

Western Kentucky University - Proposal Preparation Quick Reference

Reminder: Only Authorized Organizational Representatives can submit proposals for external funding.

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

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

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

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

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

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

Additional information

Proposals Typically require the following attachments for internal approvals:

- Statement/Scope of Work
- Internal Budget
- Budget Justification
- Sponsor Guidelines, RFP, Instructions, Solicitation

Please email proposal.development@wku.edu if you have any questions regarding the proposal submission process.