

NARRATIVE HOLD PROGRAM

WASHINGTON STATE UNIVERSITY

April 2017

The Narrative Hold Program allows faculty the opportunity to finalize and polish the research/technical narrative sections associated with proposals currently being submitted via these online portals; (NIH) ASSIST, (NSF) Fastlane, (NASA) NSPIRES and the new online Workspace portal in Grants.gov.

This program allows faculty to submit an eREX Form with all the final components of the proposal completed **except** the research/technical narrative (e.g. Project Description, Research Strategy, etc.) and directly associated documents (e.g. References Cited, Project Summary).

In order to take advantage of this option, there is a “Yes/No” hold question included on the Deadline tab of the eREX Form if one of the above mentioned submission types are selected. If the answer is “Yes”, the Narrative Hold Program will be enacted and the PI will be responsible to upload their final narrative into the sponsor website **and notify our office** via email at orso@wsu.edu, that it has been completed no later than five business hours before the deadline OR by Noon on the day the proposal is due – whichever is earliest (e.g. if the agency deadline is 2PM, the final narrative must be uploaded into the system and ready for submission by 9AM that morning, for deadlines from 5pm – midnight, the final narrative must be uploaded and our office notified by Noon on the day it is due.).

The Narrative Hold Program will **only** be applicable for eREX Forms, less the narrative that are completed and approved two days prior to the sponsor deadline. Any RUSH submission (eREX Forms submitted within 2 days of the deadline) will be not be able to use this Narrative Hold Program.

Any notes regarding the finalizing of the narrative for the proposal should be included in the Special Instructions section of the eREX Form. **All other components of the proposal must be in final form when the eREX is submitted, only the research narrative can be in draft format.**

In Summary:

- Only the research/technical narrative and directly related documents as noted above can be in DRAFT FORMAT – all other components of the proposal (including budget) must be in final form when the eREX Form is submitted.
- The final research/technical narrative must be provided no later than five business hours before the deadline OR by Noon on the day the proposal is due – whichever is earliest.
- The PI is **required** to notify ORSO via email (orso@wsu.edu) providing in that email a copy of the final narrative documents to let us know that the research narrative information is complete and the proposal is ready for submission.
- If the eREX is not fully approved 2 business days before the deadline it will no longer be eligible to use the Narrative Hold Program – the eREX will be returned and will need to be resubmitted once the proposal is in its final form and ready for submission.