

**WSU Elson S. Floyd College of Medicine
Office of Research**

- Build and certify grants and contracts budgets
- Facilitates the submittal of award proposals
- Provides post-award management and accounting
- Work with PI to submit FTE changes
- Approves research ordering requests
- Sets up sub-contracts and liaison with PI for payment

**WSU Office of Research Support
and Operations (ORSO)**

- Final submitter of grants and contracts
- Negotiates/approves contracts, data use agreements

**WSU Elson S. Floyd College of Medicine
Business Services**

- Receives and processes purchase requests
- Initial receiver of FTE changes for employees
- Hiring and Human Resources Support
- Purchase and Personal Services Contracts

**WSU Sponsored Program
Services (SPS)**

- Account setup once an award or contract is granted
- Invoicing sub-contractors
- Collects payment for invoices

FAQs

- 1- My subcontract hasn't been invoiced in three months, who do I contact?
Invoicing is done by the Office of Sponsored Program Services (SPS), please contact your grants manager in the college Office of Research to facilitate this.
- 2- My grant is coming to an end and I still have funds unspent. Who can help me with that?
Please work with your grants manager in the college Office of Research
- 3- How do I ensure my grant is compliant with salary cap requirements (or other unallowable costs)?
Please work with your grants manager in the college Office of Research
- 4- Who do I work with to manage FTE on my grant?
Please work with your grants manager in the college Office of Research
- 5- I need to discuss some items on my monthly budget statement, who do I contact for that?
Please work with your grants manager in the college Office of Research
- 6- A new account has not been setup for a recent grant I received; which department is responsible for this?
The Office of Sponsored Program Services (SPS) is responsible for all account set-ups. However, please reach out to your grants manager in the college Office of Research first so they can help facilitate this.
- 7- I need to establish a new contract to pay for a service using grant funds; which department is responsible for this?
The college's Business Services can assist you. Please complete the form found [here](#). For questions regarding allowability on grant funds, contact your grants manager in the college Office of Research
- 8- I am unsure whether I need a sub-contract or service contract, who do I speak to about that?
Please work with your grants manager in the college Office of Research.
- 9- I need to start a search for a new team member to help with my research- what department can assist me with that?
If the position is budgeted for, please fill out the [New Hire Request Form](#). Please also work with your grants manager know so that they can confirm adequate funding for the period of time you anticipate the work will be done (if it is 100% grant funded.)
- 10- A vendor wants me to sign a service agreement. Should I sign? What if I'm the PI (project lead)?
The college's Business Services can assist you. Often these agreements are legally binding agreements, and you cannot enter into a contract on behalf of the University.
- 11- Do I need to submit an intent to submit form if...
 - ...I'm planning on submitting a concept paper for a small grant and at this stage, they do not require a budget?
 - ...I've been approached by a company to do a fixed price contract? I'm not submitting a proposal.
 - ...I plan to submit a proposal that was rescheduled from a previous submission date? Not much has changed, just the project dates and the FOA.*Yes, in each of these situations, please submit the [intent to submit form](#). If the questions do not fit the type of proposal, please explain the specific nuances in the "abstract" section.*

12- If a sponsor asks for signature on an agreement, can I sign it?

No. Please reach out to your grants manager in the college Office of Research for these requests. The signature needed is from the authorized signing official and will need to go through ORSO.

13- Why do I certify effort?

You certify that the effort shown reasonably reflects the work you performed on the project being supported by the funds. When an effort certification document routes to your inbox, it has first been reviewed by your grants manager for account accuracy. Your role as either PI or individual, is to certify that effort reflected is reasonably accurate to your actual time spent on the project – during the reporting period. For WSU, the effort reporting period is cycled in three sections – January through May 15; May 16 through August 15; August 16 through December 31.