



Office of the Vice President for Research
Standard Operating Procedure

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how the Office of the Vice President for Research (OVP) and the Office of the Vice President for Academic Affairs (OVPAA) will provide a consistent approach to the review and approval of all research proposals submitted to the Office of the Vice President for Research (OVP) throughout the 80 Centers.

II. Introduction

A research proposal is a request for funding from an outside organization in order to conduct research, development, or evaluation of the research. To all possible projects, applications for research, PAS and especially for research proposals, the Office of the Vice President for Research (OVP) will provide a consistent approach to the review and approval of all research proposals submitted to the Office of the Vice President for Research (OVP) throughout the 80 Centers.

III. Procedure

The principal investigator (PI) of this research proposal (PAS) will submit a request for funding to the Office of the Vice President for Research (OVP). If a research proposal is needed, the PAS will ask the PI for a letter of introduction to the principal investigator as well as the research proposal's grant abstract. The \$5,000 is allocated to the research proposal, the PAS should follow this same procedure. The PAS, after reviewing the proposal guidelines, will submit the research proposal to the Office of the Vice President for Research (OVP) for review. At a minimum, this request must include a Letter of Intent (LOI) or SLU letterhead, a budget, a data budget justification. It will also include a request for the research proposal. It will include a request for facilities and other resources. If a request is needed, those requests will be included in the proposal so that the research proposal will need to submit, those requests will be included. It is important that the PAS provide a deadline to the research proposal as well as a copy of the proposal guidelines. After providing the official request, the PAS should answer any questions the researcher has.

