

GRANT MANAGEMENT SERVICES

OVERVIEW

The WSU CAHNRS Office of Research (COR) recognizes the complexity and challenges of managing multi-investigator, multi-disciplinary, and multi-institutional grants. Large projects require a high level of coordination and support to be managed successfully. The importance of effective strategies in managing grant awards is not only recognized by WSU, but is increasingly, a component of proposal evaluations. Thus, COR is striving to implement a system that optimizes cooperation among the various entities that must interact at a high level. Best management practices are important for institutional accountability and progressively recognized by faculty, collaborators and sponsors as leading to greater competitiveness.

To meet this challenge, the COR is providing comprehensive post-award grant management for major grants, in addition to the existing Office of Major Grant Development. The office responsible for the work is Grant Management Services (GMS). GMS provides guidance and support throughout the project lifecycle. Grants management performed by GMS includes project initiation, coordinating with internal and external partners, ensuring compliance with award terms and conditions, providing fiscal management of the project, report tracking, project closeout, communication and logistical support and other functions as mutually agreed upon by the faculty.

Specifically, the office:

- Coordinates and processes paperwork necessary to initiate the project
- Administers subcontracts, manages and tracks subcontractor payments
- Facilitates account set-up, coordinates with other units to monitor expenditures
- Monitors expenditures, provides expenditure reports and projections
- Provides guidance on allowable costs and on rebudgeting within agency guidelines
- Manages salary assignments, tracks and documents cost share commitments
- Helps edit reports to be submitted to the agency
- Tracks reporting deadlines and coordinates report submissions to the agency
- Tracks final reports and close out documentation
- Provides communication and logistical support for team members
- Provides other administrative support as defined by needs of the project and the PI

This is a new initiative that we hope will streamline administrative tasks for PI's and their collaborators, thus leaving more time to focus on the objectives of the project and preparation for future awards.

HOW TO GET STARTED

We are funded by direct charging salaries and benefits of GMS staff to your grant. To do this we need to be involved at the budget stage of your proposal. Taking the size and complexity of your project into consideration, we will provide you a quote for the proposed services. The agreed upon dollar amount will be included in your budget to the funding agency.

Upon award we will work with you to successfully implement your project.

CONTACT INFORMATION:

To discuss the specifics of your project and to obtain a quote please contact:

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PROPOSAL TOOLS

In proposal's, please use the following language as part of the Project Management section:

The project manager conducts day-to-day project operations in coordination with the Principal Investigator. This includes comprehensive post-award grants management, coordinating communication and logistics among team members and managing fiscal and administrative functions of the project.