



Office of Sponsored Programs
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OSP Guidance on Grant Submissions

All proposals for sponsored funding must be reviewed and endorsed by the Office of Sponsored Programs (OSP), prior to submission to the sponsor. Only certain hospital officials within Research Administration have the authority to submit proposals on behalf of the institution. The timely submission of proposals to OSP ensures sufficient time for the thoughtful consideration and review of applications.

The complete and final proposal as well as any attachments or approvals required by the sponsor, must be received **at OSP at least five (5) full business days prior to the sponsor's due date** (or, for electronic submission due time). The sponsor's due date is defined as the date and time after which the sponsor will no longer accept proposals. In cases in which Children's Hospital is a subcontractor, the sponsor's due date will be determined by the date due to the submitting institution.

OSP requires the following materials to perform its review:

- A completed CHERP online cover sheet with all appropriate approvals
- COI declarations for all relevant employees
- Final budget with justification
- Final version of all administrative sections
- Final scientific narrative, including Aims, human subjects and animal sections
- If appropriate, letters of support and/or commitment
- If appropriate, all subcontractors authorized documents
- Any additional documents as may be required by the sponsor or Prime Institution

The timely submission of proposals for review allows for the identification of any elements of a proposal that are at variance with hospital or sponsor policies. This lead time is also necessary to clear the electronic submission systems of the institution, grants.gov (and other non-federal sponsors) and eCommons. There are risks involved with late or last-minute submissions which could impact post-award direct costs. Any application errors (budgetary, administrative or other) that may have inadvertently been made may need to be corrected once the award is issued. Proposal submission is a joint effort between OSP and the Department (PI and Department Administrator). It is important that PI and/or Department Administrator provide the approval of the final version of a proposal for submission.

If an occasional extension to the five day rule is needed, the PI or Research Administrator should contact his/her assigned Grant Officer in OSP with a reasonable alternative date when application materials will be submitted to OSP. The Grant Officer will consult with OSP leadership and, if needed, the Vice President of Research Administration, and will respond to the request within 24 hours.