

**Proposal Submission Standard Operating Procedure
ESFCOM Office of Research**

1. PI should complete the [Intent to Submit A Grant Proposal](#) form on the ESFCOM OOR website, preferably 20 days prior to the submission due date.
2. Proposal will be assigned to a Research Administrator/RA and the PI will be notified of assignment
3. RA will review the Funding Announcement and initiate an eREX
4. PI will provide additional details about proposal (i.e.):
 - a. Checklist and compliance information
 - b. F&A rate and restrictions
5. PI and RA will create budget as needed.

ESFCOM DEADLINE = FOR GUARANTEED TIMELY SUBMISSION, THE FOLLOWING MUST BE PROVIDED TO ESFCOM OFFICE OF RESEARCH FIVE BUSINESS DAYS PRIOR TO AGENCY DEADLINE--

6. PI will provide the following final documents to the RA:
 - a. Final budget and justification for certification
 - b. Final pdfs of application components to attach to application package (minus scientific documents if PI is requesting Narrative Hold benefit) – *please note that the Narrative Hold benefit is only applicable for eREX forms that are completed and approved two business days prior to the sponsor deadline!* [Narrative Hold Policy](#)
 - c. Final sub award recipient documents
7. RA will then:
 - a. Certify the budget
 - b. Complete the funding agency application forms
 - c. All students, post-doctoral fellows and other junior faculty must have their supervisor review and approve in writing (email is acceptable) all proposal materials to be attached to the eREX *before* any proposal submissions are made.
 - d. Complete the eREX, attach all required documents, check for errors/warnings and circulate the eREX for all approval signatures.

ORSO (Office of Research Support and Operations) DEADLINE = TWO BUSINESS DAYS* PRIOR TO AGENCY DEADLINE—*Note: meeting this deadline requires that the eREX is fully approved by the start of the two business days.*

8. RA uploads the scientific documents to the application*and submits to ORSO for submission to the granting agency. ORSO is the entity officially charged with submission of grants to sponsors.

*If the eREX has not been routed and fully approved 48 hours prior to the agency due date and time, the ORSO system considers the eREX late, which will trigger the Rush Policy. This means that the approval process will start over again and require a justification for the late processing. [Late Submission Policy](#)

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