SAINT LOUIS UNIVERSITY™

Office of the Vice President for Research
Standard Operating Procedure

Process for Submitting a Proposal to Sponsor After Institutional Review
#1007
Effective Date: 11/30/2018

I.   Purpose

The purpose of this Standard Operating Procedure (SOP) is to ensure uniformity among Pre-Award Specialists (PAS) in how grant proposals are submitted to the sponsor after institutional review.

II.   Introduction

After a proposal has been approved by the GO Center and the Principal Investigator's (PI) department and college, the proposal must be submitted to the sponsor. Depending on whether the sponsor is a federal entity or not will determine whether the PAS or PI is responsible for submitting the proposal.

III.   Procedure

If the proposal is going to a federal sponsor, the GO Center will be responsible for submitting the proposal and the PAS will take the lead on this effort, working with a SLU Authorized Organization Representative (AOR) to ensure submission. In most instances, the PI will need to submit the final application to the AOR in the appropriate sponsor system (e.g., Fastlane, Research.gov, ASSIST, Workspace, etc.) and then the AOR can submit the proposal. After the proposal has been submitted, the AOR will send the PI and the PAS confirmation that the proposal has been received by the federal sponsor. Typically, a confirmation number is associated with this email. The PAS then follows-up with the PI to ensure s/he received the confirmation and to wish him/her luck. The PAS then uploads the confirmation email and number into Workday for record keeping purposes.

If the proposal is being submitted to a non-federal sponsor, the PI is responsible for its submission. After institutional approval, the AOR will notify the PI that s/he can submit the proposal. The PAS will follow-up with the PI to ensure s/he has all documents needed for submission. At that point, the PAS will ask the PI to submit the proposal to the sponsor and keep the PAS copied to any replies received from the sponsor. In some cases, the PI may have asked the PAS to submit the proposal for him/her and the PAS

can do so once the PI and PAS have all documents ready to submit to the sponsor. Any communication from the sponsor is loaded into Workday for record keeping purposes.

IV.   Version History

Version Date	Approval Date	Summary Changes
[11/28/2018]	[12/01/2018]	Initial Version
[06/15/2021]	[06/17/2021]	Updated SOP to correct number, updated eRS to Workday, and updated the role of the PI when dealing with federal sponsor systems