

Sponsored Program Proposal Submission	SPH SOG – RA 0003
Last Reviewed/Revised: 04/2019	Approved:

All proposals and applications for external funding with PI/PDs from the School of Public Health (SPH) and/or proposals for grant-funded projects that will be administered by the SPH (including sponsored program proposals, WVU Foundation proposals and Professional Service Agreements) must be processed and approved by the SPH Office of Research.

Proposal Meeting

For all types of proposals and applications, we recommend scheduling a proposal meeting with the OR staff as soon as a faculty member learns about a funding opportunity to which they want to apply. During the meeting we will determine which type of submission it will be (sponsored programs, WVUF, Professional Service Agreement) review agency guidelines, develop a checklist for submission and discuss internal and agency deadlines.

Sponsored Program Proposal Development

Faculty should work with the Grant Resources Specialist, the Program Coordinator, or Program Administrator for their program to develop the proposal documents. This includes all budgets, justifications, statements of work, research strategies, agency forms, biosketches and any other items required by the sponsor.

The Grant Resources Specialist, (or Program Coordinator/Program Administrator if they have one in their unit) can help the faculty member develop a proposal submission form (Blue Sheet) in the Kualu Coeus system (KC) prior to established internal guidelines.

Minimum Proposal Documents

In most instances, agencies indicate what documents are required at the time of submission. If no specific guidelines are provided, at a minimum, all proposals, including subawards to other institutions and contracts, require:

- detailed budget
- budget justification and
- statement of work / scope of work

WVU Internal Deadlines:

SPH Office of Research: 10 full working days prior to agency deadline

HSC Office of Research and Graduate Education: 8 full working days prior to agency deadline

Office of Sponsored Programs: 5 full working days prior to agency deadline

For example, if a proposal is due on the 19th of the month which falls on a Friday, the proposal (complete in KC) would be due to the SPH OR by 9am on Friday the 5th, to the HSC by 9am on Wednesday the 10th, to OSP by 9am on the Friday 12th.

Proposal Review and Approval

After the application documents have been entered into the KC Blue Sheet, an email should go to the Director of Research indicating that it is ready for review (do not submit to the PI for approval yet - this limits the need to return blue sheets if errors or deficiencies are discovered). Once the email is received, the application is placed in the SPH review queue.

The SPH Director of Research evaluates KC Blue Sheet and application components for:

1. SPH or departmental resource commitments / cost sharing (see Cost Sharing Research SOG 004)
2. Requirements for new or renovated facilities or space
3. Conflicts of interest requirements
4. Consistency with University policy and business practices
5. Completeness and consistency with sponsor requirements
6. Budget and budget justification accuracy

If deficiencies are noted, an email will be sent to the PD/PI and any staff who have been assisting with the application with a list of items to address / correct.

NOTE: While department Chairs are not required to approve the KC Blue Sheet prior to submission (unless cost sharing is included), it is expected that all PD/PIs discuss their planned proposals with their supervisors / Department Chairs to confirm that the project fits within the academic framework and resources of the department. If the SPH OR has questions about the appropriateness of a sponsored research proposal, or resources committed in a proposal, they will confer with the appropriate supervisor / Chair / Dean to confirm approval before submission.

Review Package

In the event that the complete, final proposal cannot be submitted 10 business days before the sponsor's established deadline, at a minimum, the complete review package, as described below, must be received 10 business days in advance of the sponsor deadline in order to establish priority in the SPH proposal submission queue.

All review package components must be complete prior to submission for SPH approval. A review package (as defined by the WVU Office of Sponsored Programs) includes the following components:

1. All sponsor-required forms, documents, transmittals, signature documents, etc.
2. All agency application package requirements except the final proposal narrative section(s)
3. All sponsor-required certification or compliance documents

4. 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.)
5. 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 SPH, HSC or OSP.
6. Letters of commitment from all WVU key personnel

Late and Incomplete Submissions

Review packages received after the 10 business day deadline will be reviewed and submitted by the SPH as time and workload permit, on a first-come-first-served basis. Priority is given to those proposals that have been submitted on time and are complete. 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.

Incomplete review packages cannot be approved by the SPH – 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.

Routing Process

After all errors and deficiencies are corrected, the proposal may be submitted for PI approval in KC. After the PI reviews and approves the blue sheet, the SPH Director of Research approves the KC Blue Sheet, it then routes to the HSC Office of Research and Graduate Education for review and approval. Then the proposal is routed to OSP for review, approval and submission.

Changes to review packages that have been approved by the SPH OR cannot be made unless the HSC or OSP requests that the review package be modified due to a deficiency.

Final Narrative Sections

If final narrative sections were not submitted at the time the review package was submitted, and the PD/PI would like the SPH Director of Research to review narrative sections, they should be sent to the Director of Research at least 72 hours prior to the sponsor's established deadline.

All final proposal narrative sections must be sent directly to OSP 1 business day prior to the sponsor's established deadline.

Proposal narrative sections include the following:

1. One-page project summary (if required by sponsor)
2. Technical project descriptions, scopes-of-work, project discussions, methodologies, etc.
3. Curriculum vitae, bio-sketches, etc. (if required by sponsor)
4. Facilities and equipment descriptions (if required by sponsor)
5. Letters of support (if required by sponsor)

OSP will not review program narrative sections submitted after the 5 full-business day review period begins for compliance with sponsor-established formatting requirements. Additionally, final proposals submitted with modified review package components must be re-approved in KC by the SPH OR and the HSC before OSP can submit the proposal.

Related Resources: WVU Office of Sponsored Programs Proposal Submission Policy
<https://osp.sandbox.wvu.edu/files/d/64610092-cbc1-4a21-98f5-66b0ba27548f/Proposal%20Submission%20060615%20Final.pdf>