***CAHNRS Grants Team FAQs***

**Do I have to complete an eREX for a pre-proposal?**

* [**http://www.ogrd.wsu.edu/memos/guides/rexguide.pdf**](http://www.ogrd.wsu.edu/memos/guides/rexguide.pdf)

**Who do I list as approvers on the eREX?**

The eREX is an internal WSU form for transmission of proposal materials to OGRD and obtain required approvals.

<http://www.ogrd.wsu.edu/documents/DepartmentalContacts.pdf>

* All WSU Co-Investigators/collaborators.
* All Chairs/Directors of PI and Co-PIs department
* For ARC proposals, Jim Moyer. For Extension proposals, Rich Koenig.
* Deans of any other colleges of Co-PIs
* Business Center grants personnel
* Department administrator for each department involved.

**Where do I find the current eREX?**

* <http://www.ogrd.wsu.edu/documents/REX/eREX_2015_1_5.pdf>

**How soon do you need my proposal?**

OGRD requirements below. This means that your Business Center or Departmental Administrator needs the completed proposal **7 working days or 4 working days** before the agency deadline.

* <http://www.ogrd.wsu.edu/guidelines/guideline2/Guideline2.pdf>

|  |  |
| --- | --- |
| **Type of Submission** | **Due at OGRD** |
| \* Website or other Online Submission (grants.gov, eGrants, NSpires, etc) | Recommended 5 working days prior to the agency deadline due to electronic validation requirements. |
| \*\*Email or other electronic submissions | 2 working days prior to the agency deadline |
| \*\*Hard Copy Submission (eREX via electronic submission and the required hard copies to send dropped off at OGRD) | 2 working days prior to the agency deadline |

**Why do you need my proposal a week before the deadline?**

* The CAHNRS grants team reviews the proposal for compliance with RFA, works with department or Business Center personnel to correct errors, reviews cost-sharing and other College commitments, then submits to OGRD to start routing for approvals. Approvals can take hours to a day(s) for completion.
* Website and other online submission processes run a validation process which reviews the proposal that has been submitted and upon acceptance into the system after the review, the proposal is then electronically forwarded to the specific sponsor funding that program. Many times, especially when the website is being accessed frequently in a given period of time, this approval and forwarding process gets delayed and/or experiences glitches which can cause proposals to be stalled. As well, there may be specific items which will cause rejection at the electronic processing site or at the sponsor reception site. The 4 or 7-day time frame allows your Business Center and the CAHNRS Grants Team the ability to thoroughly review the proposal, make necessary changes, complete the electronic approval process and allow OGRD to work through any rejections or glitches, while still meeting the sponsor deadline.

**Who do I contact to help me with my proposal and/or award questions?**

|  |
| --- |
|  |
| **Johnson Hall Business Center**  [**http://cahnrs.wsu.edu/fs/home/business-services/business-centers**](http://cahnrs.wsu.edu/fs/home/business-services/business-centers) |
| **Business Center Grant Contact: Jeannine Burke** |
| **Business Center Grant Contact: Jason Croyle**  **Business Center Contact: Kimberly Dudley** |
| **Business Center Grant Contact: Katrina Shelton** |
| **CAHNRS College Contact: Carrie Johnston** |
| Apparel Merchandising, Design and Textiles  Biological Systems Engineering  Crop and Coil Sciences |
| Horticulture  Int’l Research & Ag Development |
| Plant Pathology  Plant Growth |
|  |
| **Food Science / Clark Hall Business Center**  [**http://cahnrs.wsu.edu/fs/home/business-services/business-centers**](http://cahnrs.wsu.edu/fs/home/business-services/business-centers) |
| **Business Center Grant Contact: Ben Weller**  **Business Center Grant Contact: Laura Coughenour** |
| **CAHNRS College Contact: Maureen Bonnefin** |
| Animal Sciences |
| Entomology |
| School of Food Science  Human Development  School of Economic Sciences |

**Where do I find the current WSU budget template?**

* <http://www.ogrd.wsu.edu/documents/2015BudgetWorkbook_Interim.xls>

**What should I cost-share?**

See documents 1 and 2 here: <http://www.ogrd.wsu.edu/guidelines.asp>

If Cost Sharing obligations are not required, they should not be listed on the budget page and should not have a dollar value assigned in the narrative. Lab space should not be shown as a WSU contribution.

If cost share is required, below is a list of examples of suggested items in priority order:

1) Faculty time: Salaries, wages, benefits, and F & A

2) Cash commitments from Departments, Colleges, and Organized Research.

3) Straight equipment match

4) Purchase of other new equipment

5) Replacement parts and maintenance contracts

6) Renovation of facilities

7) Potential cost share of space lease costs (if it is off-campus)

8) Leveraged Gifts

9) Leveraged/Related Grants from non-Federal Agencies (e.g. WA State agencies)

10) Graduate Research Assistantships (includes fringe and F & A)

11) Graduate student tuition waivers

12) Graduate Teaching Assistantships

13) Third party funding applied for or received

14) Subcontractors’ portions of cost-sharing obligations

15) Volunteer contributions

**What does the CAHNRS Grants Team do?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Jackie Bolden-Manager** | **Carrie Johnston-Lead\*** | **Katy Roberts – Analyst\*\*** | **Maureen Bonnefin-Analyst\*\*** |
| College resource for all grant-related reporting, policies, etc. | ARC Commissions, USDA special grants program, ARC internal grant programs, yearly alumni & dev. endowment reports | WSU County Extension-Western Region (Extension programs: Ag, Community Dev., Youth & Family) | WSU County Extension-Eastern Region  (Extension programs: Ag, Community Dev., Youth & Family) |
| Energy Program | Johnson Hall Business Center | Division of Government Studies & Services (DGSS) | Food Sci/Clark Hall Business Center (including FEQL and Yakima Ag Lab) |
| School of Design and Construction | Hulbert Hall Business Center | Composite Materials Engineering | Area Health Education Center (AHEC) |
|  | Field Investigative Unit | WSU Long Beach | Ctr. for Precision Automated & Agricultural Systems (CPAS) |
|  | School for the Environment | WSU Mt. Vernon | WSU-Puyallup (including Stormwater Research Center) |
|  | Chemical Engineering & Bioengineering | WSU Wenatchee | WSU Extension (Master Gardeners, Ruckelshaus Center, WSU 4-H & WSU 4-H Foundation) |
|  | Ctr. for Sustaining Ag & Nat Res (CSANR) | WSU Prosser (including Agweathernet) |  |

All Analysts review and submit proposals to OGRD for their areas of responsibility, as well as review and process awards, including making recommendations regarding grant/contract language.

\*Responsible for ARC programs. Works closely with Office of Research Associate Director.

\*\*Serve as departmental grant managers (cradle to grave) for the Extension areas they are responsible for. Also help develop and put together budgets for Extension faculty in their areas of responsibility and manage the County MOA for each County (including monthly billing and personnel assignments on grant funding).

**Who is authorized to sign research grants/contracts on behalf of WSU?**

* Dan Nordquist, Director, Office of Grant and Research Development is the only authorized official for WSU on research grants and contracts.

**Should my contract go through OGRD or Business Affairs?**

* <http://www.ogrd.wsu.edu/documents/decision_tree.pdf>