I. Purpose
The purpose of this Standard Operating Procedure (SOP) is to ensure uniformity among Pre-Award Specialists (PAS) in how grant proposals are prepared for institutional review. This SOP incorporates many of the pre-award SOPs.

II. Introduction
Preparing a submission for institutional review is a critical task for a PAS. If the PAS has followed the other pre-award SOP documents during the pre-award process, then the preparation for institutional review should be straightforward.

III. Procedure
Before a Principal Investigator (PI) submits a proposal in the research administration system for institutional review, the PAS should ensure that all information on the PI’s eRS transmittal page is completed and that all required and relevant documents are uploaded in the Attachments section of eRS. First, the PAS will go to the Edit Proposal tab of the relevant record in eRS. Here, the PAS ensures:

- The project title is complete and correct;
- All internal personnel named in the research narrative are listed in the personnel table and have current conflict of interest disclosures;
- All external personnel listed either have completed a non-SLU COI disclosure or are covered under their organization’s/university’s COI policy;
- The sponsor organization is listed (and the subcontract sponsor, if the submission is a subcontract);
- Deadline information is filled out;
- “Research Admin Office” or “PI or Proxy” is chose as being responsible for submitting the application;
- The dollar amount the application is requesting is complete;
- The project dates are complete;
- Answers whether the proposal is a subcontract;
- Marks “No” for ARRA;
• Checks the appropriate category for the type of research (when directed by the PI);
• Adds the project performance site;
• Completes the human subjects questions (directed by the PI); and
• Answers all questions related to animal, radionuclide, biological agent, and export control (as directed by the PI).

Once ensuring everything is complete on the Edit Proposal tab in eRS, the PAS should go to the Proposal Status (aka the Transmittal Status) to check the attachments. At a minimum, the attachments section should include a copy of the RFA/guidelines, a budget, budget justification, and the application. If cost-share is required, an email showing record that the department chair and Associate Dean for Research (ADR) were made aware of the cost-share requirement should be uploaded to eRS. If a tuition scholarship is requested, a completed tuition scholarship request form should be uploaded. If subcontracts are involved, all subcontract documents from one institution should be uploaded as a single PDF and those documents should include at a minimum a completed, signed Letter of Intent (LOI), a budget, and budget justification.

At this point, the PAS should ensure there are no Errors listed on the Transmittal Status page. If there are no errors, the PAS should mark the transmittal page as ready to submit. S/he will then instruct the PI to submit his/her proposal for institutional review. This is done by asking the PI to login to his/her transmittal page in eRS, complete the COI questions, and then submitting the proposal to the research admin office.

IV. Version History

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<thead>
<tr>
<th>Version Date</th>
<th>Approval Date</th>
<th>Summary Changes</th>
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<tbody>
<tr>
<td>11/28/2018</td>
<td>12/01/2018</td>
<td>Initial Version</td>
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