WKU College of Education & Behavioral Sciences Policy on External Grant Submission Procedures

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CEBS External Grant Submission Process

PI notifies CEBS Grants Administrator/Asst. to Dean for Research* of intent to submit proposal
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CEBS Grants Administrator notifies investigators' department head(s) of intent to submit proposal
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PI notifies OSP of intent to submit proposal
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PI provides draft proposal to CEBS Grants Administrator/Asst. to Dean for Research*
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PI develops budget with OSP & CEBS Grants Administrator
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PI submits draft proposal to OSP
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PI sends final proposal to OSP
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OSP requests signatures for approval in SPIRIT
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OSP submits proposal to sponsor

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*See Item 1 below.

The College of Education and Behavioral Sciences (CEBS) works to support faculty in the pursuit of external funding to support research and professional efforts. The CEBS Dean's Office seeks to support the development of strong proposals in an effort to improve the success of external research grants and contracts. The Dean's office provides resources for, and assists in, budget review and budget justification. The Dean's Office can also provide methodology review and assistance, proposal narrative grammar review, and structure/content editing of funding proposals.

In order to successfully assist faculty and professional staff in grant and contract funding efforts, it is imperative for investigators to complete the following steps:

1. Email the appropriate CEBS Dean's Office staff to inform them of your intention to apply for external funding:

   a. For ALL funding proposals, notify **the CEBS Grants Administrator**. The CEBS Grants Administrator will inform the Principal Investigator's (and co-investigators', if applicable) department head(s) of your intent to apply for funding.

   b. For **research** funding proposals, also notify **the CEBS Assistant to the Dean for Research**.

2. **Notify the Office of Sponsored Programs (OSP)** of your intention to apply for external funding. This should occur as soon as possible after you have informed the appropriate Dean's Office staff of your intention to apply for funding. The Dean's Office is notified when the Principal Investigator (PI) receives a proposal checklist and timeline from OSP. The Dean's Office reserves the right to not approve a submission if communication occurs less than 30 days from the sponsor's deadline.

3. It is required that the **PI provide the appropriate Dean's Office staff (see Item 1) a draft narrative/ proposal** (including study design, methodology, data analysis, etc.) in order to review and provide feedback on the study.

4. After the **PI develops the proposal budget with OSP, the CEBS Grants Administrator** will ensure that the budget is in compliance with the faculty member's time/availability for research and teaching load distribution, including, but not limited to buy-out or reassigned time allocations. Each project personnel must communicate with her/his Department Head/Director regarding their workload in relation to the grant budget, especially if it involves course release or buy-out time.

5. **The PI submits their draft proposal to OSP** for technical review of the narrative. OSP will send the draft proposal (with any revisions/edits) to the PI. The PI will then send the revised narrative to the appropriate Dean's Office staff (see Item 1) for content and editorial review. The PI and the Dean's Office will work together to finalize the narrative.

6. **The PI will submit all finalized documents to OSP** (cc CEBS Grants Administrator for all proposals, also cc CEBS Assistant to the Dean for Research for research funding proposals).

7. Once all reviews are complete and the funding proposal is finalized, **OSP will request approval signatures and provide copies of all imperative information concerning the proposal via the Sponsored Programs Internal Record Information Terminal (SPIRIT)**, including budget and cost share, if applicable. Before OSP can submit the proposal to the sponsor, the proposal must be reviewed and approved in SPIRIT by the PI, co-PIs, and any other WKU personnel with effort in the budget, along with each individual's respective Department Head/Director and the CEBS Dean.