

April 17, 2009

CLA Guidelines for Grant Submission

1. Faculty are strongly encouraged to get critiques of multiple drafts of their proposals . Contact the CLA Proposal Support Team or colleagues who have a history of grant success to get proposal critiques. Information about the Proposal Support Team can be found at: <http://libarts.wsu.edu/proposalsupport/>
2. Before any REX form is submitted, grant budgets MUST be pre-approved by either Susan Cunnington in the Dean's Office or budget personnel at OGRD. Investigators should solicit help in developing a budget early in the grant development process.
3. Proposals to agencies that do not pay the full WSU F&A rate must have documentation of the agency guidelines on F&A. See Susan Cunnington for details.
4. Principle Investigators should use the new EREX electronic approval procedure to submit proposals. This system routes proposals electronically to department chairs, the dean's office and finally to OGRD after all approvals are obtained. It eliminates the need to carry proposals around campus for signatures, and allows for a more efficient approval process. We will continue to process paper REX forms until the beginning of the Fall 09 semester, but **after August 15th, 2009, CLA faculty must use the EREX forms.**
5. You should allow at least two business days for approval of REX/EREX forms. In order to prevent errors that would cause a lengthy delay in the submission of your proposal by OGRD, all forms are carefully reviewed by either the Associate Dean for Research or the Dean. It is not possible to guarantee approval of last minute requests.
6. For collaborations across departments or colleges, the REX form has a space to indicate the division of F&A funds. Investigators should discuss division of F&A with their department chairs before submitting the form. If the F&A split does not match the percentage of contribution of each investigator to the project, the project will not be approved at the Dean's level without sufficient justification for the proposed F&A split.