Overview of Proposal Process

Decision

- Send RFP to assigned grant administrator as soon as you are strongly considering a submission. If no RFP exsists then notify department grant administrator of your intent and provide as much information as possible.

Proposal

- Research administrator will initiate eREX (internal WSU document for routing a proposal and getting the required approvals). After initiation, they will ask PI to fill out relevant sections.
- PI should the unit grant adminstrator with as much detail to help facilitate the development of the budget: Provide the names, FTE, detail travel needs, detail materials & supplies needs, service needs, subcontracting needs, and any other special requirements.
- PI is to work with unit grant adminstrator to develop a final budget, and unit grant administrator will certify before it is finalized.
- PI is to complete the proposal documents following RFP instructions. When these are finalized, send to Grant Administrator. For large integrated proposals, support may be available to help with some aspects of required supporting documents (e.g. PI documents, facilities documents, etc). If applicable, please discuss with your unit grant administrator as soon as you decide to submit, to see if this is possible.

Submission

- Grant administrator will attach all required submission documents and certified budget to eREX. A PI should never submit the eREX yourself.
- If the PI will not be available for approval, PI needs to provide written consent for unit grant adminstrator to approve on their behalf. This consent will need to be attached to the eREX as a written document.
- Unit grant administrator will review and notify CAHNRS Grants via email that the eREX is ready for their review and routing to the Office of Research Support and Operations (ORSO). Review by CAHNRS Grants and ORSO helps ensure that requirements by WSU and the granting agency are met.
- PI needs to be available for corrections through the entire process until they get the notification from ORSO that the proposal has been submitted. PI will also need to provide their signed approval of eREX online.
- ORSO will then submit proposal to the agency and notify PI and department grant administrator when the proposal has been submitted.