

WASHINGTON STATE UNIVERSITY
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**Proposal Submission,
Review and
Acceptance**

October 2015
Peggy Bowe

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OGRD is now OROS
Office of Research Operations and Support



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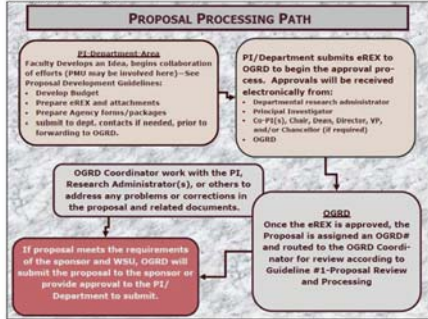
**Recording date of this workshop is
October 23, 2015**

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>

Guidelines and budget template can be found at <http://www.ogrd.wsu.edu>



Three Tips for a More Successful Proposal

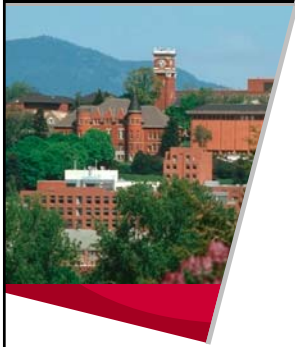
3. Be mindful of submission deadline

- 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 minimum 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.



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

Find out more at <http://informer.ogrd.wsu.edu>

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>
- DEED <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

Find out more by contacting res.dev@wsu.edu



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

Find out more at <http://www.ogrd.wsu.edu>



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** <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>
- **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>

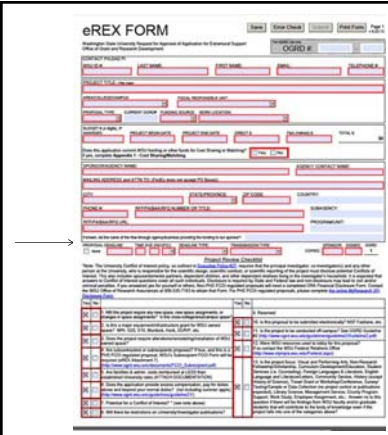


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The EREX Form

(Electronic "Request for External Support" Form)

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



eREX FORM

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 Approval: Approval signifies that the proposed project fits within the academic framework and resources of the unit, requirements for new or renewed facilities have been discussed with the appropriate groups, any special project requirements that are outside normal WSU coverage have been considered, WSU obligations will be met by the department/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 POL 000002.0, ensuring proper management of funds, submitting all required technical reports and deliverables on a timely basis, and properly disclosing all revenues 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 awss-01

WSU ID #	Last Name	First Name	Signature	Date	Role
			X		Contact PI/Lead PI

Additional Investigator(s)

WSU ID #	Last Name	First Name	Signature	Date	Role

Department Chair/Director Approval(s)

WSU ID #	Last Name	First Name	Signature	Date

Area/College/Campus Approval(s)

WSU ID #	Last Name	First Name	Signature	Date

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

<https://gateway.oqrd.wsu.edu/login.asp>

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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Awarded!!!



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, 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
