SPONSORED RESEARCH
DIRECT GUIDANCE

ORAP
Office of Research Advancement & Partnerships

Pre-Proposal Development
• Locates Funding Sources
• Conducts Writing Classes

Proposal Development
• Provides proposal writing assistance/classes
• Budget assistance

ORSO
Office of Research Support & Operations

Proposal & Award Processing
• Drafts/negotiates contracts
• Prepares/Reviews Budgets
• Review/submit proposals
• Coordinate w/SPS for change requests & allocations
• PI dashboard

Confidentiality/Material Transfers
• Obtains non-disclosure agreements
• Handles material transfer agreements
• No money, licensing, equipment agreements

SPS
Office of Sponsored Programs Services

Award Set-up
• Coding, budget allocation
• Activates accounts

Invoicing/Reporting
• Invoicing, Reports
• Cost share
• Reports Program Income

Payment Processing
• Receipt payments
• Subcontract Invoices

Account Closing
• FFR, invention, property reports
• Inactivation

Sub-Recipient Monitoring
• Submits FFATA reporting
• Assists with Sub-recipient compliance
SPONSORED RESEARCH
Support Guidance

ORA
Office of Research Assurance

Law & Regulation Compliance/Policy
• Export controls (IBC)
• Hazardous waste & shipment, radiation (IRC)
• Use of humans & animals for research (IACUC)
• Reviews possible research misconduct

Post Award Approval Review (PAR)
• Assists with compliance

OC
Office of Commercialization

Submits Applications
• Invention Disclosures
• Patent, Copyright, Trademarks

Assists with Protection
• Scholarly & Educational Material
• Intellectual Property
• Technology Transfer

OIA
Office of Internal Audit

Audits
• Conducts Internal financial audits
• Ethic Audits
• Operational Audits
• Fraud Investigations
• Completes Risk Evaluations
• Unannounced Cash counts

Control Systems
• Develops Control Systems
• Creates Policies & Procedures

Audit Liaison
• Assists departments with internal controls
• Acts as Liaison between departments, external auditors
• Attends auditors entrance & exit meetings
PROPOSAL DEVELOPMENT

Generate Idea

Create a one page proposal pitch*

Begin Creating Proposal*

Find Collaborators*

Seek Funding for Idea*

Proposal Prepared* w/ help from Dept. RA, advisors and team

Proposal Reviewed & budget approved by Dept. RA

Proposal uploaded to eREX & submitted for electronic approval (at least 2 days prior to due date.)

eREX Approved & Routed to ORSO

ORSO reviews Proposal and submits it to agency

Proposal Denied: Improve Idea and/or look for other funding*

AWARDED! Now the fun begins.

*ORAP available for assistance, orap.or.wsu.edu
AWARDED!  
Now the fun begins

ORSO Receives award

ORSO routes to Dept/RA & PI for review (if needed)

ORSO Reviews award for acceptance, negotiates changes as needed

ORSO has Dan Nordquist sign award & returns it to the agency for execution (if needed)

ORSO sends Executed copy of award to SPS

SPS sets up WSU Account, manages invoices & financial reports

If changes to project after awarded work with RA and ORSO

Research Compliance Protocols Needed?  
Work with ORA

Subawards?  
Work with RA and ORSO