

Getting Started with Grants at CAHNRS

A Quick-Start Guide for CAHNRS Faculty | Washington State University

CAHNRS Grants Administration
cahnrs.wsu.edu/research/grant-resources

Your Grants Administration Team is here to support every step of your proposal. This guide gives you what you need to submit successfully.

YOUR 6-STEP SUBMISSION PROCESS

QUICK REFERENCE

1

Decide to Apply

Do This First

• Submit the Proposal Intake Form at <https://cahnrs.wsu.edu/research/grant-resources/>

2

30 days Before the Sponsor Deadline

DEADLINE

• Build budget using Grants Team Excel template

• Complete Research Security Training (all key personnel)

• Set up federal accounts: eRA Commons, grants.gov

• Complete SFI Disclosure if required (NSF/PHS/DHHS — valid for 30 days in the WSU system)

3

Write Your Proposal

Ongoing

• Draft narrative and supporting documents

• Collect documents from all co-PIs and collaborators

• Prepare Biosketch and Current & Pending Support (CPS)

4

10 Working Days Before the Deadline

HARD DEADLINE

• Submit ALL documents to your Grants Team - no exceptions

• Provide all co-PI and subaward documents

• Finalize budget figures and justification

• Budget is locked - no changes after this point

5

5 Working Days Before the Deadline

9:00 AM

• Grants Team submits eREX to Office of Research (OR)

• OR approval required by 9:00 AM sharp

6

Agency Deadline

Done!

• OR submits proposal to the sponsor

• Watch for Just-In-Time (JIT) requests after submission

Your Grants Team Handles

✓ eREX form & Office of Research (OR) submission

✓ Budget templates & certification

✓ Sponsor portal document uploads

✓ Compliance review against RFP

✓ Subaward coordination

✓ Deadlines and deliverables list

You Are Responsible For

✓ Intake form (minimum 30 days before deadline)

✓ All proposal content and narrative

✓ Research Security Training & SFI disclosure

✓ Federal account setup

✓ Co-PI document collection

✓ Prompt responses to Grants Team requests

Critical Deadlines at a Glance

ASAP

Intake form to Grants Team

30 days out

Intake form hard minimum

10 working days out

ALL documents to Grants Team

5 working days, 9 AM

eREX approved by OR

Agency deadline

Proposal submitted by OR

 **Tip:** Your Grants Administrator manages 12+ proposals at once. Contact them the day you decide to apply - not the week before your deadline.

Common Questions from New Faculty

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FREQUENTLY ASKED QUESTIONS

Q: Where do I start?

Submit the Proposal Intake Form. Attach the full RFP and list all team members. This launches the entire submission process.

Q: Do I need to set up my own federal accounts?

Yes. You are responsible for eRA Commons, grants.gov, research.gov, and any Sponsor Portal accounts. Setup can take days - do it early.

Q: What is Research Security Training And SFI disclosure?

A federally required training for all PI, co-I, and Senior/Key personnel. Must be completed before the eREX can be submitted. Cannot be waived.

Q: Can my Grants Team write my narrative?

No. The Grants Team handles administrative and compliance tasks only. Proposal content is your responsibility. Contact WSU's Office of Advancement and Strategy early if you need narrative writing support. [<https://research.wsu.edu/advancement/>]

Q: What if I miss the 10-day document deadline?

Missing the deadline may limit your grants team's ability to thoroughly review your proposal that help prevent errors, compliance issues, and last-minute submission problems

Q: What if my proposal requires cost share?

Contact your Grants Team immediately. Cost-share approval is a 10-step process requiring at least one week and a specific WSU account number. This must be approved before the eRex submission deadline.

REFERENCE TABLES

Federal Compliance Checklist

Requirement	Applies To
Research Security Training	All PI, co-I, key personnel
SFI Disclosure (MyResearch)	NSF / PHS / DHHS proposals
SciENcv Biosketch	USDA, NSF, NIH
Current & Pending Support	All key personnel
QTR / Tuition Waiver Docs	Proposals with grad students
Federal Account Setup	All PIs

Named postdocs and grad students in Senior/Key roles must also complete Research Security Training and SFI disclosure.

Avoid These Common Mistakes

1. Intake form submitted less than 30 days out
2. Budget changes requested after the 10-day document deadline
3. Compliance trainings not completed or current
4. Federal account setup left until submission week
5. Subaward contact info not shared with Grants Team early
6. Grants Team emails ignored near the deadline

Meet Your Grants Team

Your CAHNRS Grant Administrator is your primary contact for all pre-award activity. They provide your budget template, compliance checklist, and personalized deadline list for each proposal. Reach out early.

Pre-Award Grants Team

-  cahnrs.wsu.edu/research/grant-resources
-  cahnrs.wsu.edu/research/grant-resources
-  Intake Form: <https://cahnrs.wsu.edu/research/grant-resources/>

Your Grant Administrator will reach out after you submit your intake form. For urgent questions, visit the CAHNRS Research webpage or ask your department chair for the appropriate contact.