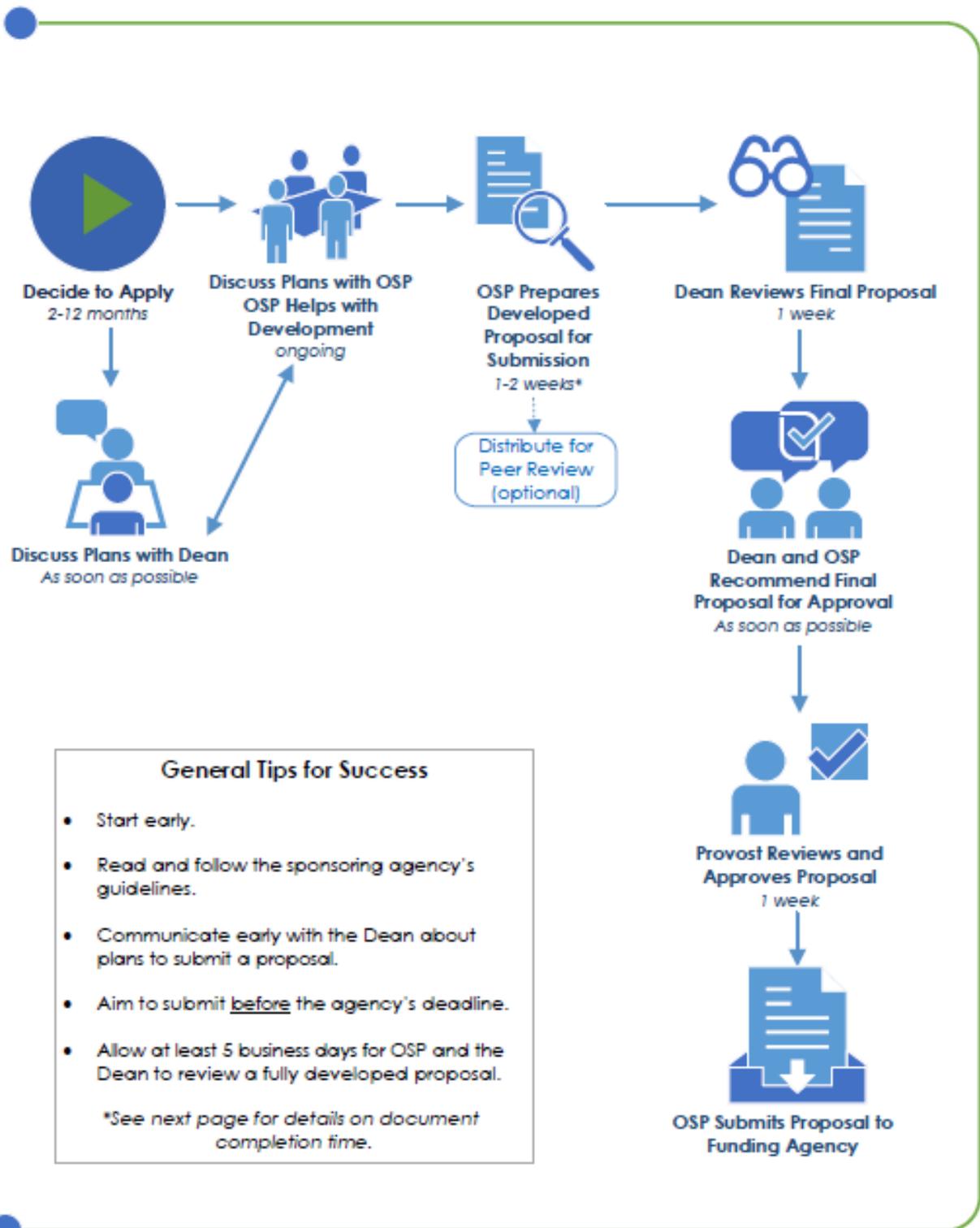


University of Houston Clear Lake

Office of Sponsored Programs

Internal Proposal Review and Approval Process



Commonly Required Documents	Estimated Time to Complete
Project Narrative	2-6 months depending on requirements 1-2 weeks to edit
Project Abstract/Summary	1 week to develop 2 days to edit
Project Timeline	1-2 weeks to develop
Budget	1-2 months to research line item costs 1 week to edit
Budget Justification/Narrative	1-2 months to research line item costs 1 week to edit
Biographical Sketch/Resume/Abbreviated CV	2 weeks to develop from scratch 2-4 days to edit existing CV to required page limit
Letters of Commitment	1-6 months to collect from partners
Facilities, Equipment, and Other Resources	1-2 weeks to develop
SF-424 (cover sheet for Grants.gov submissions)	1 day

Federally Required Internal Forms	Estimated Time to Complete
Financial Conflict of Interest Form	1 day 1 week to have signed by Dean
IRB Form/Committee for the Protection of Human Subjects Approval	1 week to complete form 2 weeks for review and approval
Grant Cover Sheet	1 day 1 week to have signed by Dean and Provost

Sponsor-Specific Required Documents	Estimated Time to Complete
Current and Pending Support Form (NSF)	1 week to develop from scratch 2 days to update with current information
Data Management Plan (NSF)	1-2 weeks to develop
Collaborators and Other Affiliations (NSF)	1 week to develop from scratch 2 days to update with current information
Human Subjects Narrative (IES)	1-2 weeks to write
Privacy Certificate (NIJ)	1-2 weeks to write 1 week to have signed by Provost
Project Staff List (NSF/NIJ)	1 week to develop
Conflict of Interest (NSF)	1 week to develop
Research Independence and Integrity (NIJ)	1 week to develop