

## Office of Sponsored Programs External Funding Submission Practices and Policies FY2021

The Office of Sponsored Programs (OSP) offers support and guidance at the beginning, middle, and final submission phases of the proposal development process. Examples of OSP services include:

- Designing budgets
- Communicating with the funding agency (sponsor)
- Researching funding agencies and grant programs
- Providing sample letters of support or endorsement
- Advising about proposal development
- One-on-one coaching for proposal development

Ideally, proposal development and interaction with OSP should begin 2-12 months ahead of sponsor deadlines. This provides the necessary time to create a more competitive proposal with a higher likelihood of success. Submitting high-quality proposals also fosters a more positive impression of UHCL with funding agencies and with external collaborators. The earlier OSP is notified about your intent to submit, the better we can accommodate you, the better service we can provide, and the more likely the proposal will be funded.

### Internal Deadlines for Proposal Components:

Principal investigators (PIs) are encouraged to meet with the dean or supervisor of all personnel named on the project, to discuss the project idea, budget and time commitments early in the proposal development process. The **minimum** internal deadlines are as follows:

- **Seven (7) business days prior to funding agency due date:** Project abstract (or equivalent), final budget, and budget narrative/justification.
- **Five (5) business days prior to funding agency due date:** All other grant application documents.

These deadlines allow time needed for review, revision, internal approval, and final submission. More complex proposals or those with external partners and subawards will require more time. OSP will secure internal approval from the dean of the applicable college(s) and the provost prior to proposal submission, and will notify the PI immediately if either has a concern about the proposal.

### Types of Review:

When a completed proposal is delivered to OSP, two levels of review may occur: “Minimal” or “Comprehensive”. The type of review depends on the time until the deadline and the workload in OSP.

- **Minimal Review:** This review is **mandatory** for all UHCL external proposals (including UH System proposals), and no proposal may be submitted without this review. It ensures that the proposal meets the requirements of the sponsor, the request for proposals, and the UH Board of Regents. The minimal review is subject to the internal deadlines described above.

- **Comprehensive Review:** This review will be provided when proposal materials are submitted to OSP well in advance of the deadline. OSP will give feedback on the strengths and weaknesses of the proposal and offer suggestions for additional improvements. ***OSP needs at least ten days before the funding agency due date to provide this level of review.***

#### **Resubmission Review:**

This review is ***mandatory*** for resubmission of previously submitted unsuccessful proposals. PIs should consult OSP as soon as they think they want to resubmit, but ***at least 8 work weeks ahead of the agency deadline***. The PI must also provide all of the reviewer feedback from all previous submissions of the proposal, and work with OSP to address all weaknesses identified by reviewers.

#### **For more information, please contact:**

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