

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

1. PI should complete the [Intent to Submit A Grant Proposal](#) form on the WSU College of Medicine Office of Research (OOR) [website](#), 20 business days prior to the submission due date.
2. The proposal will be assigned to a Research Administrator (RA)
3. The RA will review the Funding Announcement and initiate an eREX.
4. PI will provide additional details about proposal
 - a. Information needed for the Checklist and Appendix 2 tab.
 - b. Any special circumstances
5. PI and RA will create budget as needed.
6. At this stage, if there is a subaward, the PI will provide administrative contact information for subaward recipients.

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

7. 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 NIH, NSF, USDA and NASA submissions that are with eREX forms routed to ORSO and approved two business days prior to the sponsor deadline!** [Narrative Hold Policy](#)

*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](#)
8. 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. RA will provide the full proposal document to the lead PI(s) for review/approval.
 - e. Complete the eREX, attach all required documents, check for errors/warnings and circulate the eREX for all approval signatures.
 - f. If there is a narrative hold, no later than 5 hours prior to the deadline or by noon on the day it is due, the RA will confirm final science has been uploaded to the application portal and notify ORSO that the application is ready to submit.

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 two business days prior.*

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