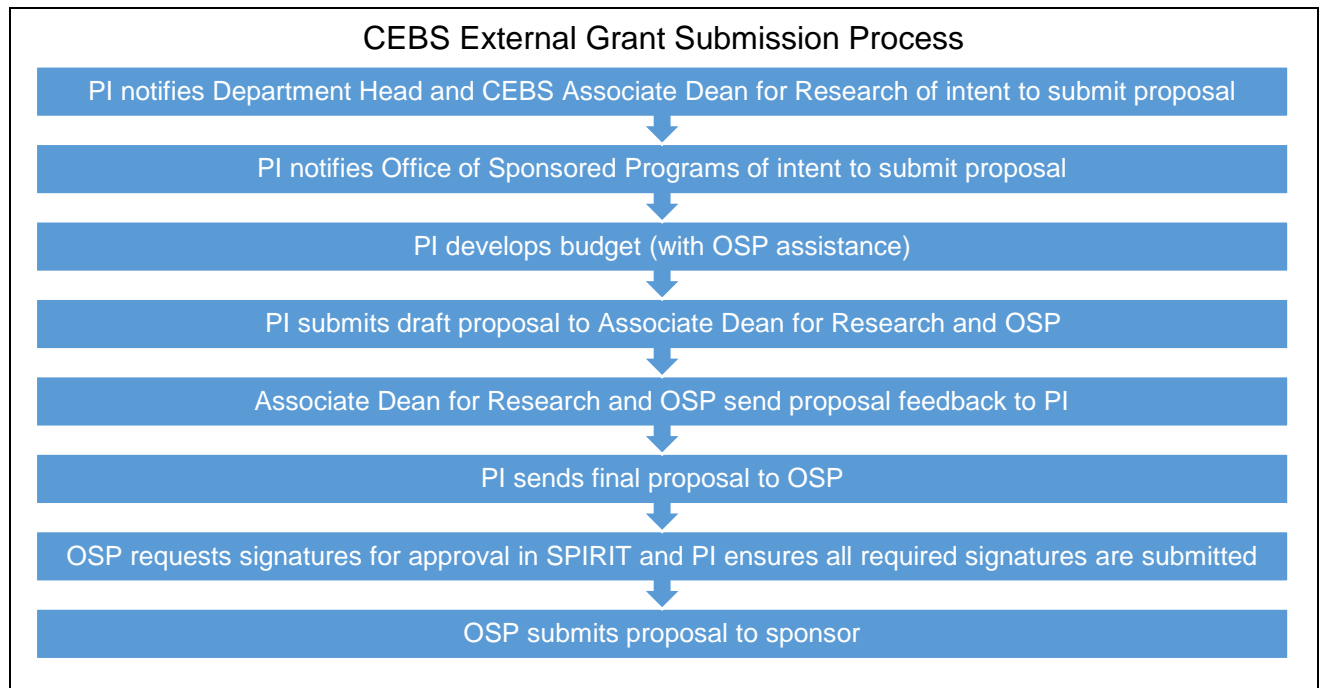


WKU College of Education & Behavioral Sciences Policy on External Funding Proposals



The College of Education and Behavioral Sciences (CEBS) works to support faculty in the pursuit of external funding to support research and professional efforts. CEBS seeks to support the development of strong proposals in an effort to improve the success of external research grants and contracts. CEBS, through the Associate Dean for Research, provides resources for, and assists in, budget review and budget justification. Associate Dean for Research can also provide methodology review and assistance, proposal narrative grammar review, and structure/content editing of funding proposals. CEBS strives to assist faculty and professional staff in their external grant and contract funding efforts. To facilitate this, CEBS requires that principal investigators (PIs) complete the following steps:

1. **Notify your Department Head** (and the Department Heads of any other faculty/staff who will have effort in the proposal budget) **and the Associate Dean for Research** of your intent to submit a proposal.
2. **Notify the Office of Sponsored Programs (OSP)** of your intention to apply for external funding. This should occur as soon as possible after Step 1. The Associate Dean for Research reserves the right not to approve a submission if the PI notifies OSP of their intent to submit a proposal less than 30 days from the sponsor's deadline.
3. Any WKU personnel who have effort in the proposal budget must a) communicate with their Department Head/Director regarding their workload in relation to the grant budget b) ensure that they have sufficient effort available to have budgeted effort on the project. This applies to all forms of effort, including course releases, buy-out time, summer salary, etc.
4. **The PI submits their draft proposal to the Associate Dean for Research and OSP** for technical review. OSP will send the draft proposal (with any revisions/edits) to the PI. The PI and the Associate Dean for Research will work together to finalize the narrative.
5. **The PI will submit all finalized documents to OSP and the Associate Dean for Research.**
6. 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 Associate Dean for Research. It is the PI's responsibility to ensure that all required documentation and approvals are submitted to OSP by OSP's internal proposal deadline.