



Procedure Name: Pre-Award Proposal Development Timelines	Number: SOP 27 v1.0
Subject: Clinical Research	Effective Date: June 1, 2025
Linked Policy: Clinical Research Operations & Compliance Policy	Revised Date:

PURPOSE:

To establish the Office of Clinical Research (OCR) timelines and expectations regarding the pre-award proposal development process.

SCOPE:

This SOP applies to all OCR PIs submitting clinical proposals and Research Grants Manager (RGM) assisting with the application, in collaboration with RST3 and OSP.

RESPONSIBILITY:

This SOP sets forth the expected timelines for PIs submitting Federal, Foundation, and Corporate entities sponsored project funding proposals, agreements, and contracts.

TIMELINES:

Proposal Development

6 Weeks Prior to Due Date: PI submits OCR Proposal Intake form ([OCR/GWCC Proposal Intake Form](#)): Deadline, Opportunity #, ID's Subs & Collaborators. RGM collaborates with RST3 to assign staff, inform OSP, reviews solicitation, identifies documents required, requests info from subs, flags unusual requirements & potential issues.

5 Weeks Prior to Due Date: Identify team and create Budget & Budget Justification. Assemble supporting documents (FCOI, sponsor documents, biosketches, letters of support, etc)

2-3 Weeks Prior to Due Date: Completed docs are assembled and reviewed. Ancillary reviews for Cost Share & Multi-school proposals routed. Submit PI approved documents to assigned RST3 SRA.

OSP Review

5 Business Days Prior to Due Date: SRA routes final budget & all sponsor documents through myResearch to obtain RST3, Department Chair, Finance Director, and OSP review/approval.



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3 Days Prior to Due Date: Resolve all concerns and address comments from OSP.

0-2 Days Prior to Due Date: Proposal Submitted

Review and Revision

The SOP Review Committee shall review this SOP every 2 years. This SOP may be reviewed more frequently if it does not reflect current operations.