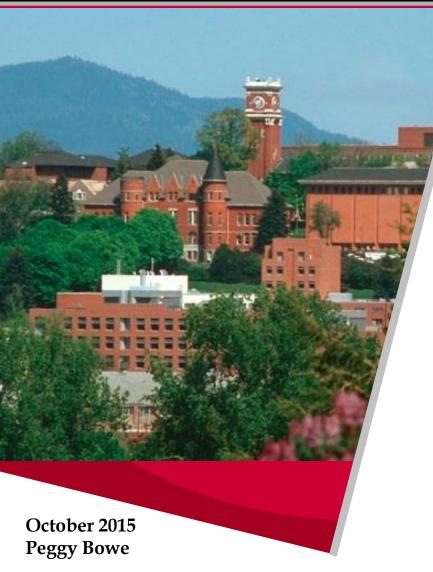


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Proposal Submission, Review and Acceptance



OGRD is now OROS Office of Research Operations and Support





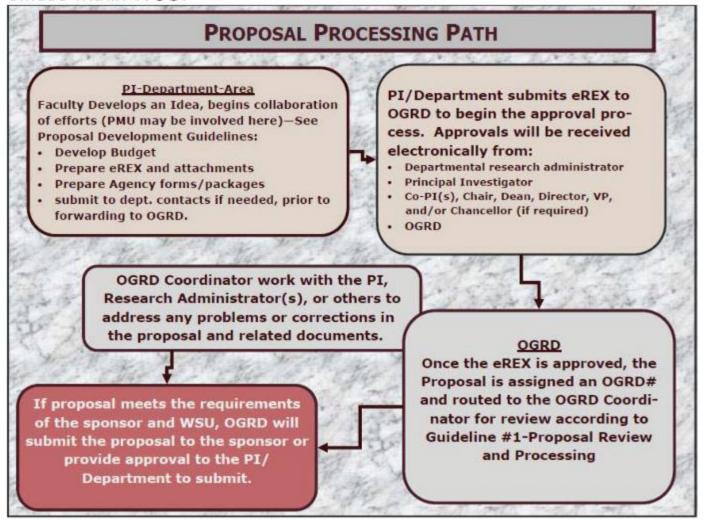
Recording date of this workshop is October 23, 2015

Some of the rules and procedures discussed in this workshop are subject to change.

Please check university resources before relying exclusively on this recorded presentation.

REVIEW OF PROPOSALS – After a proposal has been compiled by the Principal Investigator and/or other departmental individuals, it should be submitted to OGRD for review according to the guidelines below.

Below is a flow chart showing the course a proposal will take through the specific offices within WSU.





Fundamentals of the Proposal Process

- It starts with an Idea- Faculty member defines a problem and identifies a solution.
- Funding source or opportunity is identified.
- With help of department, proposal package developed based on instructions provided.
- Proposal and attachments are uploaded to eREX and routed through OROS to obtain required signatures.
- OROS reviews proposal package and submits to Sponsor
- If proposal is funded, OROS begins award negotiation and acceptance



Three Tips for a More Successful Proposal

1. Read the RFP!!! (Request for Proposal)

- Also referred to as the Call, Solicitation, or Broad Agency Announcement
- One of the most crucial and most often missed steps.
- Why is the RFP important?
 - The RFP includes what programs/projects/research the agency would like to fund as well as what type of agencies they generally fund (Universities, foundations, corporations, etc).
 - The RFP outlines the application's requirements (i.e. maximum funded amount, overhead and cost share limitations, mandatory attachments).
 - Includes instructions regarding how to submit and when to submit



RFP Example

National Science Foundation Grant Proposal Guide

- a) Proposals that do not contain the Project Summary, including an overview and separate statements on intellectual merit and broader impacts will not be accepted by Fast Lane or will be returned without review.
- b) Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Persons traveling under NSF grants must travel by US-Flag Air carriers, if available.



Three Tips for a More Successful Proposal

2. PI should collaborate with staff to prepare budget

- Identify project specifics (e.g. dates) and collaborators
- Identify how items will be paid if awarded (personal service contract or subcontract)
- List items that are attractive or unusual (i.e. laptops, fabricated equipment)
- Cost share commitments are rare and must be approved.
- Example of unintentional cost share: Line item in budget charges one month summer for PI. Budget justification says that PI will devote one month summer and 25% of each academic semester.



Budgeting Assistance

- OROS Guideline #2 (Budgeting Assistance Information for Preparing Sponsored Program Proposals)
- OROS Training Course to obtain budget certification
- Budgeting for Sponsored Projects class (Research Administration Series)
- All proposal budgets must be certified before they are routed with eREX
 - Budget certified department administrator
 OR
 - OROS two weeks prior to deadline for approval
 - Guidelines and templates at http://www.ogrd.wsu.edu



Three Tips for a More Successful Proposal

3. Be mindful of submission deadline

- Gather support documents ahead of time (e.g., biosketches, current and pending, letters of support)
- PI should have technical info written on time to allow others to contribute and review
- OROS requests proposals to be submitted via eREX <u>minimum</u> 2-3 days in advance of the due date
- Last minute submissions are often not reviewed which increases the chance of a failed submission to Sponsor.

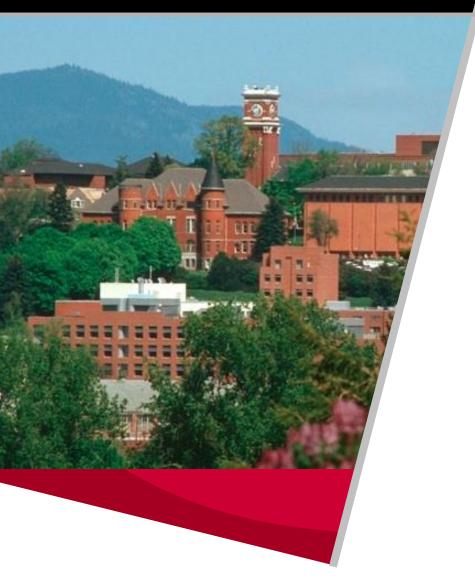


What OROS will need at Proposal Stage

- Completed and electronically approved eREX Form.
- Approved Budget (uploaded into the eREX, Attachment 2).
- Backup documents (uploaded into the eREX), such as Subcontract budget/letter of support/scope of work, F&A Statement, Cost Share Statement as applicable.
- One copy of the proposal for OROS in the agency format uploaded into Attachment 1.
- A hard copy (ies), if required by the agency, with a Request for Shipment Form for your FEDEX package.
- Use the "Special Comments" section for information a Coordinator will need to know to submit the proposal properly, e.g. if submitting by email, the email address and list of what needs to be sent, any uploads that need to be signed by the Director prior to sending.



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Proposal Support and Resources



OROS MISSION STATEMENT

WSU's Office of Research Operations and Support (formerly Grant and Research Development, OGRD) was established in 1972. Its mission is to assist the University's faculty and graduate students in securing extramural support for their scholarly, research, teaching, and community service activities.



OROS Services – Tools to Locate Funding

- Research Advancement and Partnerships
- Identification of funding sources and dissemination of funding information-The WSU *Informer* http://informer.ogrd.wsu.edu
- Pivot funding database search, consultation & training.
 http://pivot.cos.com
- Identification of expertise and potential collaborators-WSU Scholars
 http://www.ogrd.wsu.edu/scival.asp
- Coordinate WSU funded grant competitions



Other Resources to Locate Funding

- Grants.gov http://www.grants.gov/web/grants/search-grants.html
- CFDA https://www.cfda.gov/
- FedBizOpps.gov https://www.fbo.gov/
- FederalRegister.gov https://www.federalregister.gov/money
- NSF http://www.nsf.gov/funding/
- NIH http://grants.nih.gov/grants/oer.htm
- NASA http://www.nasa.gov/audience/forresearchers/researchbizops/index.html
- DOE http://energy.gov/public-services/funding-opportunities
- DED http://www.ed.gov/fund/grants-apply.html
- DOD http://www.defense.gov/faq/pis/21.html
- CDMRP http://cdmrp.army.mil/funding/prgdefault.shtml
- The Foundation Directory http://fconline.foundationcenter.org/



Research Advancement and Partnerships-Enhance WSU's Research Enterprise by Enabling Faculty to Write Better and More proposals

Funding search and announcements

Proposal-Writing Training Activities

Limited Submission Proposals and review

Proposal Development

Research Expansion Activities



OROS Services- Proposal Management

- Review & authorize proposals on behalf of WSU
- Negotiate & accept grants, contracts and other agreements
- Prepare & execute standard agreements, subcontracts & other agreements related to extramural funding
- Certify and assure adherence to WSU and government policies and regulations
- Monitor & report certain sponsored project activity
- Advise faculty, staff & graduate students on any of these functions & activities



Office of Research Assurances

- Human Subjects
- Animal Care
- Hazardous Materials Shipping
- Biosafety
- Conflict of Interest
- Export Controls
- Pesticide Policies

Find out more at www.ora.wsu.edu/



Useful FastLane Resources

- FastLane FAQs

 https://www.fastlane_nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#fastlane_faqs_introduction.htm
- FastLane PAPPG FAQs http://www.nsf.gov/bfa/dias/policy/papp/papp13_1/pappgfastlane_faqs.jsp
- FastLane Advisories https://www.fastlane.nsf.gov/index.jsp



Useful NIH Resources

- NIH User Guides and related links http://era.nih.gov/applicants/index.cfm
- NIH ERA Training Commons, IAR, xTRAIN, ASSIST
 http://era.nih.gov/era_training/index.cfm
- NIH SF424 Guides http://grants.nih.gov/grants/funding/424/

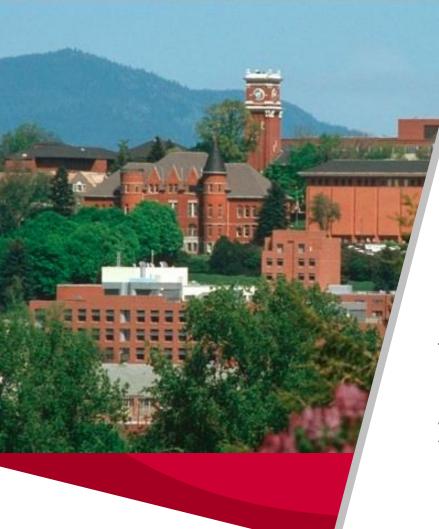


Useful Grants.gov Resources

- **Grants.gov FAQs** <a href="http://www.grants.gov/web/grants/applicants/app
- Grants.gov Search http://www.grants.gov/web/grants/search-grants.html
- Grants.gov User Guides, Training, Support
 http://www.grants.gov/web/grants/applicants/applicant-resources.html



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The EREX Form

(Electronic "Request for External Support" Form)

An in depth discussion of what you need to include for proposal submission.

erex form			v6.03.13						
Washington State University Request for Approval of Application for Extramural Support Office of Grant and Research Development - GRD #: -									
CONTACT PILEAD PI									
WSU ID #: LAST NAME: FIRST N	AME:		EMAIL: TELEPHONE #:						
PROJECT TITLE: (Title Case)									
AREA/COLLEGE/CAMPUS: FISCAL RESPONSIBLE LINIT:									
AREA/COLLEGE/CAMPUS: FISCAL RESPONSIBLE UNIT:			▼						
PROPOSAL TYPE: CURRENT OGRD# FUNDING SOURCE: WORK LOCATION:									
<u> </u>			_						
BUDGET# (4 digits), IF AWARDED: PROJECT BEGIN DATE: PROJECT END DATE:	DIRE	CT \$	F&A (Indirect) \$: TOTAL \$: \$0						
Does this application commit WSU funding or other funds for Cost Sharing or Ma If yes, complete Appendix 1 - Cost Sharing/Matching	tching	g?	Yes No						
SPONSOR/AGENCY NAME:			AGENCY CONTACT NAME:						
MAILING ADDRESS and ATTN TO: (FedEx does not accept PO Boxes):									
CITY: STATE/PROVINCE:		ZIP (CODE: COUNTRY:						
	•								
PHONE #: RFP/PA/BAA/RFQ NUMBER OR TITLE:			SUBAGENCY:						
RFP/PA/BAA/RFQ URL:			PROGRAM/UNIT:						
TO THE PORT OF COLUMN TO THE C			TROOMSONT.						
If known, list the name of the flow-through agency/business providing the funding to our spo	nsor?	Т							
PROPOSAL DEADLINE: TIME DUE (PACIFIC): DEADLINE TYPE:	RANS	MISS	SION TYPE: SPONSOR: SIGNED: OGRD: COPIES: 1						
Project Review Checklist									
Note: The University Conflict of Interest policy, as outlined in Executive Policy #27. requires that the principal investigator, co-investigator(s) and any other person at the University, who is responsible for the scientific design, scientific conduct, or scientific reporting of the project must disclose potential Conflicts of Interest. This also includes spouse/domestic partners, dependent children, and other dependent relatives living in the investigator's household. It is expected that answers to Conflict of Interest questions cover all such individuals. Disclosure is required by State and Federal law and non-disclosure may lead to civil and/or criminal penalties. If you answered yes for yourself or others, Non-PHS FCOI regulated proposals will need a completed ORA Financial Disclosure Form. Contact the WSU Office of Research Assurances at 509-335-7183 to obtain that Form. For PHS FCOI regulated proposals, please complete the online MyResearch SFI Disclosure Form.									
Yes No	Yes	No							
Will this project require any new space, new space assignments, or changes in space assignments? Is this cross-college/area/campus space?			9. Reserved						
2. Is this a major equipment/infrastructure grant for WSU owned space? MRI, G20, S10, Murdock, Keck, DURIP, etc.	X		 Is this proposal to be submitted electronically? NSF Fastlane, etc. Is the project to be conducted off-campus? See OGRD Guideline 						
3. Does the project require alterations/remodeling/installation of WSU owned space?	×		#2 (http://www.ogrd.wsu.edu/guidelines/guideline2/guideline2.pdf) 12. Were WSU resources used to lobby for this proposal?						
Are subcontractors or subrecipients proposed? If true, and this is a PLS COL producted expected WSU's Subpositions COL Form will be	×		If so contact the WSU Federal Relations Office (http://www.olympia.wsu.edu/Federal.aspx)						
required (eREX Attachment 7) (http://www.ogrd.wsu.edu/documents/FCOI Subrecipient.pdf)	П		13. Is the project focus: Visual and Performing Arts, Non-Research						
5. Are facilities & admin. costs reimbursed at LESS than established University rates (ATTACH DOCUMENTATION)	П		Fellowship/Scholarship, Curriculum Development/Education, Student Services (i.e. Counseling), Foreign Languages & Literature, English Language and Literature/Letters, Community Service, History (except						
Does the application provide excess compensation, pay for duties above and beyond your normal duties? (not including summer appls) (http://www.ogrd.wsu.edu/guidelines/guideline21/)	×		History of Science), Travel Grant or Workshop/Conference, Survey/ Testing/Sample or Data Collection (no project control or publications expected), Library Science, Management Service, County Program Support, Work Study, Employee Assignment, etc.; Answer no to this						
7. Potential for a Conflict of Interest? * (see note above)		q	question if there will be findings from WSU faculty and/or graduate students that will contribute to the body of knowledge even if the project falls into one of the categories above?						
8. Will there be restrictions on University/Investigator publications?	Ш								

Save From Chack Submit Print Form Page 1

Don't forget the trainings/updates for ethical conduct and COI

Federal Flow through is especially important to note

Subs will need to register in SAM.gov

Proposal Deadline: The date you need the agency to receive the proposal!

If this date differs from the sponsor's deadline, please note this in the comments.

Approval(s) and Certification(s)

Internal Approvals: Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renovated facilities/space have been discussed with the appropriate people, any special project requirements that are outside normal WSU oversight have been considered, WSU obligations will be met by the department/area/college/campus unless otherwise noted, Conflict of Interest and Excess Compensation requirements have been addressed, and the Office of Grant and Research Development may review and process the proposal.

Lead PI Certification: I hereby certify that:

- My current and active research commitments do not exceed 100% of my appointment. Should my appointment obligations change due to new or increased award commitments, I will notify OGRD to ensure that my total commitments do not exceed 100% of my appointment.
- If the proposal submitted herewith is funded and accepted by the University, I will conduct the project in accordance with the terms and conditions of the sponsoring agency. WSU policies and procedures, and all laws, regulations, rules, and orders.
- I will be fully responsible for meeting the requirements of the award, including evaluating and managing the requirements of my laboratory and/or facilities, ensuring the proper training of project employees as outlined in OGRD RCR Guideline 8, providing proper management of funds, submitting all required technical reports and deliverables on a timely basis, and properly disclosing all inventions to the University's Office of Intellectual Property Administration, in accordance with Federal or contractual terms and University policy.

Contact Principal Investigator/Lead PI (Information copied from page 1)

fui	rther certify that the s	statements contai	ned herein a	nd below are truthful,	ning below, I certify that: 1) I have read the a complete, and accurate to the best of my knoalse, fictitious, or fraudulent statements or cla	owledge and be			
	WSU ID #:	Last Na	ame:	First Name:	Signature:	Date:	Role:		
					Χ		Contact PI/Lead PI		
				Additio	onal Investigator(s)				
tha	at the statements cor	ntained herein an	d below are	truthful, complete, and	certify that: 1) I have read the approval and c d accurate to the best of my knowledge and b or fraudulent statements or claims."		,		
	WSU ID #:	Last Na	.ast Name: First Name: Signature: Date:						
	Add Investigator								
				<u>Department (</u>	Chair/Director Approval(s)				
	WSU ID #:	Last Na	ime:	First Name:	Signature:	Date:			
	Add Chair or D	irector							
				Area/Colleg	ge/Campus Approval(s)				
	WSU ID #:	Last Na	ame:	First Name:	Signature:	Date:			
	Add Area/Colle	ege/Campus							

Special Instructions/Comments

		L	Departmental Contact II	nformation	
Х	WSU ID#:	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Х	WSU ID#:	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Х	WSU ID#:	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Х	WSU ID #:	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
	Add Departmental	Contact			

In the course of submitting this proposal, questions may arise that require OGRD's staff to contact people regarding this eREX and/or the attached proposal. Please fill in the best person to contact in each case (alternate contacts optional).

	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Primary eREX Contact:				
	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Alternate eREX Contact:				
	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Primary Proposal Contact:				
	LAST NAME:	FIRST NAME:	EMAIL:	TELEPHONE #
Alternate Proposal Contact:				

Multiple PIs/Areas should list corresponding RAs, Chairs, Deans etc.

Foundation Directors can be listed as a *departmental contact* but the primary RA should change their approval to "Auto-approve" status before approving the eREX for routing.

Appendix 1 - Cost Sharing/Matching

Cost Sharing/Matching (Complete all that apply):

Amount:	Amount:	Campus Amount:	Department Amount:	Other Amount:	Total Amount:	
						\$0

Cost Sharing or Matching refers to the portion of the project or program costs that are not borne by the Sponsor. If Cost Sharing obligations are not required within the RFP/Announcement, they should not be listed and should not have a dollar value assigned in the narrative nor should there be any mention of a donated commitment of effort within the technical portion of the proposal.

Cost sharing that is not required by the agency but is listed in the eREX, budget, proposal project description, and/or in any other documents within the file is considered voluntary committed cost share. Voluntary committed cost share is tracked and audited. The Cost Share question on the first page of this eREX should be answered "yes" if there is voluntary committed cost share included in the file. Voluntary committed cost share is NOT recommended; therefore it must be appropriately listed in the eREX so that departmental heads may agree to the commitment through their approval of the eREX. Please make a note in the comments section of this eREX if you have included un-recovered F&A in the department cost share amount and the amount of the un-recovered F&A.

Cost Share commitments from the Office of Research and/or the President/Provost require a separately attached approval document from the Vice President for Research and/or the appropriate President/Provost representative or their appropriate representative. Commitments of un-recovered F&A should be included in the department amount and do not require a separate approval.

If Cost Sharing is committed in the proposal, scope of work, or on any attached documents within the file or elsewhere, an obligation will be set up at the time the award is set up.

If you are asked to include Other Support not to be considered as committed cost share by WSU, please include the following statement within the body of your proposal or budget narrative:

"WSU is including in this proposal the following information on other resources available which are in support of similar research/activities undertaken by the Principal Investigator (PI). These resources are listed to identify other support for this research/activity and are not included as a commitment of cost share by WSU."

For further guidance on University Policies and Guidelines on Cost Share or Match refer to the information below:

- * The Office of Grant and Research Development website Policies and Guidelines, Guideline #2 "http://www.ogrd.wsu.edu/guidelines.asp"
- The Office of Grant and Research Development website, Memorandum #2 http://www.ogrd.wsu.edu/policies.asp
- The Office of Research Equipment Matching Policy "http://researchyp.wsu.edu/Equipment.aspx"

Below are examples of Cost Sharing when applicable:

- Un-Recovered F&A the difference between the Institution's F&A rate and the Agency's allowable rate. List this in the department
 amount being sure to make the notes indicated above.
- 2. Faculty Effort towards the proposed project, not budgeted in the proposal. (i.e., salary, benefits, and F&A), (faculty, staff, student)
- 3. Staff and Student Effort Salary, benefits and F&A.
- 4. Wages contributed towards the project (wages, benefits and F&A).
- 5. Equipment purchased during the project period.
- Goods, Services, Travel purchased toward the project (including F&A).
- Third-Party Non-Federal Funds Third Party Sponsor approval may be required.
- Volunteer Services similar to the labor market rate.
- 9. Scholarships/Tuition Waivers College Dean and Graduate School Approval, donated equipment, land and buildings (not often used).

Other Amount – subs/3rd party; get authorizing letter.

If your proposal references additional support with a defined percentage of effort or associated dollar amount, the entire amount, including voluntary, should be included.

Please note the amount of voluntary cost share in the comments section.

If the support is not intended to be measured and reported as a monetary amount, please include the *Other Support* disclaimer.

Appendix 2 - Project Type Activities

PART A - Sponsored Project Activities

Washington State University is required by the Federal and State government to annually report its sponsored project expenditures to various Federal and Non-Federal entities. In order to improve and properly account for WSU's sponsored project activities, it is important that we define the sub-disciplines for any awarded projects.

Please check the appropriate sub-discipline box below for the project proposed. If more than one sub-discipline applies, please choose ONLY the one that this project best represents.

Aeronautical/Astronautical Engineering	Chemistry	Agricultural Sciences	Science not elsewhere classified
Bioengineering/Biomedical Engineering	Physics	Biological Sciences	☐ Education
Chemical Engineering	Physical Sciences, Other	Medical Sciences	Law
Civil Engineering	Atmospheric Science	Life Sciences, Other	Humanities
Electrical Engineering	Earth Sciences	Psychology	☐ Visual Performing Arts
Mechanical Engineering	Oceanography	Economics	Business Management
Metallurgical/Materials Engineering	Environmental Sciences, Other	Political Science	Communication, Journalism, Library Sci.
Engineering, Other	Mathematical Sciences	Sociology	Social Work
Astronomy	Computer Sciences	Social Science, Other	Other Non-Sci. Eng.

The Compliance Checklist must be completed for all projects under this Appendix 2 - Part A.

	COMPLIANCE CHECKLIST (will the project utilize or be subject to the following)									
Yes	No				Yes	No				
\boxtimes		1. Recombinant D	NA/Vectors/Plasmids		\boxtimes		12. Human Tissue/Bodily Fluids/Cells			
\boxtimes		2. Infectious Agen	nts (human, animal, plant)		\boxtimes		13. Human Embryonic/Stem Cell/Fetal			
\boxtimes		3. Select Agents a	and Toxins				IRR	IRB #'s for 11-13 abov	•	
\boxtimes		4. Genetically mo	dified organisms (plants/anim	nals/microbes/other)				14. Radioactive Materials or Radiation Emitting Equipment		
\boxtimes		5. Experimental Use Pesticide			\boxtimes		15. Carcinogens/Mutagens/Teratogens			
\boxtimes		Will any permits be required for biological agents? (APHIS, CDC, FDA, EPA, ATCC or other)					16. Hazardous Waste			
\boxtimes		7. Investigational	New Animal Drug		×		17.Vertebrate Animal Use <u>IACL</u>	ASAF #'s (if none, enter "pending")		
		IBC	BAF #'s for 1-7 above (if none, enter "pending")		Г		18. Will you be shipping or electronically transmitting any article,			
\boxtimes		Will there be restrictions on University/Investigator intellectual property?			×		material or supply, technical data out of the Un collaborating with any foreign persons or entitie		the United States or r entities or working with or be	
\boxtimes		Does the proposal commit University intellectual property "background" rights? Intellectual property?				_	provided any export controlled items, information, material, or substance? If yes, follow the instructions found at http://www.ora.edu/ExportControls/information.asp .			
\boxtimes		10. Is WSU and/or Sponsor confidential information being provided to University?			L		19. Chemicals of Interest listed at			
\boxtimes		11. Human Subje	cts		\boxtimes			vsu.edu/chemicalsofint	erest.asp	

Explanation 18: Will you be snipping or electronically transmitting any article, material or supply, technical data out of the United States or collaborating with any foreign persons or entities?:
Explanation 19: Chemicals of Interest:

Export Control – Stanford has an excellent export control questionnaire to help you determine if your proposal could be subject:
http://export.stanford.edu/tree/

<u>http://www.ogrd.wsu.edu/ec_faq.asp</u> for additonal information.

Attach all supplemental files required to complete this application.				
Attachment 1: Proposal:	Attach File	Remove Attachment	View Attachment	Attachment 1 – The proposal in its final submissior form to be sent to the agency
Attachment 2: WSU Approved Budget and any Necessary F&A Docum				Ç ,
	Attach File	Remove Attachment	View Attachment	Attachment 2 – WSU's <i>INTERNAL</i> budget; not typical to send this to the sponsor
In your proposal budget, are you directly charging for costs that are typically tre line charges, office supplies, etc.?			X res INO	typical to send this to the sponsor
"Yes": If a federally funded project, please complete and attach the as an Other Attachment.	'Certification of a M	lajor Project" document liste	d in <u>OGRD Guideline 2</u>	Attachment 3 – All internal approvals for WSU committed resources for cost/share and match
Attachment 3: Cost Sharing/ Matching Documentation (approvals/com				
	Attach File	Remove Attachment	View Attachment	Attachment 4 – Request for Shipment for shipping and account to charge for sending hard copies
Attachment 4: Request for Shipment of Merchandise:				and account to charge for schaing hard copies
	Attach File	Remove Attachment	View Attachment	Attachment 5 – Other Internal Approvals as
Attachment 5: Other Internal Approval(s):	=:	D 44 1 1	15 40 1	required
	Attach File	Remove Attachment	View Attachment	Attachment 6 - RFP/PA/BAA/RFQ file
Attachment 6: RFP/PA/BAA/RFQ Document:	A4 Fil-	D Attb	\	
	Attach File	Remove Attachment	View Attachment	Attachments 7- FCOI form
Attachment 7: Subrecipient FCOI Form (http://www.ogrd.wsu.edu/doci	uments/FCOI_Subre	cipient.pdf):		
	Attach File	Remove Attachment	View Attachment	Attachment 8 Other documents as required, such
Attachment 8: Other Attachment:				as sub award documents, Certified/official 3 rd party cost share, the Stanford.edu Decision Tree
	Attach File	Remove Attachment	View Attachment	for Export Controls, PI authorization to allow
				approval on his/her behalf.
Add Another Attachment				
ABSTRACT OF PROPOSED WORK (for answering inquiries, for ann	ouncing grant and co	ontract awards, and for possi	ole inclusion in	
compilations of information on research and sponsored programs) - T		•		Hint: If you want any attachment other
the proposed activity, but should be written in terms that can be under	stood by the non-sp	ecialist. Formatting is not ess	ential here. If an	than Attachment 1: Proposal to be sent,
abstract is unavailable, please provide the project title at a minimum.				please confirm in the comments section which Attachments you want sent.
				which Addonnerits you want sent.

Abstract – searchable in the database and used to match new RFPs with potential PI's.



Checks before submitting the eREX

- Budget(s) approved <u>are certified</u>; this includes cost sharing
- PI credit goes to the <u>PIs academic tenure department</u>
- OROS 2 day review (this clock starts AFTER all approvals are in place, not when you initially submit the REX to OROS)
- Include specific submission instructions in the Special Comments box
- Is the F&A correct? Attach supporting docs if requesting non standard rate.
- Do the total dollar amounts match on the eREX, proposal, justfication and sponsor budget? Do the dates from the proposal match the eREX?
- Foreign collaboration? Did you attach the Stanford decision tree?
- Is the **FINAL** version of the proposal attached to the eREX?



OROS's Internal Processes and Communication

- MyResearch (a.k.a Gateway, OROS database) and what it provides for the WSU Research Community
 - Tracking System
 - Dissemination and Communication
 - Reporting



MyResearch

- Your proposal will be logged into MyResearch and given an OROS Number.
- It will be reviewed by a Coordinator and submitted with the Authorized Institutional Signature once the requirements of WSU and the agency have been fully met.
 - MyResearch is accessed through the OROS website allowing for inquiries to be made on specific activities for each project.
 - PI's, Research Administrators, and other departmental figures are given access depending on their role at WSU.



Using MyResearch

- Logging onto MyResearch
- Function Tabs
 - Distribution
 - Gateway DB
 - Award Reports
 - Proposal Reports
- Searching

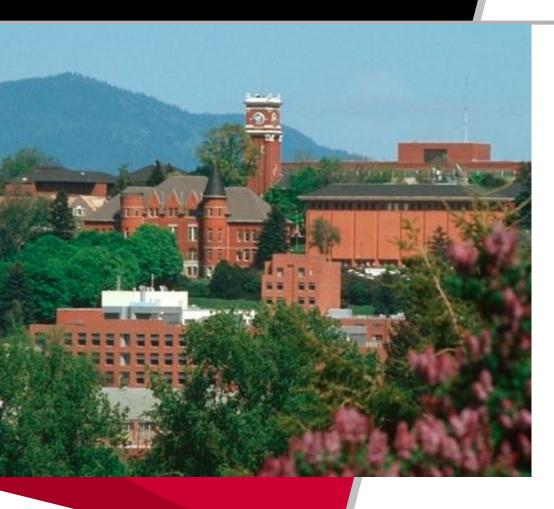


If Denied... RESUBMIT!!!

- OROS Processing of Denied proposals
- Importance of Reviewer Comments
- Preparing your proposal for resubmission
- OROS assistance for resubmission or location of other funding possibilities

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If Awarded...

- If you received the award directly, make sure OROS has a copy
- Check the OROS Database for updates
- Be prepared for Contract Negotiation
- You may be asked to include MTA's, NDA's and other No-Money Agreements in addition to your contract.
- Subcontracts? Fill out initiation form: http://www.ogrd.wsu.edu/forms.asp



OROS Processing

- Receive award/contract
- Log information in database
- Appropriate college review and coordinator review and/or negotiation
- University Authorized Official signature (this is not the PI although they may be asked to sign in addition to the AO)
- Does the information need to be returned to the agency for execution?



Full Execution/Setup

- Distribution of fully executed contracts and awards.
- Award docs are sent to Sponsored Programs Services for account setup
- Help along the way amendments, no cost extensions and other relevant items.
- Reports, reports ours and yours
 - Agency Reports
 - WSU Award and Proposal Reports
 - Financial Reports (SPS)



This has been a WSU Training Videoconference

If you wish to have your attendance documented in your training history,

please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu