

CAHNRS Sponsored Project Proposal Processing

Principal Investigator (PI)

- PI will contact their appropriate Department/Business Center/R&E Center/WSU Extension Grant Personnel on upcoming proposal submission as soon as they know of the possibility.

Department/Business Center/R&E Center/WSU Extension Grant Personnel

- Department/Business Center/R&E Center/WSU Extension Grant Personnel work with the PI on the development of the proposal application, which may include the following, but not limited to:
 - Review proposal RFA/RFP requirements
 - Clarify any areas of concern related to the RFA/RFP with the funding agency
 - Work with the PI on the development of the budget and budget justification (PI is responsible for writing the justification, but may request help from grant personnel)
 - Ensure budget has appropriate F&A charged
 - Check for cost share commitments (cost share should be included only when mandated by the RFA/RFP)
 - Verify any equipment/college and/or university commitments
 - Approve final budget at least two weeks in advance
 - Complete proposal-related documents, both hard copy proposal and electronic applications (i.e. Grants.gov application files, NSF Fast lane, etc.)
 - Complete eREX
 - Obtain PI's email granting authorization to approve on their behalf, should the PI be out of the office the day the proposal is submitted
 - Forward completed eREX with all required proposal documents attached to CAHNRS Proposal and Award Office at least 4 days before agency submission deadline
 - Department/Business Center/R&E Center/WSU Extension Grant Personnel will be responsible monitoring and ensuring all eREX approvals are completed on time before the required proposal deadline listed on the eREX form

CAHNRS Proposal and Award Office

- CAHNRS College Level Proposal and Award Office will review proposal for the following, but not limited to:
 - Review proposal RFA/RFP requirements
 - Ensure the proposal is acceptable to WSU/CANHRS/ARC/Extension mission
 - Check for equipment/college/university commitments
 - Inform BFO of proposed commitments
 - Review the proposal application to ensure the application is complete
 - Work with Business Center (BC) or dept. grants personnel on any proposal corrections required
 - Submit eREX and proposal application to OGRD
 - Approve on behalf of the college level Dean/Associate Director

Office of Grant and Research Development (OGRD)

- OGRD begins approval routing process of eREX. Once approvals are complete, OGRD provides the final review and transmission of all requests for extramural support