



# SAINT LOUIS UNIVERSITY

## PROCEDURES FOR SUBMITTING PROPOSALS FOR GRANTS DEVELOPMENT OFFICE SERVICES

Procedure Number: PRGDO-001

Version Number: 1.0

Classification: Research

Effective Date: September 1, 2014

Responsible University Office: Vice President for Research

### PROCEDURE

General procedure and requirements for submission of proposals to Grants Development Office (GDO):

1. Proposals will be submitted to GDO through the website \_\_\_\_\_.
2. After completion of GDO assistance, Principal Investigator will submit to the GDO:
  - a. Copy of final proposal submitted to sponsor
  - b. Copy of awarded proposal, with award notice, if funded
  - c. Completed GDO evaluation/feedback forms

In regard to prioritizing requests for GDO services, requests will be evaluated on a case-by-case basis. The following considerations apply:

- The GDO generally accepts requests for services in the order in which they are received. Therefore, in cases where several requests for GDO consultation have been made and resources to respond to those requests are limited, priority will be given to the application that provides the largest window prior to the submission deadline. This allows the GDO the greatest opportunity to contribute meaningfully to a grant application.
- If a decision must be made between supporting one of several applications that are submitted with comparable pre-deadline windows, priority generally will be given to the application that requests the highest level of funding unless the quality of the competing applications differs significantly.
- The GDO may decline to provide services for grant applications that do not meet the deadline for submission to the office.
- The GDO may decline to provide services for proposals that, in the opinion of GDO staff, are deemed incomplete, inadequately developed, require extensive editing for grammar and language usage, or for which there is evidence from previous reviews that the proposal has low probability of funding.

Times of high volume/demand for GDO services may result in an inability to accept additional proposals for assistance.

Upon receipt of a proposal requesting consultative services, GDO staff will notify the PI within 24 hours that it can or cannot be accepted at that time. Once a proposal has been accepted for consultation, the GDO will focus its efforts only on that draft of the proposal; further modifications to a proposal will not be accepted for review unless explicitly negotiated with the GDO consultant.

**Proposals requesting research methods consultation/support:**

1. Proposals should be submitted as early as possible, but in no case less than four (4) weeks prior to the sponsor's deadline. (Note that this deadline is one week longer than the deadline for grantsmanship assistance. This is because research methods consultation may eventuate in significant alterations to a grant proposal if substantial changes to study design and statistical analysis are indicated.)
2. Requests for support received less than four (4) weeks prior to sponsor's deadline will only be accepted if time and workload allow. There is no guarantee that sufficient assistance can be provided within this time frame.
3. Requirements for submission to research methods section upon request for assistance:
  - a. Proposed level of external support for the project
  - b. Project details:
    - i. Specific aims
    - ii. Hypothesis
    - iii. Proposed design (including schematic)
    - iv. Proposed sample size
    - v. Proposed statistical model

**Proposals requesting grantsmanship consultation:**

1. Proposals will be accepted up to three (3) weeks prior to sponsor's deadline. (Note that this deadline is one week shorter than requests for research methods consultation/support.)
2. Requests for support received less than three (3) weeks prior to sponsor's deadline will only be accepted if time and workload allow. There is no guarantee that sufficient assistance can be provided within this timeframe.
3. Requirements for submission to grantsmanship section upon request for assistance:
  - a. Complete draft of proposal--project budget not required
    - i. Indication of whether proposal was edited by others prior to submission to GDO
  - b. Principal Investigator CV
    - i. Suitable for sponsor being approached
    - ii. Include PI funding record
  - c. Funding guidelines from sponsor (RFA/RFP)

- d. If proposal has been submitted before, results of prior submission, including:
- i. Reviewers' critiques/comments
  - ii. Sponsor or study section to which submitted

**DISCLAIMERS**

- The GDO will not review or provide assistance in development of budgets.
- The GDO makes no claim to be content experts for all proposals.
- Each proposal accepted will be guaranteed to have one initial review by GDO. When a proposal is returned to the Principal Investigator, additional reviews by GDO may be provided, but only on a negotiated, case-by-case basis.

**APPROVAL SIGNATURE**

This procedure was approved by:

Signed by Raymond C. Tait, Ph.D.

7/31/2014  
Date: \_\_\_\_\_

Vice President for Research  
Saint Louis University

**DOCUMENT HISTORY**

EFFECTIVE DATE	VERSION NUMBER	MODIFICATION
September 1, 2014	1.0	New document