



OFFICE OF RESEARCH AND SPONSORED PROGRAMS

What's new in the Office of Research and Sponsored Programs (ORSP)?

Fiscal Year 2025

Internal Submission of Grant Applications

As per our new [Interim Policy](#), faculty are required to notify ORSP, their Department Chair, and Dean at least 30 business days ahead of the grant deadline that they intend to apply. Reach out to your Department Chair and Dean via email and use our new [Intent to Apply for External Funding form](#) to notify ORSP. We need your grant application materials at least 10 business days before the deadline for review.

Financial Management of Grant Funds

All grant-funded transactions must be routed via OCG in PeopleSoft for approval before purchasing. If you are hiring with grant funds, you need to notate the grant cost center in the comments on your Human Resources (i.e. ePAR) forms; otherwise, your request may be denied.

New Research Administration Accountant

Help us welcome our newest accountant, Madeline Boysen, who will assist you with managing grant funds. She is a recent graduate of UHCL and joins us with the spirit of a Hawk.

Financial Conflict of Interest Disclosures (formerly called Conflict of Interest)

We are introducing a new form to comply with the Chips & Science Act of 2022 and University of Houston System (UHS) [SAM Policy 01.G.03](#). Investigators who have been identified as having a current grant-funded project or a pending/upcoming proposal will receive the new Qualtrics form via email on September 1. Faculty applying for grants throughout the fiscal year will be asked to complete the form on an as-needed basis. The form can be accessed from our [Conflict of Interest webpage](#).

Foreign Talent Recruitment Program Disclosures

Also in line with the Chips & Science Act, UHS has introduced [SAM Policy 01.G.04](#) - Participation in Foreign Talent Recruitment Programs. Faculty applying for federal funds will be required to sign an acknowledgement of this policy, which can be found [on our website](#). If you have a foreign interest to disclose as per this SAM, use the form for Financial Conflict of Interest to document this disclosure. *What do we mean by foreign interest? Read the SAM or contact us for more information.*

Cayuse IRB

As of September 1, IRB applications (approval for human subjects research) will only be accepted via Cayuse. We have developed a [short training module](#) that walks you through the basics. You can access Cayuse IRB from [go.uhcl.edu](#); look for the "IRB Application" button. If you have any questions or concerns, please contact Marlene Thomas at (281) 283-3015 or during her virtual office hours on Tuesdays and Thursdays from 2:30-3:30pm. [Link to Zoom Office Hours](#)

SMART IRB

UHCL is now part of SMART IRB, a platform that facilitates IRB reliance agreements (also called IRB Authorization Agreement, IAA, single IRB, or sIRB). If you are working with colleagues at another institution on a human subjects research project, you will need to initiate the agreement process in SMART IRB. Visit the [SMART IRB website](#) to view a walkthrough video and request investigator access.

Faculty Research Support Funds (FRSF)

Tenure-track University of Houston-Clear Lake faculty members are invited to submit research proposals for the Faculty Research Support Funds (FRSF) Fall 2024 competition. Proposals from assistant professors are especially encouraged. Deadline: Friday, September 20, 2024 at 5pm to sponsoredprograms@uhcl.edu
[See the Faculty Research Support Funds webpage](#) for more information