

Award Activation Standard Operating Procedure (SOP)
WSU Elson S. Floyd College of Medicine Office of Research

1. PI should notify their Research Administrator (RA) as soon as they receive word of an award from the agency.
2. RA will work with the PI to initiate a guarantee account if needed.
3. PI and RA correspond or meet to briefly review:
 - a. Existing budget and determine whether any changes are needed:
 - i. PI works with RA to make necessary changes.
 - ii. PI and RA determine whether PI needs to contact agency Program Officer for approval of budget changes.
 - iii. RA will certify the updated budget and submit it to ORSO via the “Budget Setup” tab in MyResearch.
 - iv. RA to work with ORSO to initiate sub-award recipient paperwork.
 - b. Assignment of effort for necessary staff:
 - i. RA will send effort assignment documentation to medicine.payroll@wsu.edu for processing or will personally submit the costing allocations within Workday.
4. RA works with SPS to ensure accurate and timely account set-up.
5. For studies involving human subjects: PIs should email the IRB irb@wsu.edu and obtain the necessary clinicaltrials.gov information in order to register your trial.

