



WKU OFFICE OF RESEARCH & CREATIVE ACTIVITY

Approvers Handbook

Spring 2025

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Introduction

This handbook is designed to provide approvers at Western Kentucky University (WKU) guidance on understanding sponsored project related practices and serve as a quick reference to general questions. 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. 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.

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 (PI) 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 Department and/or College is responsible for reviewing proposals to ensure university resources, time/effort, and budget implications are appropriate. 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 Approvers regarding the development and administration of sponsored projects.
- To inform Approvers of their role and responsibility 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 this 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. 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.

- 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 and operates with two units Pre-Award and Post-Award. 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.

The Lifecycle of a Sponsored Project



Roles in Proposal Development and Submission

Pre-Award Unit

Developing a proposal involves many aspects from adhering to federal/state regulations to following 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 a 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.

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.

Both sponsors and proposing organizations must adhere to Federal Regulations provided by the U.S. Office of Management and Budget (OMB). The OMB issues a government-wide framework for the management of external funding, 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 an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost.

Approvers

The role of Department/College approver is essential to the proposal development process. Each Department/College may want to consider various factors that may impact operations. While each proposed project is unique and must factor WKU policies, Sponsor requirements and limitations, and Federal regulations. Specific areas of consideration include proposal and budget content.

The review of **proposal content** by Approvers serves to aid Principal Investigators in the refinement of the project's scientific elements and to ascertain the Department's/College's ability to support the ramifications of the proposed activities. The proposal is expected to specify any incorporation of existing WKU resources (e.g., space, equipment, services), ensuring both the accuracy of their descriptions and their accessibility for the project's needs. Furthermore, consideration is given to the feasibility of the Principal Investigator and the institution successfully executing the proposed project, and any potential negative consequences associated with the funding are to be identified. Lastly, any departmental or college data and statistics presented within the proposal must be accurate and current.

The review of **budget content** would confirm appropriate use of academic year, summer, or calendar year effort, regardless of whether it's funded by the sponsor or committed as cost share. If such effort is included, effort reassignment to the project must have prior approval. Furthermore, all listed budget items should accurately reflect the necessary costs for project completion, calculated consistently with departmental and college standards. Finally, if the project involves cost share, confirmation is required that the approvers have reviewed the specifics and committing indexes and have agreed to the commitment upon funding approval.

Proposal Process Involving Approvers

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, the experience of the individuals involved in the project, and the outcomes of the project. OSP's [timeline for external proposal submissions](#) ensures an equitable and efficient management of proposal submissions, proposals that do not follow this timeline risk non-compliance with university policy, sponsor requirements, rejection by the sponsor, withdrawal of the proposal by WKU, or delays in award acceptance and account index setup.

Approver Communication

OSP communicates with approvers regarding the following 1) a PI's intent to submit a proposal, 2) a checklist with a timeline, and 3) sends a notification to review basic proposal information in the proposal management system. This guides the PI with providing the necessary documentation for both internal and external requirements. The Department/College may have additional deadlines to review proposal information and suggest revisions prior to OSP's timeline.

Once the PI identifies a funding opportunity, they notify OSP of their intent to submit a proposal by filling-out a [Proposal Intent](#) form. OSP will email a confirmation of receipt to the PI, the Department Chair (if applicable), and College Approver (or other approvers, if the PI is not in an academic college). The form includes the proposal due date, personnel involved, project dates, project title, external organization involvement, the RFP, acknowledgement of informing the department/college, and acknowledgement of Responsible Conduct of Research training.

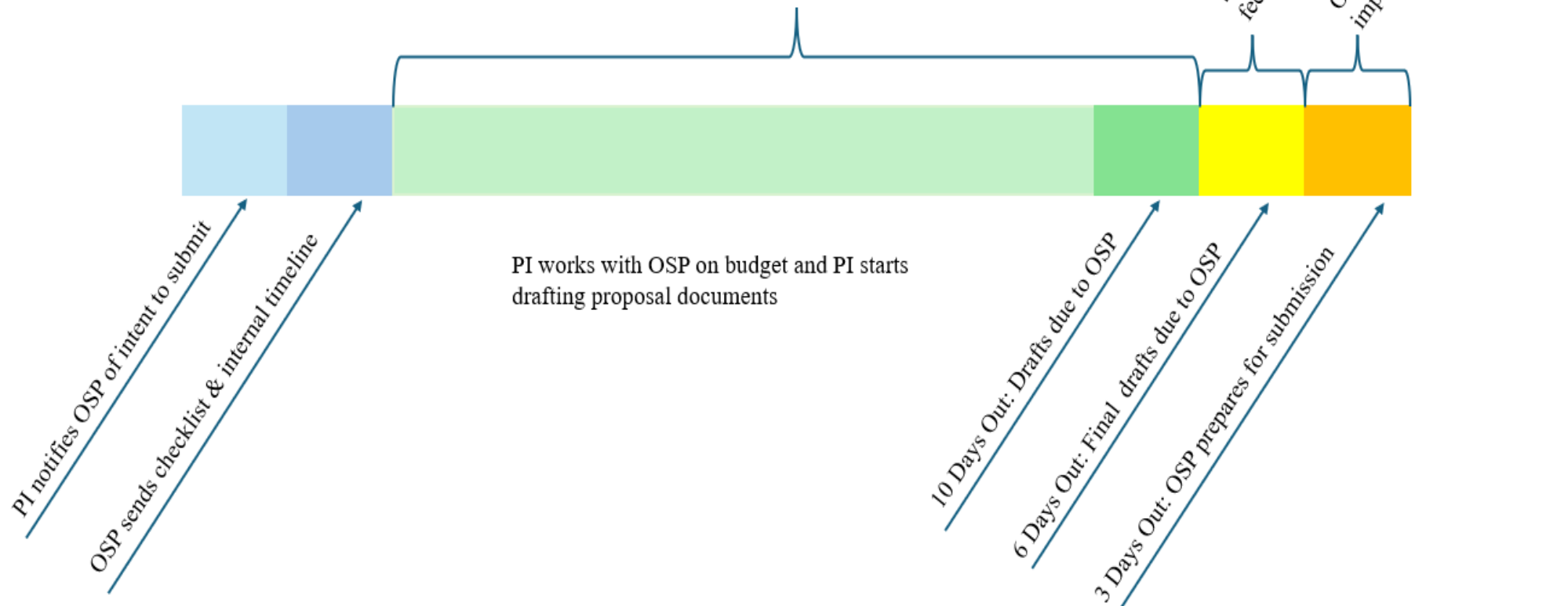
OSP will assign a Pre-Award Administrator who will review the information provided in the proposal intent form and send a checklist of documents needed for submission as well as a deadline for each. The checklist includes instructions for each required document along with sponsor limitations. Receiving necessary documents by the checklist deadline ensures sufficient time for OSP review and timely internal routing. Documents not received on time may delay internal routing to Department/College for review and approval. For questions on the proposal process or to schedule a meeting to gather additional information please contact the Pre-Award Administrator assisting with the proposal submission.

The internal proposal record includes all basic information and is routed for review. The internal record includes final project dates, project title, total budget, effort proposed, and any cost share implications. Attachments included in the record vary but should typically include sponsor guidelines/instructions/RFP, a project narrative or scope of work (may include draft versions), budget and budget justification. The full application is typically not available due to pending final documents.

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.

Proposal Review Timeline for Approvers

Approvers can check in with PI at anytime to discuss proposal preparation, communicate any department/college review deadlines, discuss effort and commitments, and begin reviewing budget and other documents – significant feedback can be provided during this time



Proposal Components

External Funding

External funding is defined as monies derived from a sponsored activity and include restrictions, terms & conditions, deliverables, and financial & project reporting requirements. External funding can be in the form of a grant, contract, or agreement. Sponsored Activities include research, scholarship, creative activities, program, public service, training, and education. Sponsor Organizations can be federal, state, local, universities, non-profits/foundations, and for-profit entities.

Sponsor Guidelines (RFP/Instructions/Solicitation)

A Sponsor is an external organization that distributes funds to other organizations for a specific purpose, with deliverables and reporting requirements. 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.

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 the proposed project. A good budget justification will assist reviewers (and internal approvers) 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.

Common Sponsor Documentation

Project Description

Project Summary

Research Strategy

Specific Aims

Data Management and Sharing Plan

Facilities and Resources

Senior/Key Personnel Documents (Biosketch, Current & Pending, Collaborators, Other Affiliations, Synergistic Activities)

Letter of Intent (aka Pre-proposal/ step 1)

Letter of Collaboration

Letter of Commitment

Letter of Support

References

Budget Categories

Budgets include a best estimate of direct and indirect costs. The Sponsor provides instructions on requirements and limitations of direct and indirect costs. Federal guidance, Sponsor restrictions, and WKU policies are considered in the budget development process. The budget justification provides the sponsor with a narrative by line-item category of proposed costs. The budget and justification are formatted according to sponsor budget categories. SPIRIT will include an internal budget spreadsheet that is formatted according to WKU budget categories.

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 defined as general administrative personnel costs, i.e. centralized units, accounting, department/unit staff, etc. While most budgets will use WKU's negotiated 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, with 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.

Cost Share

Cost Share commitments are Project Costs that are not provided by the sponsor and quantified to the sponsor in the budget and budget justification. Upon acceptance of the award, all proposed cost share becomes committed and auditable. There are two types of cost share, also known as match, mandatory and voluntary. **Mandatory Cost Share** are costs required by the sponsor in proportion to the total project budget. The sponsor details the required mandatory cost share in detail within the RFP. **Voluntary Cost Share** are costs necessary to complete the project but not required, nor requested by the sponsor. Voluntary cost share is prohibited by some sponsors and is discouraged by WKU.

Budget Considerations

Personnel

An important aspect of the proposal review process is the analysis of the time and effort required to fill the objectives of the proposed project. Personnel effort is estimated as a percentage or in person months and is categorized by Academic Year and Summer or Calendar Year depending on appointment type. OSP will follow federal guidance, sponsor instructions, and WKU policies when including personnel effort in budgets. Federal guidance indicates that the institution must use the institutional base salary (IBS) provided in the financial system of record (Banner) when developing budgets and cannot compensate personnel beyond the IBS in the financial system of record. WKU appointment letters are not recorded in Banner and can impact how personnel is entered into the budget.

Personnel Effort

Including Personnel effort on a project will depend on federal regulations, sponsor instructions, and WKU policy. Sponsors will indicate how to budget for project personnel. This can include minimum/maximum effort allowed, required personnel roles, and whether to list the percentage of effort or the number of person months. **Percentage effort** is calculated by appointment duration whether that be Academic Year, Summer, or Calendar Year. **Person months** is another metric used to calculate the number of months dedicated to the proposed project. WKU's internal process includes both measures of effort in the internal budget spreadsheet and in the proposal management system. The proposal components submitted to the sponsor may include the percentage or person months or both depending on sponsor instructions.

Types of Personnel

Proposals include various types of Personnel such as Senior/Key Personnel, Other Personnel, Consultants, and Subaward Personnel. **Senior/Key Personnel** provide a significant contribution to the proposed project and commonly include the roles of PI, PD, Co-I, Co-PI, and non-PI Senior Personnel. **Other Personnel** include Research Associates, Post Docs, Graduate and Undergraduate Students who will be working on the proposed project and can be identified by name or "to be announced". **Consultants** are external (non-WKU employees) who are subject matter experts. Subaward Personnel can also include Senior/Key Personnel, Other Personnel, and Consultants if the sponsor guidelines allow. Unless specifically prohibited by the sponsor, all salaries should be escalated by 3% in each future year. Although IBS are inflated, organizations may only charge actual costs to a sponsored program per Federal regulation.

Academic Year (AY) and **Summer (SM)** effort is reserved for faculty or faculty administrator positions on 9, 10, or 11 month appointments. Faculty AY effort, can include the reassignment of teaching, research, and/or service effort. Faculty course buyout effort is typically calculated as 10% per course release. Faculty AY release time would permit the hiring of an additional part-time faculty member(s) to cover courses in the department to ensure that the normal teaching activities are not interrupted. Available Summer effort is determined by the duration of the appointment. If an investigator is to be compensated from a grant for conducting research during the summer months, the compensation shall not exceed the IBS rate. Rarely will a faculty member's summer effort be fully committed, since many faculty engage in other research, teach, take vacations, etc.

AY Appointment (Contract Year Reassigned or Course Buy-out)	Available Summer Effort (Off-Contract)
9 months	3 months
10 months	2 months
11 months	1 month

Calendar Year (CY) effort is typically for Professional/Non-faculty (inc. Post-doc) positions with a 12-month appointment. When project personnel are on a CY appointment, the project effort is considered reassigned time. Support staff can also be on a CY appointment, however are rarely seen in external proposal budgets as Federal regulation states that some support staff positions are covered in Indirect Costs.

***WKU Employees as Independent Consultants – no WKU resources/facilities/support are utilized.**

Fringe benefits for full-time WKU faculty and staff on contract include FICA, worker's compensation, long-term disability, retirement, and life, health, and dental insurance. Fringe Benefits for faculty off contract (summer) include FICA, worker's compensation, long-term disability, and retirement. Part-time and hourly students fringe benefits include FICA and worker's compensation. Graduate assistant fringe benefits include worker's compensation. WKU charges fringe benefits at the rate in effect at the time salary expenses are incurred and are typically updated annually.

Travel costs are estimated using the WKU Travel resources found on the [WKU Travel Website](#).

Equipment costs must consider Sponsor allowability and WKU policy. The Sponsor Guidelines define equipment restrictions and allowability. WKU defines equipment as tangible items with a per-unit cost of \$5,000 or greater. Equipment is excluded from our F&A (MTDC) calculation.

Materials and Supplies are defined as single unit costs of less than \$5,000 necessary to conduct the proposed project.

Tuition is typically only used for graduate assistant tuition as part of the GA package. Full tuition is typically included as \$607/credit hour x 18 credit hours per year = \$10,926 and must follow the effort on the project. Partial tuition may also be included, if limited by the budget.

Subawards are agreements by which some scientific or programmatic aspects of the proposed project are contracted to another organization or institution. All Sponsor guidelines flow to the subaward organization.

Participant Support Costs are direct costs paid to or on behalf of participants or trainees (non-WKU employees) on a proposed project in accordance with Federal regulation and Sponsor instructions.

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 (aka. Notification of Funding Opportunity – NOFO)	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.

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](#)