UNIVERSITY of HOUSTON | RESEARCH

Proposal/Award Life Cycle and DOR Office Processes and Services

PRE-AWARD (OCG)

Idea — Months before due date → 2 weeks out → 3 days out - PI Target Due Date → Proposal Due → Awaiting Sponsor Decision (approx. 6 mo.)

Identify a Funding Source
PI informs Pre-Award RA, Chair of intention to submit, especially if cost sharing.

Set PI Target Due Date
Ideally, three days or more before the sponsor's due date.

Start a RAMP Transmittal
Use RAMP to route approvals.

Submit Budget for Review
Email the budget to your Pre-Award RA.

Send Remaining Documents
Submit to Pre-Award RA for review.

Authorize Submission
Discuss proposal with Pre-Award RA. Confirm, if ready.

Sponsor's Due Date
OCG's goal is to submit two days prior to Sponsor's due date.

Notification of Award
Typically, OCG is informed by PI, or Sponsor's Notice of Award.

POST-AWARD (OCG)

Upon notification of an award

Negotiate & Accept Agmt.
Work with DOR Contract Officers to finalize terms.

Set up Funding
Express, interim, new or continuation.

Throughout the project

Awards Management
With DBA, manage cost center, budget and expenditures.

Nonfinancial Reporting
PI submits reports according to the award terms.

Cost Center Training
With DBA, train on how to reconcile and expend correctly on grant.

Issue Subawards & Contracts
May involve universities, businesses, or organizations.

Toward the end of the project

Closeout and Deobligation
Work with RFS to reduce budgets to expenditure amount.

FINANCE (RFS)

Throughout the project

Finance & Administrative
Manage, analyze and adjust F&A (indirect costs).

Invoices & Financial Reports
Issue invoices for payments due, run financial reports.

Audit Requests
Respond and coordinate fiscal audits.

Toward the end of the project

Project Closeouts
At end of an award, ensure successful closeouts.

TECH & STATS (RIC)

Throughout the project

RAMP
Online: Research Administration Management Portal.

Statistics and Data
Provide auto-generated reports and custom reports.

Systems Support
Manage technology and provide support to DOR centers.

Website Management
Training resources, information on DOR processess.

Communications
Publicize research. Electronic newsletters and pamphlets.

COMPLIANCE (ORPCC)

Prior to commencement of a project

Animal Care (IACUC)
IACUC oversees the animal care and use program.

Human Subjects (CPHS)
CPHS protects the welfare of persons involved in research.

Radiation Safety Cmte.
RSC protects personnel from radiation hazards.

Institutional Biosafety Cmte.
IBC oversees the safe use of biological agents.

Ongoing (may be yearly or as needed)

Other
Data Management. RCR. Export Controls. Conflict of Interest. Effort Reporting. Scientific Misconduct.

PATENTS (OIPM)

Research Stage

Open up Discussion
Speak with OIPM about research and publication plans.

Invention Disclosure Submitted

OIPM Review
OIPM decides on whether to file a Provisional Patent Application.

8 to 12 months later

More Data, Prototype
Explore your findings further. Maybe develop a prototype.

Filing for a Full Patent
IP Committee may vote to file for a full patent (U.S. or abroad).

3 to 5 years, or more

Patent Prosecution
Continuous involvement of PI is necessary. Patent may be granted.

Division of Research, updated 10/7/2011

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