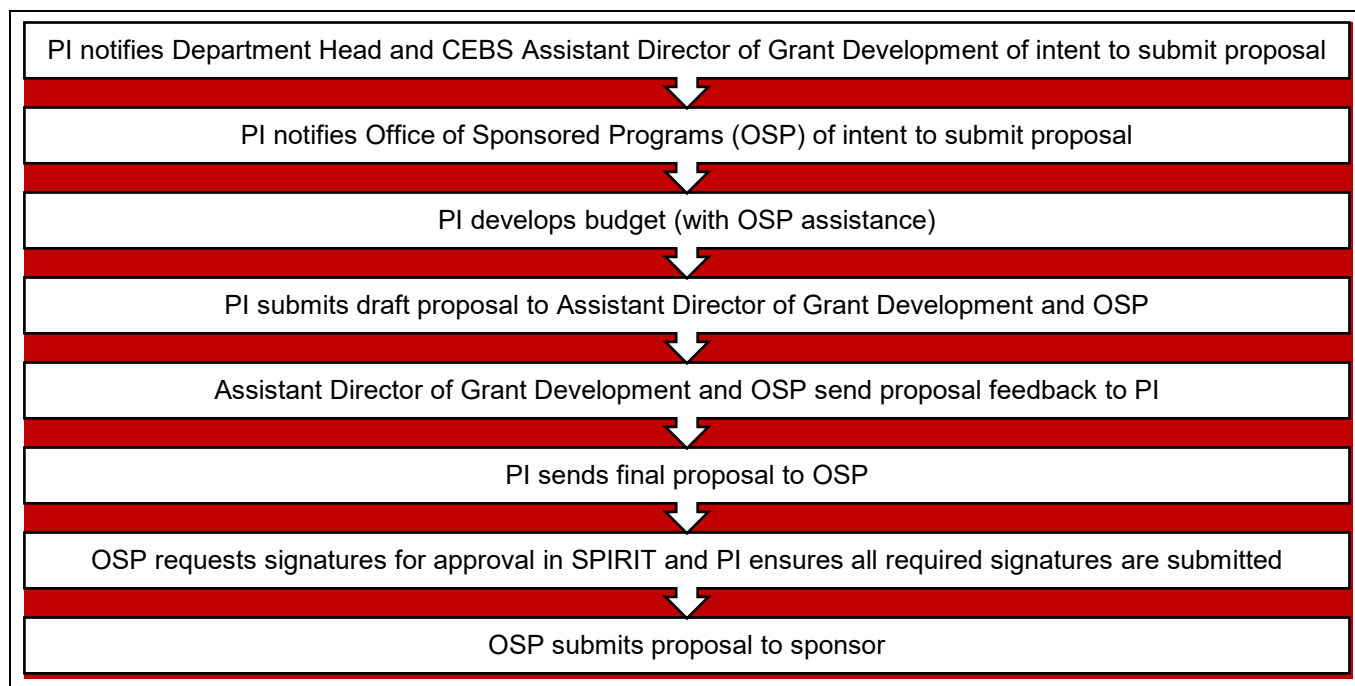


External Grant Submission Policy & Procedures

CEBS is dedicated to assisting faculty and professional staff in the pursuit of external funding to support research and professional/scholarly efforts. To improve the success of strong proposals, CEBS, through the Assistant Director of Grant Development (molly.swietek@wku.edu), provides resources for, and assists in, budget review and budget justification; proposal development and review; and editing for grammar/structure/content. *To facilitate these efforts, CEBS requires that principal investigators (PIs) complete the following steps:*



- Notify your Department Head** (and Department Heads of any other faculty/staff with effort in the proposal budget) **and the Assistant Director of Grant Development** (molly.swietek@wku.edu), of your intent to submit a proposal.
- Notify OSP** of your intent to apply for external funding. This should occur as soon as possible after step 1. CEBS 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.
OSP Proposal Intent Form: <https://www.wku.edu/sponsoredprograms/proposal-assistance-form.php>
- Any WKU personnel who have effort in the proposal budget must:** 1.) communicate with their Department Head/Director regarding their workload in relation to the grant budget, and 2.) ensure 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.
- Submit the draft proposal to the Assistant Director of Grant Development and OSP** for technical review. OSP will send the draft proposal (with any revisions/edits) to the PI. The PI and the Assistant Director will work together to finalize the narrative.
- Submit all finalized documents to OSP and the Assistant Director of Grant Development.**
- Once all reviews are complete and the 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 college-level approver. It is the PI's responsibility to ensure that all required documentation and approvals are submitted to OSP by OSP's internal proposal deadline.