WEST VIRGINIA
CLINCIAL & TRANSLATIONAL SCIENCE INSTITUTE

(1.9) External Grant Proposal Submission

Overview

Purpose

The purpose of this standard operating procedure is to communicate the process by which the West Virginia Clinical and Translational Institute (WVCTSI) will provide investigators with pre-award support including a comprehensive pre-submission review of all proposals being submitted to external funding opportunities. This is to ensure complete and accurate applications and compliance with sponsor and institutional policies before proposals are submitted to the Office of Research and Graduate Education and subsequently to the West Virginia University's Office of Sponsored Programs (OSP). All WVCTSI partner institutions should follow their own policies regarding sponsored projects being submitted to external funding opportunities.

Scope

This policy and procedure apply to those based at West Virginia University (WVU) and affiliated campuses. Those based at WVCTSI partner sites should follow their respective institutional policies and procedures. If applicable, applicants at all partner sites must site the CTR award in their external proposals: "The project described was supported by the National Institute Of General Medical Sciences, U54GM104942."

Definitions

Principal Investigator (PI): An individual must hold a faculty appointment or equivalent at the time the award is announced. Principal Investigators are individuals who can independently apply for Federal or non-Federal investigator-initiated, peer-reviewed Research Project Grants (RPG). Individuals holding postdoctoral fellowships or other positions that lack independent status are not eligible to lead sponsored project; this applies to WVU as well as WVCTSI partner institutions. This role is often used interchangeably with the role of Program Director (PD) on a sponsored project/program.

Sponsored Project: Programs or projects that are funded by an external entity through an award (grant, contract, etc.) to the West Virginia University Research Corporation (WVURC) or West Virginia University (WVU). Sponsored projects include activities such as research, instruction, and other sponsored activities.

A Proposal Package (defined by the WVU Office of Sponsored Programs) includes the following components:

    A.   All sponsor-required forms, documents, transmittals, signature documents, etc.

    B.   All agency application package requirements except the final proposal narrative section(s)

    C.   All sponsor-required certification or compliance documents

    D.   A brief summary of the proposed sponsored activity presented in lay terms and in sufficient detail to accurately summarize the work to be performed (this summary will not be forwarded to the sponsor.)

    E.   A final budget, in sponsor format and including a budget justification narrative that may not be modified or substituted for unless changes are requested by, HSC or OSP.

    F.   Letters of commitment from all WVU key personnel

Review Process During the review process by the HSC Office of Research and Graduation (WVU researchers only) the following will be checked:

    a. All form pages, including the EBS information - Presence of all required departmental approvals, assurance information (IRB, ACUC, etc.), and F&A return.

    b. Budget - Correct salary compared to percent effort, use of current negotiated F&A rate. For modular grants, the inclusion of an internal detailed expenditure budget.

    c. Budget narrative - Consistency with budget.

    d. Format and overall consistency - Adherence to required format, consistency between methodology section and budget. Review the sponsor instructions/guidelines to be sure that the application responds to the call for proposals.

    e. Special guidelines - Adherence to sponsor guidelines, in the case of a specific solicitation.

    The WVU Health Sciences Center Office of Research does not review the science of a proposal narrative, beyond verifying compliance issues as well as the inclusion of such things as animals described in the methodology. Also excluded from review is the soundness of preliminary scientific data.

Policy

Proposals should be submitted to OSP five full business days prior to the funding agency's deadline for receipt of applications. The WVU HSC internal deadline (three full business days prior to the WVU OSP deadline; all proposals will be processed on a first-come-first-served basis. WVCTSI requires an additional 2 full days prior to other institutional deadlines to review proposal documents. Priority is given to those proposals that have been submitted on time and are complete.

If a PI/PD would like to utilize pre-award services offered by the WVCTSI a pre-award consultation must be scheduled at minimum one month prior to the funding agency deadline, in the rare instance that a PI does not learn about funding opportunity in advance of at least a month, the PI should request services as soon as the PI learns of the funding opportunity. A request for pre-award services may be submitted via the iLab system.

At the pre-award consultation or immediately upon deciding to collaborate with another institution, the WVCTSI needs to be made aware and given a contact person at the institution in order to obtain the necessary documentation to be included in the submission at WVU. These documents need to be received 1 week prior to the WVCTSI deadline in order for the budget to be completed and insure all the required documents have been received and are correct.

The PI/PD assumes the risk that late or incomplete proposals may not be submitted, or may be submitted without adequate review. Such a proposal may be withdrawn from funding consideration should it contain errors that would preclude WVURC's/WVU's acceptance of an award.

Procedures

1. A pre-award consultation will be scheduled to determine deadlines, discuss services requested, and interpret funding announcement to ensure proposal submission success. WVCTSI pre-award personnel will assist WVCTSI researchers with the completion as well as review of all aspects of the proposed application prior to researcher's submission to the HSC Office of Research and Graduate Education or Office of Sponsored Programs as it applies to PI/PD's home college requirements.
2. The WVCTSI requires 2 full working days prior to other existing internal deadlines, as applicable, to complete its review process.

3. Review packages received after the 10 (7 days for non-HSC faculty PI/PD) business day deadline will be reviewed and submitted by the WVCTSI as time and workload permit, on a first-come-first-served basis. Institutional policy states that priority is given to those proposals that have been submitted on time and are complete, while other factors are also considered including funding level and relevance to WVCTSI target areas. The PI/PD assumes the risk that late or incomplete proposals may not be submitted, or may be submitted without adequate review. Such a proposal may be withdrawn from funding consideration should it contain errors that would preclude WVU's acceptance of an award.
    a. Incomplete review packages cannot be routed by the WVCTSI – regardless of whether the internal deadlines have been met and will be returned to the PI. Such incomplete submissions do not establish review priority in the review queue for that review package.
4. The WVU Health Sciences Office of Research approves for both the School of Medicine Dean and the HSC Vice President's Office. WVCTSI partner sites should follow their own internal process for sponsored project approval prior to submission to an external funding source. Proposals from Dentistry, Nursing and Pharmacy are required to have their dean included as an approver as well as the Assistant Vice President's Office designee.
5. If a proposal requires changes, they will be annotated in an email message to the investigator. Revised documents are to be re-uploaded in EBS before submitting to OSP.
6. When a proposal requires no further changes, the proposal is simply approved in EBS. The next step is to submit the proposal to the OSP. Once all approvals are in place, a "Submit to OSP" button will appear in the PI/creator EBS. The proposal is NOT submitted until the PI (or creator) have clicked on the Submit to OSP button. The progress of the proposal may continue to be tracked through the EBS through to the Submission to Sponsor.

Roles and Responsibilities

- The PI is ultimately responsible for ensuring all final documents are uploaded into the EBS system.
- Deans / department chairs shall assure that departmental staff who are responsible for entering data into MAP are knowledgeable about the requirements for coding cost shared expenses.
- Departmental grant administrators/other personnel shall distribute reports, as necessary, for notification, as well as monitoring, of cost sharing requirement(s).

- Office of Sponsored Programs (OSP) shall code awards with proper cost sharing requirements and POETA award number(s).

References and Authority

- Office of Research and Graduate Education Procedures
- WVU Office of Sponsored Programs Policy
  https://osp.sandbox.wvu.edu/files/d/64610092-cbc1-4a21-98f5-66b0ba27548f/Proposal%20Submission%20060615%20Final.pdf

Revision History

Revision	Date
This procedure was revised to include additional detail and instruction related to pre-award services offered by WVCTSI.	March 2019

Approval and Authority to Proceed

I approve the procedure as described above, and authorize the team to proceed.

Name	Title	Date
Sally L. Hodder	Director, West Virginia Clinical and Translational Science Institute	3/06/19

3/06/19
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Approved By   Date