

NARRATIVE HOLD POLICY
WASHINGTON STATE UNIVERSITY

September 2025

The Narrative Hold Policy 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) Research.gov, (NASA) NSPIRES and the Workspace portal in Grants.gov.

This policy 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” question included on the Deadline tab of the eREX Form, if one of the above-mentioned submission portals are selected. If the answer is “Yes”, the Narrative Hold Policy will be enacted and the PI, or their delegate, will be responsible to upload their final narrative directly into the sponsor website **and notify the ORSO** office via email at orso@wsu.edu, that it has been completed no later than 9:00 a.m. the business day before the day the proposal is due to the sponsor.

The Narrative Hold Policy will **only** be applicable for eREX Forms, less the narrative, that are completed **and approved** no later than 9:00 a.m. PST, five business days prior to the sponsor’s deadline. Any RUSH submission (eREX Forms submitted within 5 business days of the deadline) will not be able to enact this Narrative Hold Policy.

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 approved, 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 approved. Draft documents must be clearly identified in the header or title.
- The final research/technical narrative must be provided no later than 9:00 a.m. the **business day** before the day the proposal is due to the sponsor
- The PI, or their delegate, is **required** to notify the ORSO office 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 by 9:00 a.m. PST five business days prior to the sponsor’s deadline it will no longer be eligible to use the Narrative Hold Policy