**Steps to Submit a Proposal:**

1. Submit the following to Pharmacy.Grants@wsu.edu ASAP:
   - PA # or link to website
   - Agency Deadline
   - Project Title
   - Agency IDC limits (if any)
   - Sub Contract financial contact
   - Budget type (modular or R&R)
   - Budget details:
     - Salaries & wages
     - Supplies
     - Travel
     - Equipment

2. Work with Cody and Natalie to finalize budget, application & eREX.

3. Review & approve final budget, application and eREX.

4. Remain engaged to correct problems until application acceptance confirmation is received from sponsor agency.

**Important Numbers**

**IRS I.D. Number (Tax ID, EIN#, PHS Entity #)**: 91-6001108

**CAGE Code**: 0REY0

**UEI Number**: XRJSGX384TD6

**Animal Assurance Number**: D16-00303

**Human Subjects Assurance Number**: FWA00002946

**FICE Code**

**FAC Code**

**Human Subjects Assurance Number**

**Animal Assurance Number**

**Is WSU Registered in the CCR/SAM? Yes**

**Is WSU Registered in e-BRAP? Yes**

**WSU Spokane**

**WSU Tri-Cities**

**WSU Yakima**

**WSU Spokane**

**WSU Tri-Cities**

**WSU Yakima**

**Congressional District**

**Legislative District**

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**Important Information**

Dean’s salary guideline: 1% salary support per $10k direct costs. Please obtain the Chair & Dean’s approval for special circumstances.

IRB - Please request Cody Oatman and Natalie Morris as “other personnel” on IRB permissions when filling out IRB paperwork.

**Helpful Links**

ORSO - budgets, policies & guidelines [orso.wsu.edu](http://orso.wsu.edu)

Foreign Collaborations [orso.wsu.edu/working-with-foreign-entities](http://orso.wsu.edu/working-with-foreign-entities)

Business Services Grants & Contracts Page [pharmacy.wsu.edu/financeoffice/grants-contracts](http://pharmacy.wsu.edu/financeoffice/grants-contracts)

**Contact Information**

**Cody Oatman, Research Administrator**

Budget creation and certification, eREX & application creation and submission, account report analysis and distribution, post award support, grant transfers.

Phone: 509-368-6695

**Natalie Morris, Research Administrator**

Budget creation and certification, eREX & application creation and submission, account report analysis and distribution, post award support, grant transfers.

Phone: 509-368-6609

**Saren Wardrep, Grants & Contracts Administrator**

Spokane Campus ORSO representative. Reviews final proposal and eREX and provides authorized submission to sponsor. Facilitates subcontract agreements, administers MyResearch DB, & provides post award support.

Phone: 509-216-5964

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*[If the eREX is fully signed 2 days or more prior to the deadline, ORSO will provide a detailed review of the proposal and then submit on behalf of WSU. If not fully signed at least 2 days prior to deadline, ORSO cannot guarantee a detailed review, on-time submission to the sponsor, nor the acceptance by the sponsor of the proposal. Additionally, late submissions must be manually approved by the department Chair and Dean.]*