

^{*} Note that reports describing more than 3 cases are considered to be research. Refer to the guidance document on Quality Assurance/Quality Improvement Projects for additional information on the differences between QA/QI and research. The WVSOM IRB may be consulted for assistance in making this determination.

[#]For example, acquisition of a human cell line that would require IBC review. For studies that have already been reviewed by the IRB, IACUC or IBC, refer to committee procedures on submitting protocol modifications.

Contact the ORSP (ORSP@osteo.wvsom.edu) for assistance in developing the budget and justification – this will facilitate later processing and eliminate potential delay.

•

Submit ORSP-5 Form along with a copy of the grant proposal, budget, and budget justification to the Office of Research and Sponsored Programs ORSP@osteo.wvsom.edu. This must be submitted at least 5 working days prior to the submission deadline.



ORSP staff will obtain necessary institutional signatures.



You may not submit the grant proposal until notified by ORSP that all institutional approvals have been received. For some funding mechanisms, the ORSP will have to submit the grant proposal for you.