

WKU Approvers Quick Guide

1. Review the Proposal Intent Form acknowledgement email sent by OSP.

- Review PI and consider time/effort availability.
- Review Sponsor RFP description, eligibility, and required budgetary commitments.
- Review Due Date and consider application components and development time.

2. Review the Checklist & Timeline email sent by OSP.

- Review list of required documents.
- Use checklist as reference for additional sponsor instructions.
- Reach out to PI or OSP Pre-Award staff if you have any questions or concerns.

3. Check-in with PI and provide Department/College deadlines for document review.

- After reviewing checklist and timeline, provide deadlines for Department/College review of final documents prior to OSP's deadline for Final Documents.

4. PI sends final documents to Department/College of review.

- Department/College review final documents and send feedback to PI.
- PI will make final revisions and send documents to OSP by due date provided in the checklist/timeline.
- Pre-Award staff will review final documents and contact PI if revisions are needed.

5. Six Business Days prior to due date, the SPIRIT record will be routed for approvals.

- Review proposal record.
- Review Proposal Content and Budgetary Content. (ref. [Approvers Handbook](#))
- See [Approver's Guide to SPIRIT](#) for definitions of each section.

* Connect with Pre-Award RA or PI if you have any questions or need clarification.