CAHNRS PI and Grant Team Responsibilities in the Submission Process

Grant Administrator Responsibilities:

1. The CAHNRS grants administrative staff members play a critical role in the grant proposal submission process: working with PIs, collaborating institutions, WSU internal processes and various external agencies and their portals (research.gov, grants.gov, eRA Commons ASSIST, etc.) for proposal submission.

2. The grant admin staff will generate the initial eREX form, complete the eREX administrative components, insert proposal documents into the eREX, and will be responsible for submitting the eREX to the Office of Research (OR) at WSU.

3. The grant admin staff will be responsible for providing an initial budget template at the time of proposal initiation on the most up-to-date budget template. This Excel-based template changes regularly to reflect adjustments to benefits rates, grad student pay scales, etc. Please see below for more detailed information about budgets.

4. The grant admin staff will provide the PI with a list of deliverables and deadlines for application documents. Grant admin staff need time to review all documents for compliance both with the RFP and OR's requests. Please respect the due dates provided. Exceptions may be made on a case-by-case basis, however, the deadlines are created to provide the grant admin staff enough time to review documents and request amendments to meet WSU's OR deadlines and agency deadlines, and to manage the grant admin staff's workload. Remember, while a PI may be working on one grant application at a time, it is common for the grant admin staff to be working on a dozen or more proposals.

5. The staff members will be responsible for reviewing/certifying the budget prior to submission of the eREX to OR. This certification is required to verify all benefits rates, F&A rates, budget limits, etc., are correct. F&A rates sometimes require discussions with OR and the funding agency staff.

6. If WSU is a subaward to another agency, the PI must send the grant admin staff the contact info for the Prime (lead institution) PI and the Prime PI's grant admin staff. The grant admin staff will contact their respective counterparts to obtain the list of required materials and deadline due dates for these documents. OR now requires an email from the Prime with the requested materials and their due date to be submitted as an attachment to the eREX.

7. If WSU is the Prime and has one (or more) subawards, please provide the subaward's PI's name and contact information to the grant admin staff. The grant admin staff will contact the subaward to request a list of required materials and deadline due dates for these documents from the subaward.

8. Grant admin staff can provide templates, such as a budget justification template (The USDA's budget template can be modified for NSF or almost any other proposal), and a list of documents that are required for the application. Grant admin staff can also provide any formatting requirements that can be found in the RFP or additional documents. The grant admin staff will not be able to help the PI with formatting or writing of any of the proposal documents.

9. The grant admin staff will review documents for compliance with the RFP. The grant admin staff will not review CPS and Biosketches generated by SciENcv for compliance, but will flatten these PDF documents and upload them into the Sponsor portal as required by the RFP.

- USDA has moved to requiring SciENcv Biosketches and Current & Pending Support documents. Please note that there is a specific option when creating these documents to select 'USDA Format' and if appropriate, please use that format. The ORAP office has put together some support for creating SciENcv documents here: https://orap.wsu.edu/training/information-sessions/sciencv/

10. CAHNRS does not currently have someone on staff who helps PIs to write or edit proposal narratives or other application documents. ORAP may be able to help with narrative and other components; They should be contacted by the PI early in the process if assistance is desired. ORAP does not prepare and submit proposals or collect documents; that is the grant administrator's job. Advancement & Strategy | Washington State University has some valuable information on funding, limited submission applications, training, and an option to connect with ORAP personnel.

PI responsibilities:

1. The PI should submit a grant application request on the proposal intake form https://app.smartsheet.com/b/form/c9abff01b4074c7aa8be02204a4f4760 or here: Pre-Award Team: Proposal Tracking Smartsheet as soon as you know that you plan to submit a proposal to a specific RFP and include a PDF of the RFP (aka RFA/FOA/NOFO etc.) These should include all required information (including proposal title, team members/co-PIs/co-Is, Co- PDs/collaborators) on the intake form and verify the information is as complete as possible. **The intake form must be submitted a minimum of four weeks before the agency deadline for the proposal**.
    a. If amendments to your Smartsheet are needed, they should be sent to the grant admin staff member who is assigned to the grant application.
    b. If the PI decides not to pursue a proposal, they should let the admin know ASAP so they can mark the application as withdrawn.
2. The grants admin staff will complete components of the eREX to the best of their ability and will send questions for the remaining portions to the PI.
    a. For all eREX, make sure **ALL PI, Co-I, and Senior/Key** members of the proposal have completed their **Research Security Training**. If the PI is a faculty mentor and has a named (not TBD) post-doc or grad student in one of these positions, they also need to complete the Research Security Training. Directions are below.
    b. For any PHS/NSF/DHHS proposals, **All PI, CO-I, and Senior/Key** members of the proposal have to complete the **SFI (Significant Financial Interest) disclosure** in MyResearch. An SFI disclosure in MyResearch is only valid for 30 days, so if it has been more than a month since their last NSF/PHS/DHHS proposal, assume that the SFI must

be done and follow instructions below to complete. PIs that are faculty mentors and have a named (not TBD) post-doc or grad student in one of these positions, they also must complete the SFI disclosure.

3. The grant admin staff will provide the PI with a list of deliverables and deadlines for application documents. Grant admin staff needs time to review all documents for compliance both with the RFP and OR's requests, so the PI must complete delivery of the eREX components five working days before the OR deadline, or **10 working days before the agency deadline**.
    a. Please use the appropriate forms and formatting requirements for each specific RFP. Grant admin staff can provide any formatting requirements that can be found in the RFP or additional information documents.
    b. Grant admin staff can also provide templates and a list of documents that are required for the application. The grant staff will review these documents for compliance with the RFP.
    c. The staff will not be able to help with formatting or writing of any of the proposal documents like the narrative or bibliography.
    d. If WSU is a subaward to another institution, the faculty must send the grant administrator the contact info for the Prime PI and their grant administrator Staff. If WSU is the prime and has subawards, the faculty member must provide the subaward PI's names and contact information for the grant admin staff.
4. With the OR's eREX deadline of 9 a.m., five business days prior to the Sponsor deadline, grant admin staff require at least an additional 5 working days for the eREX review and approval process prior to OR's eREX deadline so that the eREX can be completed and checked before submission to the OR. If the eREX is not submitted, or submitted but not approved by OR prior to this deadline due to mistakes, the ADR must request a Rush Waiver from OR, which may or may not be approved. The CAHNRS Grant Team understands that with federal and state grants, quick turnarounds are common and they will do their best to meet these proposal requests. Late requests create shortened review and preparation time-frames and often result in lesser quality review and insufficient time to do the work required. Furthermore, if last minute efforts fail to make the five-working-day OR deadline, the proposal writing efforts were a waste of everyone's time and likely interfered with application processes for those requests that were submitted on time.
5. PIs must have the required federal accounts for the application and leave time to work with OR if necessary (such as for an eRA Commons account, an affiliation as a PI with grants.gov, research.gov, Sponsor Portal access, etc.) to obtain account permissions.
6. The budget and the budget justification should be two of the first documents completed by a PI during the application preparation process. The grant admin staff will fill out the dollar figures onto the budget justification form, and the PI will need to fill out the justification pieces. This document should be completed several weeks prior to the grant application deadline.

7. The grant admin will send the PI a budget template with the salary, fringe rate, and the RFA's F&A rate inserted. The PI must fill out the budget template with initial budget numbers and make sure that all of the numbers add up correctly from their perspective. The PI should ask the grant admin staff if they have questions.

    a. Note on **QTR** (qualified tuition reduction) **Waivers**: OR no longer allows PIs to simply mention a possible ABD waiver. If we do not include a documented QTR on the budget but assume tuition will be paid, we need backup documentation as to how the QTR will be covered. Examples: An approved tuition waiver, a different grant number covering the QTR from (similar projects may allow this), departmental funding with an email from the department, PG funding or other account funding. The proposal will not be processed unless we have this information at submission.
    b. Please see below for additional comments on 'small-change' requests in the budget during the eREX submission stage.

8. The **PI must identify and tabulate cost-share options** if required for the proposal and work with their grant admin staff to collect appropriate documents needed by the agency. Grant admin staff need to allow a week to collect, review, and establish cost share approvals at CAHNRS. The steps for the grant team are as follows:

    - Budget the cost share
    - Write the CS (cost share) memo
    - Have the grant admin and dept admin review the cost share
    - Provide the specific account number from where the cost share funds will be taken. This required account number must be provided, or the cost share will not be reviewed, nor approved.
    - Email the PI for approval, and wait for their response
    - Email the Chair/Direct for approval, and wait for their response
    - Send memo to Post-Award team Lead to review/forward to Esther
    - Review and approval by Esther
    - PI to answer questions sent by Esther
    - ADR approval

    The PI and dept admin must provide specific account numbers prior to Esther's review, so knowing which accounts the cost share will come from is vital to the approval process. All these steps must be completed prior to the eREX deadline. Please keep in mind that each step requires time to receive an approval back; and time to answer any relevant questions.

9. If the grant includes subawards with outside (non-WSU) institutions, please provide subaward contact information for your collaborator/co-PI and their grant staff as soon as you possibly can in the proposal writing process, preferably at time of proposal initiation. Effective communication with subaward institutions is the PI's responsibility.

10. Collect all documents from the project team and send them to the grant admin staff. It is the PI's responsibility to connect with their WSU and subaward co-PIs and collaborators to collect the required documents.

11. For federal grants (USDA, NSF, DOE, NIH): Prior to the eREX deadline, the grant admin staff can send the PI a full print preview of the grant application to review. Should the PI request any changes, the grant admin can make amendments given time constraints. After the eREX deadline, the only amendments to the Sponsor Portal should be to add in the finalized Project Narrative and Bibliography (if a Narrative Hold was requested), and any changes required by the Office of Research as part of their review process.

    - Please note: for a Narrative Hold request to be successful, the grants staff must have the eREX fully routed **and approved** by OR **prior** to the deadline of 9:00 A.M. five business days before the agency deadline. If this is not met, the Narrative Hold request option will likely not be successful, and we will need a fully completed application to submit at the 5-day eREX deadline.

12. If the eREX is not submitted to ORSO by the 9:00 A.M.-five business day deadline, CAHNRS will need to request Rush Waiver status from ORSO, and the proposal will not be submitted if this is not granted. Providing completed documents prior to the eREX deadlines allows grant-admin staff time to review documents for compliance, return any for required amendments, and avoid RUSH waiver status requests. Please keep in mind, the staff still needs to review/certify the budget and budget justification, as well as review all documents for compliance, complete/fill-out the administrative components of the application within the Sponsor portal, confirm all application materials have been received, and then upload the completed documents into the Sponsor Portal. This work can take time, especially when the application has multiple PIs, subawards, or is a complex grant application. Furthermore, the grant admin staff work on multiple proposals at the same time they are working the current grant application, often with the same deadlines.

    a. The final budget should be completed well before the eREX deadline. When grant administrators have a narrative hold option for the federal proposals, they sometimes receive requests for "a small change" to the budget. It should be understood that a "small change" on your end requires many changes on the grant admin staff's part: re-certification of the budget, the budget to be re-done in the portal in several areas, budget justification will need to be amended and re-uploaded, and all key personnel will need to update their Current/Pending documents and send them back to the grant admin, and then each of the CPS documents will need to be re-uploaded into the application portal.

        While we understand that there can be some last-minute panic if travel is not included in a budget, or there might be a staff change pending, it would be helpful if two things were to happen:

        - Please review the budget requirements in the RFP early in the application process.

- Budget revisions upon awards are very common. Almost all federal agencies request a re-budget prior to award during the Just In Time (JIT) process, and if the changes are to be small then they can be made at the time of award. Revising a budget during the JIT process may often be the better option than risking a rush submission request which may not be granted.

13. Please complete any revisions on documents, as requested by the grant admin staff in a timely manner.
14. Please be sure to check your emails frequently as the eREX deadline and Sponsor deadlines approach to confirm there are no awaiting last-minute fixes required as part of the Office of Research's review.

CAHNRS Proposal Deadlines:

The PI should submit a grant application request on the proposal intake form Pre-Award Team: Proposal Tracking Smartsheet as soon as they know that they plan to submit a proposal to a specific RFP and include a PDF of the RFP (aka RFA/FOA/NOFO etc.) These should include all required information (including proposal title, team members/co-PIs/co-Is, Co- PDs/collaborators) on the intake form. **The intake form must be submitted a minimum of four weeks before the agency deadline for the proposal**.

All documents required for an eREX, or essentially all materials required for the grant proposal, must be received from the PIs by **10 working days before the agency deadline** for the proposal. This should then enable the PI, co-PIs and CAHNRS Grants Team members to work together to produce an approved eREX before the WSU Office of Research (OR) deadline of **five working-days before the agency deadline**. Five days before the OR deadline will enable the CAHNRS grant team to check the budget and formatting of all the materials to ensure they meet the agency requirements and allow for OR to also check the formatting before their deadline. ORSO allows a narrative hold for some proposals (USDA, NSF and NIH), but this is voided if the eREX materials are not received before their deadline of five working-days before the agency deadline.