



**Office of the Vice President for Research
Standard Operating Procedure**

Process for Preparing a Submission for Institutional Review

#1006

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 submissions are prepared for institutional review within the Workday system. This SOP incorporates many of the pre-award SOPs.

II. Introduction

Preparing a submission for institutional review is a critical task for a PAS. If the PAS has followed the other pre-award SOP documents during the pre-award process, then the preparation for institutional review should be straightforward.

III. Procedure

A Principal Investigator (PI) informs their respective PAS about an upcoming external grant submission either via email or by submitting an Award Proposal Request in Workday. The PAS works closely with the PI in gathering the necessary documents for the application package and/or sponsor portal, as well as the information needed for the Workday system. Detailed instructions on how to complete the Workday Award Proposal can be found in the Create Award Proposal job aid. The PAS is also responsible for gathering all the appropriate subcontractor or consultant documents, where applicable in addition to notifying the appropriate Co-Investigators, department chairs, and Associate Deans for Research about the upcoming submission when it is near final. When cost-share or in-kind services are proposed, the PAS will obtain the appropriate approvals and upload those to Workday. If a tuition scholarship is requested by the PI, a completed tuition scholarship request form should be uploaded to Workday by the PAS. After the PAS submits the near final application documents in Workday, he/she will monitor it for institutional reviews and address any comments and/or edits needed (in collaboration with the PI) by the Sponsored Program Manager (SPM). The PAS will also inform the PI to complete the PI Approval Request in Workday that is mandatory prior to the SPM approval. Once the submission is approved, the PAS will work with either the SPM (e.g., AOR) to submit the grant in the sponsor portal, inform the PI to submit the application to the sponsor, or submit the application for the PI as his/her proxy.

IV. Version History

Version Date	Approval Date	Summary Changes
[11/28/2018]	[12/01/2018]	Initial Version
[06/23/2021]	[06/25/2021]	Updated to reflect the grant submission process in Workday