

STANDARD OPERATING PROCEDURE (SOP)  
UW Oshkosh Office of Sponsored Programs

SOP Number: 2  
Effective Date:  
Last Reviewed:

Title:

**Internal Review and Signature Routing**

**OSP Contact Information**

Business Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (excluding holidays).

Main: 920-424-3215

E-mail: [OSP@uwosh.edu](mailto:OSP@uwosh.edu)

Website: [uwosh.edu/sponsoredprograms](http://uwosh.edu/sponsoredprograms)

## I. Overview

All proposals for external grant funding are sent through an internal review process prior to submission. Internal review allows staff in the Office of Sponsored Programs (OSP) time to confirm the proposal aligns with sponsor requirements, review proposed institutional commitments, and ensure both institutional and sponsor policies are followed. The Internal Review Form (IRF) is an internal document that summarizes a sponsored program proposal, including period of performance, effort commitments by project personnel, cost sharing commitments, compliance certifications, and other institutional commitments (facilities, equipment, etc.). The IRF accompanies the proposal to OSP for internal review. This document is considered the internal “cover page” to your grant proposal.

A minimum of five business days prior to the submission deadline, complete your IRF, attach your proposal and submit to [OSP@uwosh.edu](mailto:OSP@uwosh.edu), or to your pre-award grants administrator. This requirement extends to projects where the UW Oshkosh PI is listed as a sub recipient, Co-PI or collaborator on the proposal (i.e. UW Oshkosh is not the prime institution on the proposal).

## II. Applicability

This procedure is applicable to all faculty and staff submitting a grant proposal. This includes all federal, state, private and internal grant submissions. Individuals submitting pre-proposals are not required to submit an IRF, however, they should notify OSP staff so they can properly track the submission and status of your pre-proposal. If invited to submit a full proposal, our staff will create a submission checklist and timeline for your submission and require an IRF and internal review for the full proposal submission.

## III. Procedure:

1. **Principal Investigator:** The PI prepares the proposal following sponsor guidelines. It is the PI’s responsibility to develop the proposal, however, OSP staff are available to assist with budget development and deciphering sponsor requirements. The PI may choose to work closely with OSP throughout the proposal development process. If OSP staff are notified of intent to submit early in the process they can develop a submission checklist and timeline for the PI. OSP staff review draft versions of the proposal documents early in the process and provide feedback. Finally, the PI completes the IRF and attaches all proposal documents (including any subrecipient documents) and submits to [OSP@uwosh.edu](mailto:OSP@uwosh.edu)
2. **OSP Staff:** OSP staff will review the proposal packet, in particular the budget and budget narrative, and will provide feedback to the PI as applicable. Once the proposal aligns with sponsor requirements and institutional commitments are addressed, OSP staff will circulate the IRF for the following internal approvals: OSP Director, Grants Accountant, Controller, Department Chair and College Dean.
  - a. Obtaining signatures on the IRF does take time, especially during or around holidays or interim periods when signatory officials are off-campus. Please work with your pre-award grant administrator to plan ahead.

## Responsibilities

### *Principal Investigator:*

### ***Pre-Award***

- Notify OSP of their intent to submit as soon as possible by e-mailing [OSP@uwosh.edu](mailto:OSP@uwosh.edu) and including a link to the sponsor's Request for Proposal (RFP). The PI can also request an initial meeting with OSP staff to discuss the submission, eligibility, and interest.
- Develop proposal and related documents for submission
- Work with OSP to obtain necessary subrecipient documents, if UW Oshkosh is the lead institution and the PI is planning to work with an institution which will provide collaborative project support.
- Complete the Internal Review Form (IRF), attach to proposal and submit to [OSP@uwosh.edu](mailto:OSP@uwosh.edu) a minimum of 5 business days prior to the sponsor's submission deadline. If submitting a federal or large grant plan ahead with your pre-award grants administrator.

### ***If Funded:***

- Grantee PIs should forward any award notice to OSP ([OSP@uwosh.edu](mailto:OSP@uwosh.edu)) within one week of receipt. Schedule a start-up meeting with OSP. Bring copy of award letter or contract to start-up meeting
  - Start-up meetings include assignment of account number(s), review of institutional policies regarding travel, procurement and effort reporting, and potential budget adjustments.
- Review Funded Project Checklist and PI Disclaimer at start-up meeting. Provide signature.
- Work with your Grants Accountant to submit progress or effort reports, no-cost extensions or modifications following sponsor terms.

### ***OSP***

#### ***Pre-Award***

- Ensure all necessary internal approvals are obtained prior to submission
- Review IRF and proposal packet to ensure alignment with sponsor requirements (including budget review by Grants Accountant)
- Ensure PI meets all research compliance requirements for work with animals, human subjects, biohazardous materials, Financial Conflict of Interest (FCOI) and Responsible Conduct in Research (RCR)
- Complete and submit application to sponsor when PI does not have "Submit" access (most federal submissions)
- Provide notice to PI and their team regarding completed submission

#### ***If Funded:***

- Grants Accountant and a member from OSP hold a start-up meeting with PI
- Grants Accountant works with PI to submit financial reports and provides assistance with invoicing and/or drawdowns for payment.
- Maintain complete project file from pre-award through post-award grant closeout
- Grants Accountant provides continuous monitoring of grant activities including expenditure tracking, invoicing and reporting as applicable for the project

#### **IV. Guidance Documents/Policy Links:**

#### **V. Templates/Forms:**

- [Internal Review Form](#)
- [Internal Review Form Instructions](#)

#### **VI. Definitions**

#### **VII. Contact Information:** For questions or comments please contact [OSP@uwosh.edu](mailto:OSP@uwosh.edu) or 920-424-3215

#### **VIII. Revision History:**

Created: 12/20/18  
Revised: 2/14/19