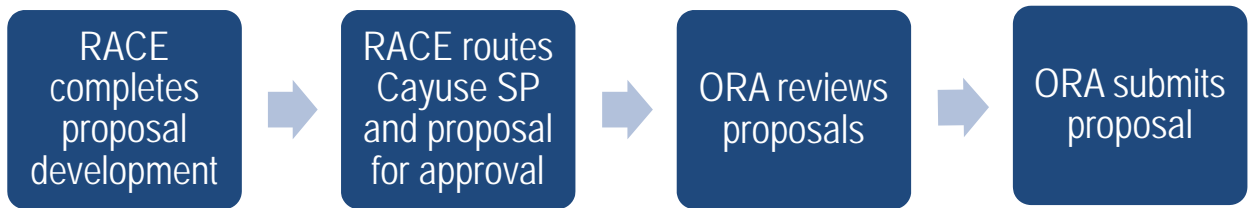




Thomas Jefferson University
 Research Administration Center of Excellence
 Standard Operating Procedure

Title of SOP: Proposal Review and Submission	Effective Date:
	Version Number: 2
Approved By:	Last Updated: September 2019

I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which proposals are reviewed, approved, and submitted to the sponsor. The purpose of this procedure is to ensure all proposals are submitted on time and error free.

RACE will review proposals for compliance with university and sponsoring agency policies. Additionally, RACE will assure that appropriate approvals have been obtained for the proposal. Proposal submission activities typically involve the actual submission of the proposal, electronic or in hard copy, and the retention of these records electronically. Proposals will be submitted through ORA until RACE has processed two 100% error free cycles (as defined by standard due dates for NIH competing applications: <http://grants.nih.gov/grants/funding/submissionschedule.htm>), at which time RACE will be granted delegated signature authority and submission responsibility for certain types of proposals. Please note error free cycles are defined as standard NIH proposal deadlines in which ORA does not need to return proposals to RACE to fix administrative errors.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. Approves proposal
RACE Grants Administrator	a. Completes proposal b. Routes Proposal to all key stakeholders for their approval c. Works with PI to make necessary adjustments
ORA	a. Reviews and submits proposal

V. Procedure

- A. The RACE Grants Administrator reviews the proposal for accuracy and completeness in Cayuse.
- B. The Cayuse SP record is routed by the RACE GA for approval by the following individuals:
 - 1. The PI



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2. Key Personnel
 3. The Department Chair of PI
 4. Department Chairs of all key personnel
 5. The Senior Administrator of PI's department
 6. Senior Administrator of the key personnel's departments
 7. Academic Finance, if cost sharing is proposed
- C. If the proposal is rejected by any of the parties in the route, adjustments are made by the Grants Administrator working in partnership with the PI.
 - D. If the proposal is reviewed and approved by all key stakeholders, the proposal is then submitted to ORA.
 - E. The Cayuse SP record may be routed prior to completion of the full proposal package.
 - F. ORA will review the proposal and submit it to the sponsor on or before the due date.

VI. Enabling Tools/ Technology

- A. Cayuse SP: Thomas Jefferson University proposal and award management system
- B. Cayuse 424: This is an online tool used to submit proposals directly to grants.gov.
- C. Proposal Central: This is an online tool used to submit proposals to various government, private, and non-profit grant making organizations.

VII. Performance Metrics

- A. Number and complexity of proposals submitted by each RACE Team and RACE Grants Administrator.