SAINT LOUIS ✠ **UNIVERSITY**™

Office of the Vice President for Research
Standard Operating Procedure

Review and Approval of Grant Proposals
#1000
Effective Date: 10/31/2018

I.   Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the full review and approval process of versus the expedited review and conditional approval process of grant proposals, as well as the related timeline with those reviews.

II.   Introduction

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 to enhance the likelihood the proposal will compete successfully for external funding and be awarded.

III.   Procedure

When a PI submits his/her application to SLU's research administration system more than 48 hours prior to the sponsor deadline, the GO Center will perform a thorough review of the proposal. The GO Center ensures the application is complete and in compliance with sponsor guidelines and regulations, as well as SLU policies and procedures (e.g., Conflict of Interest (COI), Export Controls, etc.). A comprehensive budget review is done to ensure:

- Correct sponsor-required template is being used
- Allowable and unallowable expenses per sponsor guidelines
- Budget totals match those noted in budget justification
- Salary data, faculty appointments, fringe rates, and other standard costs (e.g., tuition, health insurance, etc.)
- Budget formula accuracy
- Effort review across sponsor projects

When a proposal is submitted to the GO Center less than 48 hours prior to the sponsor deadline, the GO Center will perform an expedited review and where appropriate, grant conditional approval. The expedited review consists of a one-time-only review of the submission for compliance with university policies and procedures (e.g., COI, Export Controls, etc.), as well as a basic budget review. A basic budget review includes:

- Correct sponsor-required template is being used
- Allowable and unallowable expenses per sponsor guidelines
- Budget totals match those noted in budget justification

After the expedited review is complete and depending on the sponsor deadline, any edits and/or comments are shared with the PI to correct prior to submission to the sponsor and noted in SLU's research administration system. Furthermore, these detailed review notes will include a statement about correcting any issues prior to SLU accepting the award and the proposal will be granted conditional approval.

NOTE: Proposals cannot be submitted if they are not compliant with SLU's Conflict of Interest Policy.

IV.   Version History

Version Date	Approval Date	Summary Changes
[10/31/2018]	[10/31/2018]	Initial Version
[12/18/2018]	[12/18/2018]	Removed PI and GO Center Pre-Award roles & responsibilities to a supporting document of this SOP, as well as further defined conditional approval.