

Office of Sponsored Programs

Procedures & Guidelines for Submission of Proposals for Extramural Support

Procedures Statement: The Office of Sponsored Programs (OSP) mission is to support the West Virginia University community in the acquisition and administration of externally funded projects for research, teaching and service. All proposals requesting extramural support through West Virginia University (WVU) or the West Virginia University Research Corporation (WVURC) that may result in the award of a grant, contract, or cooperative agreement, including new, continuation, and renewal requests, must be reviewed and approved by the Research Office (RO) through OSP prior to being forwarded to a prospective external sponsor for funding consideration.

Purpose: The purpose of these guidelines is to establish expectations and requirements for timely submission and institutional review of proposals seeking the extramural support of research, training, and service projects and programs.

Procedural Overview: Complete, final proposals should be received by OSP via the WVU Research Administration Portal (WRAP) system no fewer than five (5) business days prior to the sponsor's established deadline. Proposals received after the 5-business day review window will be reviewed and submitted by OSP in order of receipt, as time and workload permit. Late proposals will not be guaranteed a full review or submission by the sponsor's established deadline. OSP will review all proposals for budget accuracy and for complete and correct institutional information.

Not all sponsors and/or funding opportunities have established submission deadlines. In these cases, the 5-business day review period begins upon receipt of the proposal by OSP.

WVU/WVURC Proposal Elements:

A complete and final proposal includes the following components *Please note that you may continue to work on draft technical/narrative proposal attachments up until 24 hours prior to the submission deadline:

- All sponsor-required forms (e.g., standard forms required in submission portals such as WRAP SF-424 (System to System), Research.gov, NSPIRES, Grants.gov Workspace, NIH ASSIST, etc.). These forms should be filled out with project-specific information as well as institutional information
- Final Budget and Budget Justification in sponsor-required format, and documentation of any Subawards (including Subrecipient Commitment Form, Budget/Justification, SOW, and Letter of Commitment)
- All sponsor-required technical/narrative proposal attachments (e.g., Project Summary, Narrative, Facilities & Resources, Biographical Sketches, etc.) * **Technical/narrative**

attachments which are not finalized 5 business days before the submission deadline may not receive a full review. If the proposal is being submitted via an online submission portal, final documents must be uploaded into that system 5 business days prior to the deadline to be considered final.

A complete and final proposal including the components listed above will receive a full and thorough review if the proposal is received 5 business days prior to the sponsor's established deadline. OSP will review and evaluate proposals for consistency with WVU policy and business practices, compliance with applicable Federal regulations, completeness and consistency of the proposal with sponsor requirements, and accuracy of the budget and budget justification.

Proposal Planning

- Start planning for proposal development early
- Consult with your College/Department in advance as some departmental research administration offices have their own established internal review timelines
- Start routing the proposal via WRAP early to allow adequate time for all College/Department approvals
- Contact OSP with questions ahead of the submission deadline
- Proposals of significant complexity (e.g. multi-component proposals, projects with multiple subawards and/or cost share) require a significant time investment for Pre-Award review. **OSP requests that such complex proposals are submitted early enough to allow for 10 business days for review and submission**

5 Business Days

- OSP must have **view/edit/submit** access to the proposal in the submission portal, if applicable
- Standard Forms must be completed and final
- Budget/Budget Justification must be complete and final, and all Subaward documentation must be provided
- **Science/Technical Documents do not have to be final at this time but may not receive a full review unless finalized 5 business days prior to the submission deadline**
- OSP will not review incomplete proposals; the WRAP submission may be returned for proposal completion if required elements are not present when received

24 Hours

- **All Science/Technical documents must be complete and final no later than 24 hours prior to the submission deadline**
- OSP recommends that proposal submissions are completed no later than 24 hours prior to the submission deadline in case of submission errors and/or technical difficulties
- Your Pre-Award Specialist will facilitate submission of your proposal prior to the deadline and provide confirmation of submission
- All proposals will be submitted within OSP operating hours of 8:15am to 4:45pm

Questions about the OSP Proposal Procedures and Guidelines may be directed to OSP_help@mail.wvu.edu.