CPPS Procedures for Extramural Research Proposals

To ensure that we as a college are able to meet ORSO's deadline, all proposals prepared by Pharmacy faculty regardless of department or unit, must meet the following timeline.

One month prior to agency deadline

1. Email submission plans to Pharmacy.Grants@wsu.edu. Include the following:
    a. Grant mechanism (i.e. R01, R21, Private, Foundation)
    b. Agency Deadline
    c. Request for Proposal (RFP)
    d. PA announcement number or link to private/foundation website

2. Cody or Natalie will be assigned to your request and will work with you on your submission.

3. Provide draft budget details as soon as possible:
    a. Project Title
    b. Salaries, wages, supplies, travel…..
    c. Begin & end date of project if awarded
    d. Sub Contract details – financial contact name/email

Cody and Natalie are responsible for:

1. Completing the agency application with the PI
2. Gathering approved financial information from the sub contract institution
3. Preparation of the eREX
4. ORSO internal budget
5. Send draft eREX & ORSO budget to PI for review and approval
6. Input of final budget details on PHS 398 or R&R packet forms for Grant.Gov submissions
7. Final eREX preparation and submission to ORSO's internal deadline

Please note: the eREX & ORSO templates change frequently to reflect the current benefit and indirect cost rates.

Responsibilities of Faculty Members:

1. Read each agencies RFP in detail to understand the rules/formatting that is required for submission
2. Provide NIH/NSF announcement number, or agency grant link to staff member for draft input
3. Provide financial contact name for sub contract
4. Complete attachments and budget justification as required in RFP
5. Each faculty member is responsible for their own upkeep of "current & pending support" pages for accuracy

Deadlines for proposal submission

Deadline for final proposal submission to ORSO for review:

- Three business days prior to agency deadline for **electronic** proposal submission to agency
- Five business days prior to agency deadline for **hard copy** proposal submission **via FedEx mailing** to agency

The eREX must include:

1. Final agency packet in pdf format
2. Final ORSO internal budget
3. Copy of RFP ~ unless federal grant
4. Other attachments as necessary

REMINDER   PI's will need to approve eREX forms <u>themselves</u> electronically once submitted. If working remote need to be able to receive/send via email.   PI's need to be accessible the day of/after submission to answer any questions ORSO may have.

Notes:

Reflect accurate PI effort/salary on each outgoing proposal ~ if not, memo to Department Chair and Dean Mark Leid explaining the situation to justify the lower salary at draft budget stage.

If collaborating on campus with a non Pharmacy PI (award goes to a different college): There is an expectation that a sub account with a Pharmacy budget will be set up at award stage and appropriate F&A distribution will follow. Dept Administrators in each unit need to visit (before submission) about specific names that should be included on the eREX. Please be clear on the credit & funding that will come to Pharmacy.

If sub contract off campus: We will need agency/university name along with scope of work, institutional letter of commitment, detailed budget, F&A rate, congressional district, DUNS # and EIN#.

If you are assembling the final grant packet yourself (hard copy), you can continue working on the body of the grant up until the ORSO deadline. It must be completed 5 business days prior to the OROS deadline as noted above.

PI's are responsible for the agency Final Progress Report (email copy to Dept Administrators for the grant file) and any other reports needed by the agency.   Sponsored Project Services is responsible for the Final Financial $$ Report once all expenditures have posted.

Failure to meet these deadlines may jeopardize the on-time submission process and there will be no guarantee that the proposal will arrive at the agency by the stated deadline. CPPS & ORSO handle proposals on a first-come first-serve basis only.