



Proposal Submission Expectations

Pre-Award Grant Coordinators within CAHNRS will provide outstanding customer service to faculty for grants submission. In consultation with the PI and/or Co-PI, this process includes filling in the proposal package at the appropriate portal as required, drafting the budget and assisting with the budget justification, gathering all supplementary documents and completing the proposal package according to agency guidelines, CAHNRS policies, university policies and federal regulations. Final approval and submission to the agency occurs at the Office of Research Support and Operations (ORSO).

To ensure that your grant gets reviewed and the most competitive proposal is submitted to the agency, the following process needs to be followed.

1. **30 plus business Days Prior to sponsor/agency due date** : As soon as you conceive of submitting a proposal, notify the CAHNRS pre-award team by submitting your request to their portal [[CAHNRS Pre-Award Proposal Portal](#)] of your “intent to submit” and give them pertinent information such as the RFP and deadline. Please try and give at least 30 business days notice, or more if possible. There are exceptions to that time frame and we will work with you in agency requests as we can. Without proper notice we may not be able to support a request.
2. **14 business days Prior**: The budget and the budget justification will be a work in progress and should be started as soon as possible. The final budget and budget justification should be to your grant coordinator 14 business days prior to the deadline. This is especially important if there is cost sharing/matching, collaboration with other departments or subcontractors.
3. **10 business Days Prior**: All proposal components should be submitted to your grant administrator 7 days prior to the deadline. This will give them time to put the complete package together, make sure it adheres to the RFP guidelines, identify any incorrect or missing documents, draft the eREX and work with CAHNRS Grants if any problems arise. If you need additional time to work on your narrative, please make arrangements with your grant administrator.
4. **6 or more business Days Prior**: The eREX must be submitted to ORSO 6 working business days prior to the deadline for final review and submission. They review proposals for the entire university and experience heavy volume during agency specific deadlines (**IF proposal is not submitted and through ORSO’s approval queue there must be a valid reason including sponsor late notice, PI death or serious illness or university closures otherwise the submission will not be accepted**) Please see ORSO guidelines <https://orso.wsu.edu/proposal-submission-quickreference/>

Deadline: The date the proposal is due at the agency, or if we are a subcontractor, the date it is due at the submitting institution.

If you submit your proposal too close to the deadline and there are unresolved issues that were not addressed and approved prior to submission, you risk having your proposal rejected by CAHNRS Office of Research. Those could include:

- College commitment of cost share not approved and documented in the eREX.
- Conflict of interest not fully disclosed or doesn’t have a Management Plan approved and in place.
- New space or space remodeling that is necessary for the project.
- Manual F&A split outside the normal Budget Office Policy.