

REQUIRED TIMELINE FOR GRANT SUBMISSION (REVIEW & PROCESSING)

All proposals regardless of the size or complexity (i.e., new proposals, resubmission applications, revised applications, competing/noncompeting renewal applications, subaward proposals or other research agreements, contracts, etc.) must be routed via the electronic research administrative system (wvu+KC) for OSP's review and approval. Only authorized signatory officials on behalf of the institution can submit and sign proposal paperwork, and/or enter into any type of grant/contract/agreement on behalf of the institution.

- 1) All proposals for submission require institutional review and approval of the proposal before the WVU Office of Sponsored Programs (OSP) can submit the proposal to the sponsor. **All proposals within the HSC are required to be submitted eight (8) business days prior to the agency deadline. This allows for 3 days in the HSC Dean's Offices & Office of Research & Graduate Education (OR&GE) for review to ensure compliance and 5 days for the OSP's review and submission of the proposal to the agency.**
- 2) If a final proposal package cannot be completed in time for KC processing, at a minimum, a complete 'Review Package' as described below, must be received in the HSC OR&GE via the wvu+KC to begin processing the proposal for submission to the sponsor. Proposals not meeting the internal deadlines are reviewed and processed in the order received and as time and workload permit.
- 3) Complete proposals (all documents final and application considered ready for submission by the PI) submitted to OSP 5 full business days in advance of a sponsor deadline will receive a full administrative review. Proposals submitted as "Review Packages" w/ the primary scientific documents in draft form, will receive a partial administrative review. Proposals received after the 5 business day window are reviewed and submitted by OSP to the sponsor as time and workload permit once any review package deficiencies are corrected and draft Proposal Narrative documents are finalized and uploaded. NOTE: Draft document(s) used as placeholders MUST be finalized and submitted to OSP at least 1 full business day (24 hours) in advance of the sponsor deadline.
- 4) A **Review Package deemed ready for submission via the wvu+kc** includes the following components:
 - a) All sponsor required agency forms (filled out with PI/Institutional/Project-specific information), all final versions of sponsor required non-primary scientific proposal documents (i.e., description of facilities, biosketches, etc.), including any collaborative/subrecipient proposal documents, transmittals, signature documents, etc.
 - b) All sponsor required certifications or compliance documents.
 - c) A **FINAL** budget, in sponsor format and including a budget justification narrative that should not be modified unless OSP requests changes and/or the necessary changes are agreed upon with the assigned OSP reviewer.
 - d) Allowable **DRAFT** documents (primary scientific documents) include the following:
 - Project summary
 - Specific aims
 - Research plan/strategy with references cited
 - External letters of support
 - e) Draft documents need included in the application package as placeholders, and clearly marked "DRAFT" when the wvu+KC package is released for review/processing. **FINAL** versions of proposal documents should be provided only once to replace the placeholders and avoid redundant review and uploading. Submitting multiple sets of "final" versions is both inefficient and increases the likelihood of errors (incorrect final version uploads).
 - f) When HSC OR&GE pre-award partners prepare the proposal packages, final versions of draft documents need submitted to HSC pre-award partners at least 48 hours in advance of the sponsor deadline to allow time for review, formatting and uploading into the application package. This will ensure meeting the OSP 24 hour deadline for finalizing the proposal for submission.
 - g) Alternatively, if a PI plans to finalize a proposal document for the application package with less than 24 hours before the sponsor deadline, they must first confirm the assigned OSP reviewer's schedule is able to accommodate the late change(s) to the application package. Additionally, it becomes the PI's responsibility to be 100% certain that the final version(s) are appropriately formatted following agency guidelines, and successfully uploaded to their final application prior to submission by OSP.