

2. **Pre-Award Guidelines for Working with the Development Office to Submit a Proposal to Private Foundations, Corporations, Businesses, and Private Donors**

When a sponsored project proposal is submitted through the WSU Foundation to a corporation, private donor, or foundation, a case-by-case determination will be made as to the internal and WSU processing of the proposal. Within the College, the Development, Research and Finance Offices may all process some aspect of the proposal.

Step 1: Pre-review by the Director of Development or his/her designee

- Identify potential sources of funding. Complete an abstract prior to requesting help with finding funding for your project.
- Meet with the Director of Development to discuss the following aspects on a case-by-case basis.
- For all submissions to a corporation, foundation, or private donor, the Development Office will obtain WSU Foundation clearance and assignment to agency/donor.
- Submit pre-proposal letters of intent to Development Office who, in turn, will submit to agency.
- The Development Office will assist in obtaining cover letters from WSU President & Dean if project over is \$25,000 and funding secured by WSU Foundation.
- The Development Office will assist in obtaining any required paperwork on WSU tax status and 501(c)(3) designation.
- Determine if funding will be considered a "gift" and application to be handled solely by WSU Foundation.

Step 2: Pre-review by Associate Dean for Research

- Discuss project, resources for preparing application, and timeline for preparation.
- Determine if WSU Office of Research/OGRD must process submission of application.
- Determine if the Associate Dean for Research must review the proposal prior to submission.

Step 3: Prepare draft of proposal & budget

- Obtain assistance from Area Finance/Administration Officer to prepare budget.
- Obtain selective internal and external review from Development Office, Associate Dean for Research, Branch Campus Dean, CON colleagues, and national reviewers.

Step 4: Finalize application and submit to WSU

- Finalize application and complete WSU eREX form and IRB application if necessary.
- The CON Research Office will internally process the application and make all required copies for distribution to the funding agency, WSU Foundation, IRB, and/or OGRD.

Step 5: Grant awarded and funded

- Provide a copy of award letter to Finance Office, Development Office, and/or Research Office.
- If the grant was submitted by the WSU Foundation as a "gift," the Development Office will handle the award and the continuing stewardship relationship with the funding sponsor.
- If the grant was processed by WSU Spokane Office of Research/OGRD, DO NOT sign any award letter, agreement, or contract, even if it requests the PI's

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signature. The Director of OGRD is the only person authorized by WSU to sign any award letter, agreement, or contract.

- Work with the Finance Office to initiate budget, obtain office space, hire staff, etc., and provide account number to the Development Office if necessary.
- Work with Associate Deans for release time, staff support, equipment purchases, etc.

Step 6: Grant not funded

- Provide a copy of the rejection letter to the Development Office and the Research Office as appropriate.
- Plan to re-submit by next grant cycle, if applicable.