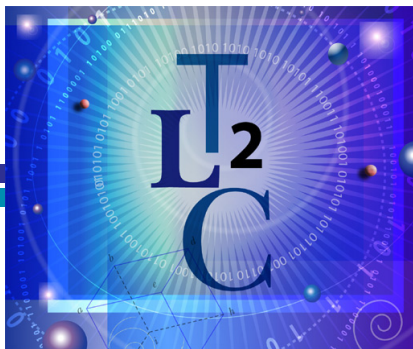


# Grant Services

## Grant Management



### Grant Administration

In addition to grant proposal preparation the Center provides full administration of any grant awarded to a member PI. As part of this administration, TLC<sup>2</sup> works with the investigator from the very beginning of the grant to determine what the investigator will need in terms of equipment and support personnel in order to successfully conduct their research.

### Highlights

Complete proposal preparation services

Focus on science, not on forms

Individualized service based on your needs

Proofreading and editing for length and language

Assistance with human and animal approvals

A full-time proposal specialist is available to assist investigators in all aspects of proposal preparation, helping to ensure that applications conform to funding agency guidelines as well as University of Houston institutional policies. The goal of this office is to handle all administrative aspects of proposal preparation and submission, allowing the investigator to focus on writing a well-developed, competitive research plan.

The proposal specialist will prepare budgets, application forms, and internal transmittal forms as well as review the proposal for completeness based on the agency guidelines. Proofreading, editing for length and language, and final formatting for a polished appearance are also available if time permits. The proposal specialist will shepherd the proposal through the institutional approval process and act as a liaison between the investigator and the Office of Contract and Grants. The proposal office can also assist with human subject and animal research protocol applications.

Investigators wishing to use these services are encouraged to contact the proposal office earlier rather than later to develop an individualized plan for proposal preparation.

For more information please contact:

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