NSM Office of Research
Associate Dean for Research: T. Randall Lee
Research Liaisons: H. Greg Chu, Ben Mull, R. Michelle Sauer

If you have any questions or need any documents, please send an email to nsm_research@uh.edu or to your primary research liaison:

**Primary Research Liaison** | **Department**
--- | ---
Greg Chu (713-743-5785) hchu3@central.uh.edu | Chemistry
Ben Mull (832-842-3711) bbmull@central.uh.edu | Biology/Biochemistry (excluding CNRCS) Physics Mathematics
Michelle Sauer (713-743-5787) rmsauer2@central.uh.edu | Biology/Biochemistry (including CNRCS) Computer Science Earth and Atmospheric Sciences

**Advance Notice Is Required for Review and Submission:**

<table>
<thead>
<tr>
<th>Review</th>
<th>Notify Primary Research Liaison</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 (and lead institution, if subaward)
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 documents except research strategy/project description; may vary by project:
   - Cover Page & PI info
   - Project Summary/Abstract
   - Biosketches
   - Budget
   - Vertebrate Animal/Human Subjects Sections
   - Current & Pending Support
   - Supplementary Documents
   - Cover Letter
   - Letters of Support

*Please note that final versions of the technical components of the proposal (Project Summary, Project Description, and/or Research Strategy) must be uploaded/submitted no later than 3 hours before the submission deadline. Furthermore, "Submit Access" must be granted 3 hours before the deadline for NSF proposal submissions.*