



**Office of the Vice President for Research
Grant Operations (GO) Center
Pre-Award Roles and Responsibilities**

The Office of the Vice President for Research (OVPR) reviews and approves all grant proposals, as well as negotiates and accepts all research awards on behalf of the University. OVPR encourages Principal Investigators (PI) to submit externally funded grant proposals as early as possible prior to the sponsor deadline in the University's research administration system to enhance the likelihood the proposal will compete successfully for external funding and be awarded. PIs are encouraged to reach out to their assigned GO Center Pre-Award Specialist as soon as they are interested in applying for a grant. Noted below are the roles and responsibilities used to guide the pre-award process within the GO Center.

Principal Investigator (PI) Proposal Submission Responsibilities

- Notify your assigned GO Center Pre-Award Specialist as early as possible with your intent to apply for a grant and share the sponsor guidelines
- Complete grant application in accordance with sponsor guidelines and requirements
- Submit annual conflict of interest in research disclosure materials and update any apparent or actual conflict of interest in research issues that may arise
- Notify department chair or dean of any released time or absences that will result if the proposal is funded
- Collaboratively work with the GO Center Pre-Award Specialist in a timely manner to develop accurate proposal budgets
- Submit the grant application in the appropriate SLU research administration system (e.g., eRS, InfoEd)
- If original ink signatures are needed, work with the GO Center to obtain in timely manner
- If paper submissions are required by the sponsor, assume responsibility for submitting the correct number of copies to the agency and/or mailing/delivering the application by the agency deadline once approval has been granted.

GO Center Pre-Award Services/Responsibilities

- Assists in setting up proposals in the appropriate university (e.g, eRS) or sponsor (e.g., ASSIST) research administration systems
- Completes administrative information in grant applications
- Assembles appropriate application components
- Identifies and assists PI with errors that may prevent a grant application from being submitted and/or funded
- Drafts project budget and advises on budget justification
- Ensures all key project personnel (internal & external) complete their conflict of interest in research disclosures
- Obtains appropriate subcontractor paperwork
- Ensures all applications meet sponsor and university guidelines and deadlines
- Obtains approvals for items such as cost sharing, matching funds, etc.
- Monitors institutional reviews and approvals while obtaining appropriate signatures, as needed
- Submits proposal for PI, where appropriate