federal sponsored grant activities.



PIs must log into *AccessUH* and click on the icon to access the portal.

Export Control Training

UH researchers are required to complete the online CITI training for Export Control. This training must be renewed every three years.

To sign up, please visit the CITI homepage at www.citiprogram.org/ and follow the instructions that will allow you to select MY Courses: “CITI Export Controls Course, Stage 1” from the dropdown menu.

