1. **Pre-Award Guidelines for Working with the CON Research Office to Submit a Proposal to Local, State, National Government Entities, and WSU Internal Seed Grants**
   These guidelines are specific to the Spokane Campus. The Vancouver campus may deviate from these guidelines, so please check with the Vancouver Grant and Contract Administrator for specific procedures.

   Properly preparing a proposal for submission may take several weeks to months. The College of Nursing must observe all WSU policies and procedures, and budget approval from the CON Finance Office must be obtained. The investigator is responsible for beginning the process of internal review in time to allow for all necessary approvals. Most importantly, researchers are encouraged to meet with the Associate Dean of Research and the Grant and Contract Administrator early in the proposal process so that a workable timeline for completing the process is achieved. It is important to remember that generally more than one researcher from the College of Nursing will be submitting a proposal with the same deadline so planning ahead by working with the Office of Research early on will be beneficial to the researcher.

   Step 1: Role and Responsibilities of the PI
   - The idea
   - Determine funding source
   - Obtain application package
   - Contact agency as appropriate (Note: sometimes PI is contacted by sponsor with request to perform services, much of process still the same)

   Step 2: *Notify the Associate Dean of Research*
   - Discuss project, resources for preparing application, possible collaborations, etc.
   - Determine reviewer(s).
   - Develop timeline for preparation.

   Step 3: Proposal Preparation
   - Notify Grant & Contract Specialist of plan to submit. Determine timeline for submission process. Discuss assistance available from the Research Office.
   - Develop overall plan for commitment of grant/contract funds. The PI is ultimately responsible for justifying the appropriateness of direct costs in accordance with overall government regulations, sponsoring agency guidelines, conditions made as part of an individual award, and WSU policies and guidelines.
     - Obtain assistance from the Area Finance/Administration Officer to prepare the budget.
     - Have the Area Finance/Administration Officer finalize and approve the budget.
   - Prepare proposal according to instructions and guidelines:
     - Use current forms.
     - Use correct format and font.
     - Satisfy appropriate regulatory research requirements including human subjects, animal subjects, biosafety, and radiation safety.

   Step 4: Proposal Submission
   - Coordinate with the Grant and Contract Specialist to prepare an eREX form. The eREX form is the WSU internal tracking and approval form for all sponsored projects. The form can be found on the OGRD website: http://www.ogrd.wsu.edu/forms.asp.

- Submit proposal with eREX form and required copies to College of Nursing Research Office as scheduled with Grant & Contract Specialist, and at least 5 business days prior to submission due date.
- The Grant & Contract Specialist will submit the proposal and eREX to the WSU Spokane Office of Research at least 3 days before the due date.

Step 5: Approvals for the submission of sponsored projects

- All proposals for extramural support of university sponsored activities or programs must be reviewed prior to transmission to the external source of funding. This includes requests for support of research, academic, scholarly, creative, instructional, extension, and service activities, and for research facilities, traineeships, and fellowships, institutes, and special teaching programs.
- The WSU Spokane Office of Research/OGRD reviews proposals with the following considerations in mind:
  o The appropriateness of the activity for university sponsorship
  o Its relationship to the academic program
  o Its commitment of faculty time
  o Its continuation beyond the grant period, and
  o The use of university facilities
- eREX approvals: The eREX form is circulated via email to the PI, Co-Is, Department Chair/Directors, and Area/College/Campus approvers for their approval before the grant is submitted to the agency. The PI, Co-Is, other approvers, or their designees, must be available to approve the eREX after it has been reviewed by the WSU Spokane Office of Research.

Step 6: Submission of the proposal

- Once all necessary approvals have been obtained on the eREX, the WSU Spokane Office of Research will submit the proposal.
- For NIH grants, submission to Grants.gov is not the last step—applicants must follow their application through to the eRA Commons to check for errors and warnings and view their assembled application.
- For all grants, the PIs should remain available for several days after submission of the proposal in case error messages are received and need to be corrected.

Step 7: Awards and Declines

- Keep the CON Research Office apprised of awards and declines.
  o OGRD and the CON Research Office need this information for their records.
  o The Grant and Contract Specialist will facilitate the processing of awards through the WSU Spokane Office of Research for account set-up if the Office of Research hasn't received the notice directly.