



WKU OFFICE OF RESEARCH & CREATIVE ACTIVITY

Principal Investigator Handbook

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Introduction

This Handbook is designed to provide investigators at Western Kentucky University (WKU) guidance on sponsored project related practices, serve as a quick reference to general questions, and identify resources available to help investigators with their responsibilities regarding sponsored project activities. All proposals requesting funding from an external sponsor must go through the Office of Sponsored Programs (OSP). OSP is the only office on campus with the authority to submit external proposals on behalf of the university. The Office of Research Integrity (ORI) provides guidance on proposals involving conflicts of interest, human subjects, animal research, export controls, biosafety and/or controlled substances.

Sponsors fund projects based on the professional expertise of the Principal Investigators submitting proposals; however, the formal award is made to Western Kentucky University. When the award is accepted, the Principal Investigator assumes the responsibility for conducting and completing the technical work and for administering the project according to State and Federal regulations, and policies of the sponsor and the University. The University assumes the role of fiscal agent, adhering to State and Federal regulations, sponsor, and University policies.

The Handbook has three main goals:

- To provide guidance to Principal Investigators regarding the development and administration of sponsored projects.
- To inform Principal Investigators of their roles and responsibilities in sponsored project administration and compliance.
- To collect and organize information pertinent to sponsored project administration in a single document and make that information accessible to all interested parties.

For questions or feedback regarding information in the handbook, please contact Sponsored Programs Administration at sponsored.programs@wku.edu .

Research Support at WKU

The mission of the Office of Research & Creative Activity (ORCA) at Western Kentucky University is to provide outstanding support for the research, service, creative, and scholarly endeavors of our faculty, staff, and students. Our staff is dedicated to partnering with the university community to increase external support for these activities, while ensuring compliance with federal, state, and institutional regulations.

The organizational structure of ORCA includes the Office of Sponsored Programs and the Office of Research Integrity. The Office of Sponsored Programs is a service unit that assists the faculty and staff at WKU in obtaining and administering external funds. The Office of Research Integrity provides guidance in the protection of the rights, welfare, and security of faculty, staff, and students involved in activities throughout the WKU campus system and supporting communities to ensure compliance with federal, state, and local requirements.

Office of Research Integrity (Compliance)

The Office of Research Integrity provides guidance in the protection of the rights, welfare, and security of faculty, staff, and students involved in activities throughout the WKU campus system and supporting communities to ensure compliance with federal, state and local regulations.

The Office of Research Integrity is committed to the highest standards of quality. All research activities at WKU are governed by institutional policies and compliance committees that are imposed by federal and state laws. Non-compliance can not only result in harsh penalties to WKU, but also to the individual researcher. It is the mission of WKU to foster an environment of compliance and promote the responsible conduct of research.

Office of Research Integrity Services:

- Export Controls
- Financial Conflicts of Interest (FCOI)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)
- Internal Review Board (IRB)
- Ethics Training (CITI)

For more information on the Office of Research Integrity, see <https://www.wku.edu/compliance/>

Office of Sponsored Programs (OSP)

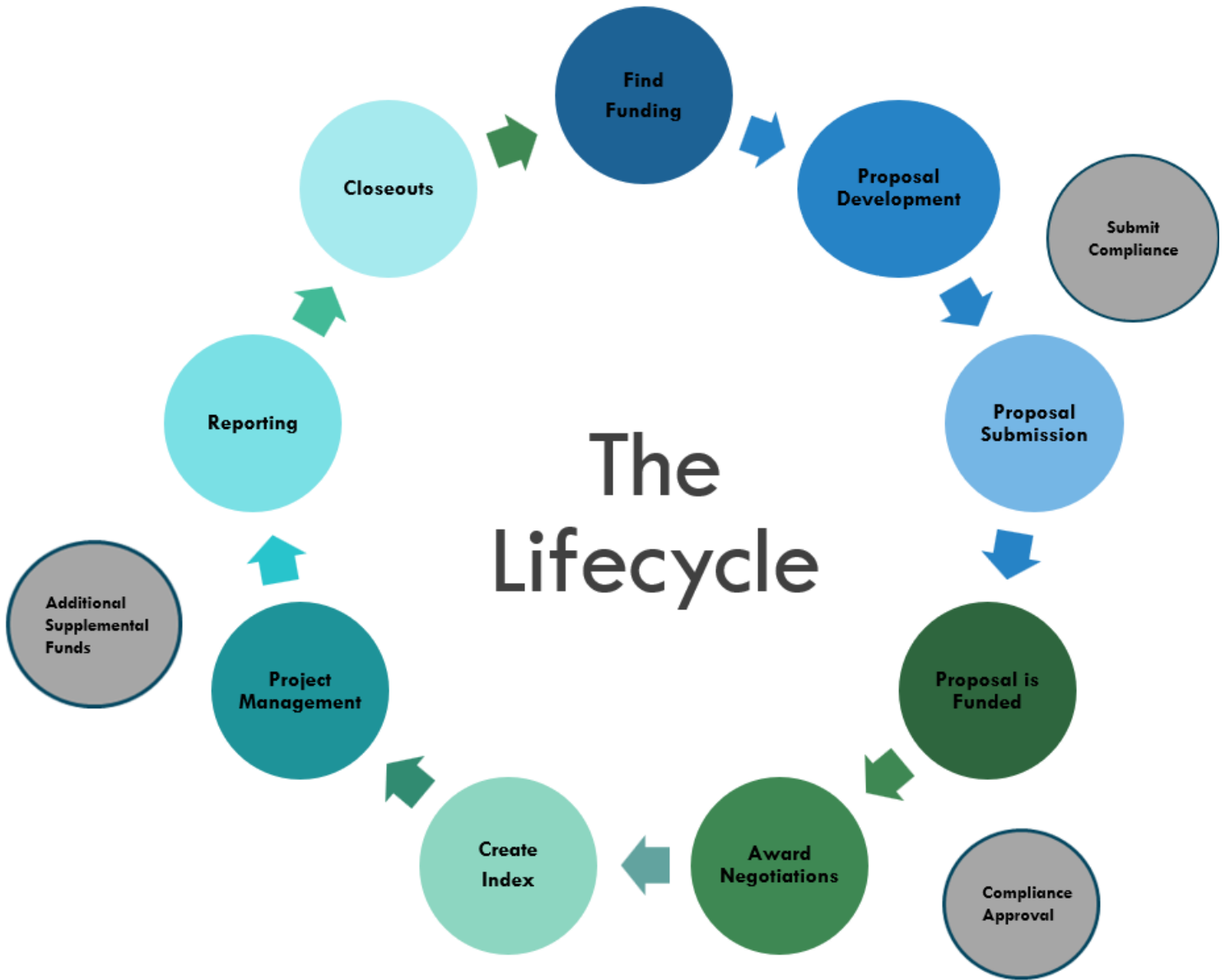
The Office of Sponsored Programs (OSP) supports WKU faculty and staff in the acquisition of extramural funding. OSP works as a service arm of the Office of Research & Creative Activity (ORCA), prioritizing research in alignment with WKU's strategic goals. The Pre-Award unit within the OSP is dedicated to assisting Principal Investigators with Proposal Development and Submission. Our [Pre-Award Responsibilities Matrix](#) outlines roles and responsibilities between the PI, the College, the Department/Unit, and OSP.

OSP strives to provide exceptional customer service in the pursuit and administration of externally funded projects. In an atmosphere of professionalism and collaboration, WKU OSP recognizes that the individual faculty and staff members engaging in research, creative activity, and the pursuit of external funding drive the research enterprise.

Sponsored Program Terminology

Term	Abbreviation	Definition
Authorized Organization Rep/Sponsored Programs Officer	AOR/SPO	OSP staff member who has the authority to submit proposals on behalf of WKU
Co-Investigator or Co-Principal Investigator	Co-I/Co-PI	Co-lead personnel, directly involved in the management of a proposed project or a significant portion of the project
Cost Share or Match (Mandatory)	CS	The portion of costs provided by the organization to the project as a requirement. Can be actual “cash” costs or in-kind or unrecovered F&A.
Cost Share or Match (Voluntary)	CS	The portion of costs provided by the organization to the project on a voluntary basis, not a sponsor requirement. Can be actual “cash” costs or in-kind or unrecovered F&A. WKU discourages the inclusion of voluntary cost share.
Direct Costs	DC	Itemized costs specifically associated with carrying out the Scope of Work proposed
Direct Sponsor	Direct	The Direct Sponsor is the lead applicant that manages award funds of another sponsor, including facilitating flow-through and subaward funds
Indirect Costs (aka. Facilities and Administrative - F&A)	IDC	The real costs that the Institution incurs in support of extramural activities, but which cannot be readily identified with a particular sponsored project or institutional activity and is a legal agreement determined by a federal agency.
Prime Sponsor	Prime	External organization that is the source of funds.
Principal Investigator or Project Director	PI/PD	Lead personnel with overall responsibility for management of proposed project
Request For Proposals	RFP	Sponsors announce RFPs under specified topics. Includes eligibility, proposal development instructions, restrictions, and submission information.
Scope of Work	SOW	A detailed description of the proposed project’s activities and outcomes and roles/resources of those involved
Sponsor	n/a	An external organization that distributes funds to other organizations for a specified purpose, with or without deliverables.
Sponsor Guidance	n/a	Instructions, details, and descriptions of allowable/unallowable proposal components acting as overall guidelines that are sponsor specific
Subaward	Sub	Funded agreements by which some scientific or programmatic aspects of an award are contracted out to another organization or institution.
Subrecipient Commitment Form	n/a	Internal form typically required when a subaward is budgeted.
Uniform Guidance for Federal Awards	Uniform Guidance	A government-wide framework for grants management, streamlining the Federal government’s guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
Unsolicited	n/a	The sponsor did not issue an RFP and/or guidance document. These types of proposals are usually for contracts or agreements.

The Lifecycle of a Sponsored Project



Office of Research Integrity

The Office of Research Integrity (ORI) provides guidance in the protection of the rights, welfare, and security of faculty, staff, and students involved in activities throughout the WKU campus system and supporting communities to ensure compliance with federal, state and local regulations.

Human Subjects

All research that involves the use of humans (e.g., survey, experimental, evaluation, biomedical research) must be approved by the Institutional Review Board (IRB), according to the University's Assurance of Compliance Agreement with the Department of Health and Human Services.

The Institutional Review Board is charged with the responsibility of maintaining institutional compliance with the U.S. Office of Human Research Protections (OHRP) regulations regarding the use of human subjects in research.

A human subject is defined by the Code of Federal Regulations (CFR) as "a living individual about whom an investigator obtains (1) data through intervention or interaction with the individual or (2) identifiable private information." The regulations extend to using human organs, tissue, and body fluids from individually identifiable human subjects and to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable state and local law and is not directly regulated by federal human subject regulations.

Research is defined in the Code of Federal Regulations (CFR) as "a systematic investigation designed to develop and contribute to generalizable knowledge."

Examples of activities that constitute research include:

- any study intended to result in publication or public presentation.
- any activity resulting in publication or public presentation, even though it involves only a review of existing data that was collected with no intent to publish; or
- any use of an investigational drug or device.

To get started on your human subjects proposal, please visit our website for more information: <https://www.wku.edu/compliance/irbhumansubjects2021.php>

Animal Subjects

The use of animals for instructional, demonstration, or research purposes comes under the federal guidelines of the Office of Laboratory Animal Welfare and the U.S. Dept. of Agriculture. All animal use in such projects must receive approval from the Institutional Animal Care and Use Committee (IACUC) before beginning the study.

To get started on your IACUC proposal, please visit our website for more information: <https://www.wku.edu/compliance/iacuc2021.php>

Biosafety

Western Kentucky University's Institutional Biosafety Committee (IBC) is a federally mandated review committee that oversees all research involving recombinant deoxyribonucleic acid (rDNA) molecules and use of microorganisms for biological research. The IBC provides documentation that all WKU faculty, staff, and students who work with rDNA and/or microbes have passed the laboratory safety course offered by the WKU Department of Biology.

To get started on your IBC proposal, please visit our website for more information: <https://www.wku.edu/compliance/ibc2021.php>

Financial Conflict of Interest (FCOI)

Western Kentucky University (WKU) has published high standards for Faculty conduct, including the conduct of research, in the WKU Faculty Handbook and in its Policies and Procedures. All WKU Investigators are expected to carry out research consistent with these standards. This policy and function are intended to promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct and reporting of research funded or not funded under externally sponsored grants, contracts and cooperative agreements will be free from bias resulting from Investigator financial conflicts of interest.

If you have more questions regarding the financial conflict of interest process, please visit our website: <https://www.wku.edu/compliance/fcoipoliciestraining.php>

Export Controls

It is the policy of Western Kentucky University (WKU) to comply fully with the U.S. export control laws and regulations. The WKU Office of Research Integrity is charged with providing oversight of export control matters, questions, or issues brought to their awareness. Export control laws restrict certain types of information, technologies, and commodities that can be transmitted overseas to individuals, including U.S. citizens, or made available to foreign nationals on U.S. soil. It is also the mission and policy of WKU to conduct services openly and without exclusions on the publication and dissemination of academic and research activities. It is the responsibility of administrators, faculty, staff, students, and collaborators to be aware of and comply with these laws and the WKU's written instructions and procedures.

If you have more questions regarding export controls, please visit our website: <https://www.wku.edu/compliance/exportcontrol2021.php>

Ethics Training (CITI)

The Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Biosafety Committee, and Financial Conflict of Interest (FCOI) Committee have implemented a training program for all research projects requiring approval through each review board. This training will require each researcher to complete online coursework in their field to obtain certification lasting for three years. It is recommended that researchers complete this training program before starting any anticipated research.

CITI is a web-based ethics training course for those conducting research with human, and animal subjects, biosafety, export-controlled activities, or externally funded awards. All Principal Investigators, Co-Investigators, and key personnel must complete CITI training with a minimum score of 80%. The compliance manager is notified upon successful completion of the relevant course. Completion records of study personnel should be maintained by the Principal Investigator and are subject to periodic inspection by the committees.

For more information regarding CITI training, please visit our website: <https://www.wku.edu/compliance/training2021.php>

Finding Funding

Getting Started

Finding funding opportunities can take time and effort to identify the appropriate funding sources. Understanding what you want to do, how much time is needed to complete the project, what financial support would assist in completing the project, and finding a deadline that allows time for developing a quality proposal.

- Develop your research idea: Start by writing a brief description.
- Talk to your department/college: Leadership is available to assist you with developing your research. Contact your Associate Dean for Research or Faculty Fellow for Research for assistance.
- Join an experienced researcher: Serving as a Co-I or Key Personnel can be a good start.
- Attend sponsor hosted informational webinars: Gain knowledge on sponsor specific guidelines and terminology.
- Volunteer as a peer reviewer: Sponsors seek experts to review proposals, valuable insight can be gained.

Sponsor Specific Resources

Some sponsor websites contain valuable information that can be useful when searching for funding opportunities. Information such as previously awarded projects, the location of the organization funded, the amount of the award, and Program Officer contact information.

National Institutes of Health (NIH)

The NIH has a website called [RePORTER](#), that includes a wealth of information on projects by institute/center, funding by state, publications search, and a Matchmaker tool. The Quick Search at the top of the webpage allows you to search by a variety of fields that include but are not limited to text, PI name, project number, and fiscal year. The Matchmaker tool allows you to enter a brief abstract to find similar funded projects. This can assist you with finding a Program Officer, identifying the appropriate institute/center, and a list of awarded projects similar to yours.

National Science Foundation (NSF)

The NSF also includes some valuable resources to assist PIs with finding funding, preparing and submitting proposals on their [Funding at NSF](#) webpage. Here you will find tips for finding funding, including a search for funding tool. This can assist PIs with determining which NSF directorate/division is appropriate for your project. Once you have identified an NSF program specific webpage, you can review the RFP and proposal submission deadlines. At the bottom of the program webpage, you will also find FAQs and previously awarded projects with information on PI, project years, amount awarded, and abstract.

Funding Search Tools

[PIVOT](#)

Pivot is a comprehensive research tool that combines an extensive funding opportunity database with researcher profiles. This resource allows faculty, staff researchers, and graduate students the ability to:

- create and save funding opportunity searches
- track funding announcements
- share funding opportunities with others
- automatically receive funding notices and program updates
- search for collaborators at institutions worldwide
- discover publishing opportunities and calls for papers

If you would like to begin a funding opportunity search, please use the Pivot search bar provided below. If you are interested in creating an account or developing your profile as a faculty/staff researcher, please visit the [Pivot log in page](#) or contact proposal.development@wku.edu. WKU's Pivot account is available for all faculty, staff, and students to use, but the account must be created using the individual's WKU email.

Tutorials covering an account profile and how to search for funding can be viewed on the [Pivot YouTube channel](#).

[GRANTS.GOV](#)

GRANTS.GOV allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. GRANTS.GOV is an access point for more than 1000 grant programs offered by the 26 Federal grant-making agencies. The [GRANTS.GOV Community Blog](#) provides a schedule of events, training resources, and a forum for applicants to learn tips when applying for Federal funding.

[The Foundation Center](#)

The mission of the Foundation Center is to foster public understanding of the foundation field by collecting, organizing, analyzing, and disseminating information on foundations, corporate giving, and related subjects. Foundation grant opportunities can be viewed via [Philanthropy News Digest](#), which is a service of The Foundation Center.

[Federal Register](#)

This site allows full-text searches of the Federal Register, which frequently provides complete guidelines and applications instructions for various federal programs.

[FedBizOpps \(FBO\)](#)

Official coverage of all federal procurement opportunities exceeding \$25,000 is now available in FedBizOpps (FBO), as published by Business Information & Development Services, Inc. This service was formerly provided through the Commerce Business Daily. As of January 4, 2002, the Department of Commerce ceased publishing the Commerce Business Daily (CBD).

Proposal Development and Submission

Developing a proposal involves many aspects from adhering to federal/state regulations, sponsor guidelines, and WKU policies. The [Office of Management and Budget](#), the largest office within the Executive Office of the President of the United States, issues guidance regarding the administration of federal funds commonly referred to as [Uniform Guidance](#). Sponsors publish guidelines for preparing proposals that must be followed, not doing so puts your proposal at risk of being declined without review. [WKU Research Policies](#) are reviewed and updated to meet federal and state regulations. The Pre-Award unit within the Office of Sponsored Programs has a dedicated team of research administration professionals to assist PIs with preparing proposals for submission.

Authorized Organization Representative

An Authorized Organization Representative (AOR) is a designated representative that acts on behalf of the organization to submit, accept, and manage awards. The authority to enter into agreements on behalf of WKU is held by the President of WKU, overseen by the Board of Regents of WKU. This role is delegated to specific OSP staff members.

External Funding Regulations for Grants, Contracts, and Agreements

Both sponsors and proposing organizations must adhere to Federal Regulations provided by the U.S. Office of Management and Budget (OMB). Federal Regulations: The OMB issues a government-wide framework for grants management, streamlining the Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards commonly referred to as Uniform Guidance. As a public university, WKU must also take into account the legalities and regulations set forth by the State of Kentucky. WKU provides organizational policies that take into consideration both federal and state regulations. The Office of Sponsored Programs utilizes these regulations and policies to assist PIs with preparing, submitting, and managing awards.

Per Uniform Guidance Cost Principles 2 CFR 200.400, all costs included in a budget must be allowable, allocable, reasonable, and applied consistently and in accordance with WKU policy and guidance.

- Allowable: An allowable cost is one that is eligible for reimbursement. Generally, costs are considered allowable when they are necessary, reasonable, and allocable to the project/program; are accounted for consistently and in accordance with generally accepted accounting principles.
- Allocable: An allocable cost can be directly tied to a project activity, purpose, task, or deliverable. If a direct cost benefits two or more projects or activities, it must be distributed based on proportional benefit and clearly documented for audit purposes.
- Reasonable: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- Consistently Applied: Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost. Also, like costs at the institution need to be treated similarly.

Common Proposal Sections and Attachments

Proposal Development requires gathering documents for both internal (WKU) and external (Sponsor) documentation. WKU Internal documentation provides information to justify the project proposed, the requested budget, and how that impacts the university. Sponsor external documentation additionally provides in depth information to assist reviewers with understanding how the project will be carried out, how much that project will cost the university, and the experience of the individuals involved in the project.

WKU Internal Attachments

While each proposal is unique, WKU's internal process typically requires the following attachments.

- Sponsor Guidelines, RFP, Instructions, Solicitation
- Project Description or Scope of Work
- Budget and Budget Justification

Sponsor Attachments

While the attachments listed above are required for internal documentation, many sponsors also request additional documentation and information to be included in a proposal. Such secondary documents may include documentation of project personnel qualifications, personnel commitments and research overlap, plans for data management, plans for student mentoring, details on human and animal subject research, available resources and/or institutional commitment, documentation of external collaborations, etc.

Sponsor Guidelines (RFP/Instructions/Solicitation)

A Sponsor is an external organization that distributes funds to other organizations for a specific purpose, with or without deliverables. There are numerous types of sponsors we work with including Federal Agencies, State/Local Governments, Foundations, Non-Profit Organizations, Membership Associations, and Commercial/Industry For-Profit Entities. Sponsors can either solicit proposals from organizations or contact organizations to submit non-publicized unsolicited proposals directly.

Solicited proposals include instructions, details, and descriptions of allowable/unallowable proposal components acting as overall guidelines. These guidelines are sponsor and program specific. Some sponsors provide an overarching set of guidelines in addition to program specific instructions. Solicited proposals are competitive in nature.

Unsolicited proposals are not publicly available and are often not competitive. Typically, these proposals will not have a set of instructions. The Sponsor will communicate their needs to a PI and request a Scope of Work and Budget. Although no set of instructions are given, we still must abide by federal and state regulations as well as WKU policies. PIs can discuss project scope and timeline with the sponsor, however, are not authorized to provide budget estimates without OSP authorization.

Project Narrative or Scope of Work

The Project Narrative or Scope of Work provides a detailed description of the work proposed for the project. This description provides the sponsor reassurance that the project proposed has considered organizational resources, time limitations and budget restrictions. Sponsors typically guide PIs on what content to include and limit the length of the Project Narrative. The PI is

responsible for overseeing the activities of the project and financial management, including ensuring adherence to the approved budget and monitoring subawards. As the fiscal agent, OSP and GCA are responsible for fiscal management of the project and financial reporting.

Budget

The budget is one of the most important aspects in proposal development. There are many intricacies to developing a budget. Ensuring that the budget follows federal regulation, sponsor instructions, and WKU policies is essential. The PI assists with identifying the costs associated with the proposed project, OSP staff have the knowledge and experience necessary to ensure the budget is in line with all essential requirements. Budgets include direct and indirect costs. The Sponsor provides line-item categories to format budgets while also stating restrictions and limitations of direct and indirect costs.

Direct Costs

Direct Costs are costs that can be specifically and easily identified as necessary for a particular project activity, task, supply, or deliverable, and are allowable under the sponsoring organization's guidelines. Direct Cost line items include but are not limited to Personnel, Fringe, Travel, Equipment, Materials, Supplies, Tuition, Consultants, and Subawards. Depending on the sponsor and instructions, these line items may be allowable or restricted. While some sponsors may allow a budget item, others may not allow it; therefore, it is important to review and understand the sponsor instructions. Some sponsors may also limit the amount of Direct Costs requested.

Indirect Costs (also known as Facilities and Administration (F&A))

Indirect Costs are real costs that the institution incurs in support of extramural activities, but which cannot be readily identified with a particular sponsored project or institutional activity. Facilities are defined as depreciation on buildings and equipment, operations, and maintenance. Administration is general administrative personnel costs, i.e. centralized units, accounting, department/unit staff, etc. While most budgets will use WKU's negotiate rate, there are various forms of indirect rates used when developing a budget, OSP staff will assist with determining the appropriate rate to apply. A federal agency typically works with an institution to determine a negotiated indirect cost rate to apply to grants, contracts, and agreements. WKU's Negotiated Indirect Cost Rate Agreement (NICRA) is determined by the U.S. Department of Health and Human Services, the current agreement can be found [here](#). The most common types of indirect rates are:

- **Modified Total Direct Costs (MTDC)** – An indirect cost base calculation must be determined which includes the total amount of Direct Costs, excluding equipment over \$5,000, Participant Support, Tuition, and Subaward budgets over \$25,000. The final calculation is then multiplied by the institution's indirect cost rate.
- **Total Direct Costs (TDC)** – This rate involves a rate lower than the negotiated rate, restricted by sponsors. This is calculated by taking all Direct Costs and multiplying those costs at the reduced rate, no exclusions.
- **Total Federal Funds Awarded (TFFA)** - Typically USDA NIFA specific, sponsor restricts indirect costs to either our negotiated rate or 30% of total federal funds awarded (whichever is less). This calculation must take into consideration MTDC exclusions and the inclusion of Subawards.

- [Off-Campus Rate](#) – On rare occasions, the majority of the work proposed occurs at a location not owned by WKU. An off-campus decision tree to assist PIs in determining if their project is eligible for this rate can be found [here](#). OSP will have final approval.
- [Indirect Cost Waivers](#) – Extremely rare circumstances may require an indirect cost waiver. Waivers require approval from the Associate Provost for Research. Prior to seeking a waiver, please discuss with OSP staff.

Budget Justification

A budget justification is a categorical and itemized description of proposed costs and cost calculations. The purpose is to explain why the costs are necessary to accomplish the project objectives. A thorough justification will explain the necessity of the costs as well as the basis for the proposed costs. Along with the budget, the justification is a complete snapshot of the proposed work. Therefore, everything that appears in the budget and justification should reflect your proposed project. A good budget justification will assist reviewers in understanding the need for select budget items while re-emphasizing project objectives and activities. It will also reinforce the careful planning that went into the proposal and will reassure the reviewers that the work can be done.

Proposal Preparation and Intent to Submit Guidance

- 1. PI Review of the Sponsor Guidelines (e.g. RFP, Instructions, Solicitation)**
 - a. Verify that the PI and the University are eligible to apply.
 - b. Determine if the due date gives enough time to submit a quality proposal.
 - c. Notify College/Department of your intent to submit.
 - d. Review budget allowability and restrictions to ensure work can be completed with those limitations.
 - e. If the budget requires cost share, an index number will need to be provided.
 - f. All Personnel Supported by the Proposed Project Must Have Responsible Conduct of Research (RCR) Training Through CITIprogram.org .

- 2. Team: PI, Co-Is, Key Persons, and Subawards are identified**
 - a. If a Co-I or Key Person works in a department other than the lead, please provide that information on the External Proposal Assistance form.
 - b. Provide OSP with an email for the administrative contact for the subaward (funded collaborations with external organizations), the role of the subaward, and any other information that is pertinent to the subaward involvement with the proposal.

- 3. Sponsor Name and Prime Sponsor**
 - a. Prime Sponsor (source of funds)
 - b. If WKU is a subaward, please list lead applicant and Prime Sponsor (source of funds)

- 4. Project Start and End Dates**
 - a. Check guidelines to make sure this falls within sponsor instructions.
 - b. These dates should be consistent throughout the proposal.

- 5. Proposal Due Date**
 - a. Must be submitted to OSP in accordance with internal proposal [timeline](#).
 - b. If PI is planning to submit prior to the due date, please let OSP know.

- 6. Notify OSP of your intent to submit a proposal.**
 - a. Fill-out the online [External Proposal Assistance](#) form.
 - b. Any additional information not captured on the form should be emailed to proposal.development@wku.edu .

*The [Proposal Preparation Quick Reference Checklist](#) can also be found on our website.

Resources

Contact Information

ACTIVITY	DESCRIPTION	CONTACT
Find Funding	Assist with locating funding opportunities and/or interpreting sponsor guidelines.	proposal.development@wku.edu
Proposal Development	Assist PI with preparing a proposal for external funds and obtaining internal approvals.	proposal.development@wku.edu
Compliance	Ensures compliance with federal, state and local regulations in the protection of the rights, welfare, and security of faculty, staff, and students involved in activities throughout the WKU campus system and supporting communities	ori@wku.edu
Proposal Submission	Submit proposals to sponsors on or prior to the deadline.	proposal.development@wku.edu
Proposal is Funded	Sponsor notifications are received via our Sponsored Programs email. If a sponsor emails you directly and does not include Sponsored Programs, please forward the email.	sponsored.programs@wku.edu
Index Numbers	After the Notice of Award and Negotiations, the Post-Award team will provide index numbers.	post.award@wku.edu
Project Management	Modifications to project scope or budgets must go through the Post-Award office. PIs in academic colleges may need to seek assistance from their Dean's Office prior to requesting modifications or revisions.	post.award@wku.edu
Reporting	Each Award includes the sponsor's terms in conditions in regard to financial reporting requirements. The Grants & Contracts Accounting team will assist.	gca@wku.edu
Close Out	Each Award contains due dates for end of project period close-outs. The Grants & Contracts Accounting team will assist.	gca@wku.edu

WKU Links

[Pre-Award Website](#)

[Research Policies](#)

[Federally Negotiated Indirect Cost Rate Agreement \(F&A Rate\)](#)

[Frequently Asked Questions](#)

External Links

[Federal Regulations – Uniform Guidance](#)

[NIH Application Guide](#)

[NSF Application Guide](#)

[SciENcv: Science Experts Network Curriculum Vitae](#)