CHHS External Grant Submission Process

One facet of CHHS Dean's Office is to support faculty and professional staff in pursuing their research interests in their respective disciplines. The Dean's Office seeks to support the development of strong proposals in an effort to improve the success of external research grants and contracts. Extramurally funded research grants and contracts have distinct benefits for the WKU faculty members who are part of the investigative team. These benefits further transcend into WKU faculty members' respective academic units, their College and WKU, by providing new applied knowledge and offer needed solutions to solve everyday issues for Southcentral Kentuckians. The CHHS Dean's office provides resources for, and assists in, budget review, budget justification, and CHHS Statistics & Methodology review and assistance. The Dean's Office also provides proposal narrative grammar and structure content editing of each section of the grant components.

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. **Contact the [Office of Sponsored Programs](#) (OSP) at the earliest opportunity** of your intention to apply for an extramural grant. The CHHS Dean's Office is notified when the PI receives a proposal checklist and timeline from OSP. CHHS Dean's Office reserves the right to not approve a submission if communication occurs less than 30 days from the sponsor's deadline.

2. It is required that the **PI provide the CHHS Dean's Office a draft narrative/ proposal** (including study design, methodology, data analysis, etc.) in order to review and provide feedback on the study. The Dean may request that the PI consult with the CHHS Statistics & Methodology Group (as applicable) to ensure that the study design, methodology, and data analysis design are carefully reviewed.

3. After the **PI develops the proposal budget with OSP, the CHHS Grant Accounts Specialist** 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. It is vital that each project personnel communicates with his/her Department Head/Director regarding their workload in relation to the grant budget, especially if it involves course release or buy-out time.

4. **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 CHHS Dean's Office for content and editorial review. The PI and the CHHS Deans Office will work together to finalize the narrative.

5. **The PI will send all finalized documents to OSP** (cc [CHHS Grant Accounts Specialist](#)).

6. Once all reviews are complete and the PI has a finished application, **OSP will send the Sign-off Sheet (SOS)**, an internal document which collects the imperative information concerning the application, including budget and cost share, if applicable. Before OSP can submit the proposal to the sponsor, the SOS must be reviewed and signed 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 CHHS Dean.