NSM Office of Research  
Associate Dean for Research: T. Randall Lee  
Research Liaisons: H. Greg Chu, Chris Grant, Stacy Smeal

For questions or notifications, please send an email to nsm_research@uh.edu or email your primary research contact:

**Primary Research Contact**  
Greg Chu (713-743-5785)  
hychu@uh.edu  
Chris Grant (713-743-7669)  
cgrant3@central.uh.edu  
Stacy Smeal (713-743-6702)  
sjsmeal@central.uh.edu

**Department**  
Computer Science  
Mathematics  
Chemistry  
Physics  
Biology & Biochemistry  
Earth and Atmospheric Sciences  
CNRCS

### Advanced Notice Is Required for Review:

<table>
<thead>
<tr>
<th>Review</th>
<th>Notify Research Office Contact</th>
<th>Provide Financial &amp; Administrative Documents</th>
<th>Submissions per Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>5 business days before deadline</td>
<td>3 business days before deadline</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Expedited</td>
<td>3 business days before deadline</td>
<td>2 business days before deadline</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notification:**

Please email your primary research contact **as soon as you know** you would like to submit a proposal. In the notification email, please provide:

1) Solicitation information
2) PI name (lead institution, if subaward), list of Co-PI(s) and subaward(s)
3) Title of the proposal
4) Draft of the abstract

**Financial and Administrative Documents:**

1) Budget and personnel finalized, including all cost sharing & subaward documentation.
2) ALL finalized documents except research strategy/project description; may vary by project:
   - Cover Page
   - Current & Pending Support
   - Biosketches
   - Project Summary/Abstract (draft)
   - Vertebrate Animal/Human Subjects Sections

**Science/Technical Documents**

The “Science” of the project (i.e., Project Summary, Aims, Project Description and Research Strategy) must be submitted/uploaded no later than **3 hours** before the deadline. If you would like formatting and proofreading to be done on the science, it must be submitted 2 business days prior to deadline.

*For NSF grants, “Submit Access” must be granted 3 hours before submission deadline.*