



## Western Oregon University Sponsored Projects Office

Todd Hall 241  
(503) 838-8589

[taylor@wou.edu](mailto:taylor@wou.edu)

<http://www.wou.edu/provost/oirsp/sponsored.php>

# Managing Sponsored Projects: A Quick Guide for Faculty

The Sponsored Projects Office is eager to assist you in pursuing external funds and in managing your sponsored projects. This is a brief overview of WOU's proposal and grant administration processes.

### Important Contact Information

Sponsored Projects Director: Ella Taylor, Ph.D.  
(503) 838-8589  
Todd Hall 241  
[taylor@wou.edu](mailto:taylor@wou.edu)

Facebook WOU Sponsored Projects

Twitter WOUSponProjects

AIM: WOUSPO

## Sponsored Projects Funding Opportunities Web Resources

Twelve division-specific webpages have been created that provide details about external funding specific to the disciplines within each division. All Sponsored Projects' web resources may be subscribed to through email so that recipients receive new funding opportunity announcements directly in their in-box.

<b>Title</b>	<b>URL</b>
WOU Sponsored Projects Office Updates	<a href="http://wousponsoredprojects.blogspot.com/">http://wousponsoredprojects.blogspot.com/</a>
Funding News	<a href="http://wouspo.newsvine.com/">http://wouspo.newsvine.com/</a>
Business & Economics Grants	<a href="http://wouspbusinessecon.blogspot.com/">http://wouspbusinessecon.blogspot.com/</a>
Computer Sciences Grants	<a href="http://wouspcomputerscience.blogspot.com/">http://wouspcomputerscience.blogspot.com/</a>
Creative Arts Grants	<a href="http://wouspcreativearts.blogspot.com/">http://wouspcreativearts.blogspot.com/</a>
Criminal Justice Grants	<a href="http://wouspcrimjustice.blogspot.com/">http://wouspcrimjustice.blogspot.com/</a>
Health & PE Grants	<a href="http://wousphealthpe.blogspot.com/">http://wousphealthpe.blogspot.com/</a>
Humanities Grants	<a href="http://wousphumanities.blogspot.com/">http://wousphumanities.blogspot.com/</a>
International Opportunities across Disciplines	<a href="http://wouspinternational.blogspot.com/">http://wouspinternational.blogspot.com/</a>
Library & Museum Grants	<a href="http://wousplibrary.blogspot.com/">http://wousplibrary.blogspot.com/</a>
Natural Sciences & Mathematics Grants	<a href="http://wouspnaturalsciences.blogspot.com/">http://wouspnaturalsciences.blogspot.com/</a>
Psychology Grants	<a href="http://wouspppsychology.blogspot.com/">http://wouspppsychology.blogspot.com/</a>
Social Sciences Grants	<a href="http://wouspsocialsciences.blogspot.com/">http://wouspsocialsciences.blogspot.com/</a>
Special Education Grants	<a href="http://wouspspecialled.blogspot.com/">http://wouspspecialled.blogspot.com/</a>
Student Services Grants	<a href="http://wouspstudentservices.blogspot.com/">http://wouspstudentservices.blogspot.com/</a>
Teacher Education Grants	<a href="http://wouspteacherred.blogspot.com/">http://wouspteacherred.blogspot.com/</a>

## WOU's Proposal Process:

- 1) Contact Sponsored Projects early for assistance in preparing your proposal budget, obtaining up-to-date information about WOU, setting up of access for electronic submittals, and other assistance as requested. We know the university policies about effort, benefits, cost sharing, subcontracts, travel, etc. and will assist you in incorporating these into your proposal.
- 2) Complete the WOU Intent to Submit form (attached) which is located on the web at <http://www.wou.edu/provost/oirsp/sponsored.php>. This form documents your anticipated needs which allows the Sponsored Projects Office to assist you more fully. It also alerts us to the requirements of submission to ensure WOU compliance.
- 3) At least three days prior to the submission deadline, complete the WOU External Funding Routing Form (attached) and located on the web at <http://www.wou.edu/provost/oirsp/sponsored.php>. This form incorporates required federal, state and WOU certifications. Prior to submittal to Sponsored Projects this form must be signed by the Principal Investigator(s), Division Chair(s), and College Dean(s). If your proposal involves multiple investigators, the form must be signed by all involved divisions and colleges.
- 4) **Only Sponsored Projects is authorized to sign proposals and agreements on behalf of WOU. Do not sign any submittal certifications on behalf of the institution.**
- 5) Proposals submitted to ARRA (Stimulus funded) competitions have special reporting requirements. Please alert us if you are submitting to an ARRA funded competition or receiving an ARRA funded award.

- 6) It is your responsibility to comply with required human protections through the Institutional Review Board (<http://www.wou.edu/irb>).

### **WOU's Sponsored Projects Management Process:**

- 1) **All awards for external support of research, instruction and training or public service projects must be processed through the Sponsored Projects Office. Only authorized institutional representatives may accept awarded grants and contracts on behalf of the university.**
- 2) Should you be notified of the success of your proposal, forward the email, letter and official award document to the Sponsored Projects office. Keep a copy for yourself. Should the Sponsored Projects Office be notified of the success of your proposal, we will forward a copy of the notification to you.
- 3) It is the responsibility of the PI(s) to confirm that (a) the scope of work accurately reflects the scientific or scholarly work the PI(s) proposed or agreed to do; (b) the deliverables and timelines are acceptable; and, (c) the budget reflects what was proposed or revised during the review process.
- 4) After an account has been established the Principal Investigator(s), Project Director(s), and any other project member with budgetary responsibility must participate in the Sponsored Projects Office's new project training. No funds can be accessed until the training has been completed.
- 5) All project staff will be required to review the WOU Financial Disclosure Conflict of Interest policy statement and the WOU Code of Ethics on a yearly basis.



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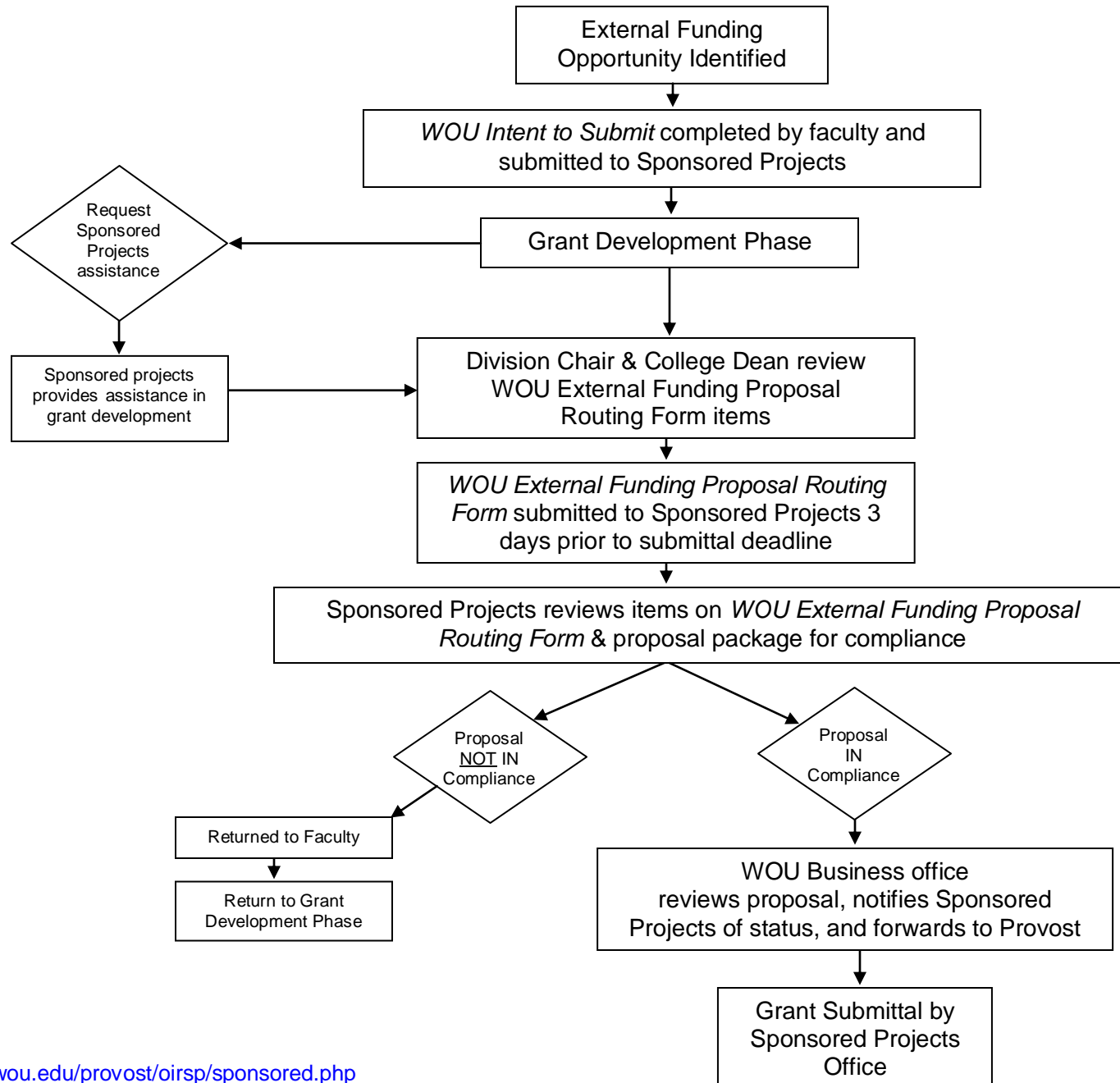
[taylor@wou.edu](mailto:taylor@wou.edu)

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## Proposal Approval Process

The following flowchart describes the WOU proposal approval process.

# WOU Proposal Approval Process





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# **Intent to Submit**

The following form should be submitted to the Sponsored Projects Office early in the proposal writing process. It ensures that the proposal can be submitted through WOU and on time.

## Western Oregon University, Intent to Submit Proposal for Grant Funding

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If you intend to write a grant, you must submit this form to the Sponsored Projects Office as soon as you have identified the potential grantor. All proposals for extramural support of university sponsored activities or programs must be reviewed prior to transmission to the external source of funding.

Date		
Department		
Principal Investigator/Project Director		
Telephone		
Email		
Project Title		
Agency/Foundation for submission (e.g., NIH, NSF, OSEP, OSERS, NASA)		
Website for RFP		
Date for submission (mm/dd/yy)		
Deadline for Submission (4:00 p.m. EDT)		
Approximate amount to be requested		
Duration of grant (mm/dd/yy to mm/dd/yy)		
Type of project	<input type="checkbox"/> Research <input type="checkbox"/> Public Service <input type="checkbox"/> Instruction <input type="checkbox"/> Other	
Type of submission	<input type="checkbox"/> U.S. Postal Service Postmark <input type="checkbox"/> Arrival date <input type="checkbox"/> on-line submission <input type="checkbox"/> other (explain)	
Does the RFP require cost sharing or matching funds?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will the grant proposal include the use of human subjects?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will the grant proposal include personnel costs?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you anticipate partnering or subcontracting with other universities?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Please sign below and submit to Sponsored Projects Office</b>	<b>Signature</b>	<b>Date</b>
Principal Investigator/Project Director		
Received by Sponsored Projects		



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# External Funding Routing Form

The following form should be submitted to the Sponsored Projects Office at least three (3) days prior to the proposal submission deadline. This form incorporates required federal, state and university certifications. It must be signed by the Principal Investigator(s), Division Chair(s), and College Dean(s). If the proposal involves multiple PIs, the form must be signed by all involved divisions and colleges.

**Western Oregon University, External Funding Proposal Routing Form**

For assistance in completing Routing Form, please contact Sponsored Projects  
([taylor@wou.edu](mailto:taylor@wou.edu); 503-838-8589)

This form is to be completed by the Principal Investigator/Project Director (PI/PD) submitting the proposal. The purpose of this form is to gather information necessary to obtain appropriate internal administrative and academic approvals. **Submit completed form and proposal package to the Sponsored Projects office a minimum of three (3) business days prior to RFP deadline.**

Principal Investigator (PI)/Project Director (PD)	
Division	
PI Contact info (phone & email)	
Co-investigators, Divisions & Contact info	
Project Title	
Funding Agency (NSF, OSEP, NEH, etc.)	
CFDA#	
Type of proposal	<input type="checkbox"/> New Project <input type="checkbox"/> New proposal for an existing project <input type="checkbox"/> Revised/Resubmittal <input type="checkbox"/> project
Type of project	<input type="checkbox"/> Research <input type="checkbox"/> Public Service/Outreach <input type="checkbox"/> Instruction/Training/TA/Curriculum Development <input type="checkbox"/> Equipment <input type="checkbox"/> Other (please describe):
Duration of project (mm/dd/yy to mm/dd/yy)	
Deadline for Submission (Date) Time due (4:00 p.m. EDT)	
Date of <u>expected</u> funding decision	
Type of submission	<input type="checkbox"/> U.S. Postal Service Postmark <input type="checkbox"/> on-line submission <input type="checkbox"/> Courier arrival date <input type="checkbox"/> other (explain)
IF online submission, who will submit	<input type="checkbox"/> WOU Sponsored Projects <input type="checkbox"/> other (provide name, department, contact #)
Attach abstract, budget, draft proposal and RFP to this form	<input type="checkbox"/> Abstract attached <input type="checkbox"/> Proposal attached <input type="checkbox"/> Budget attached <input type="checkbox"/> RFP attached
Date Submitted to Sponsored Projects	

*Return completed form with original signatures and copy of proposal to the Sponsored Projects Office, Todd Hall 241*  
*(Revised 03/16/10)*

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**II. BUDGET SUMMARY**

**A. Budget Summary**

Total amount requested from granting agency: \$  # of years: \_\_\_\_\_

	Granting Agency Funds	WOU Cost Share or Matching Funds		
		Matching Funds (Cash)	In-kind	Note WOU Index Fund to be used
Total Direct Costs \$ <input type="text"/>				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated
Total Indirect Costs \$ <input type="text"/>				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated
Total Costs \$ <input type="text"/>				<input type="checkbox"/> Guaranteed <input type="checkbox"/> Anticipated

**B. Indirect Costs (Check one)**

- The maximum allowable indirect costs have been requested.
- The sponsor does not fund indirect costs.
- A portion of the indirect costs has been requested.

Percent requested	<input type="text"/>
Rationale for lower indirect costs	<input type="text"/>

**C. Cost Sharing/Matching Commitments (check one)**

- This project will not require allocation of WOU funds
- This project will require allocation of WOU funds. If checked, describe:

% of cost sharing/matching funds required: _____	<input type="checkbox"/> Proposal meets required cost share/match <input type="checkbox"/> Proposal exceeds required cost share/match
Type of cost sharing/matching funds required	<input type="checkbox"/> Faculty time <input type="checkbox"/> Graduate Teaching/Research Assistant <input type="checkbox"/> Staff time <input type="checkbox"/> Other (please explain): <input type="checkbox"/> Office/lab space

**III. ADDITIONAL INFORMATION**

Check **all** applicable statements and complete required information.

**A. Will grant/contract funds be used toward personnel costs?  Yes  No**

**If YES, time & effort (Check all applicable)**

- This project involves new hires (i.e., faculty, support staff, graduate assistants).
- This project requires supplemental contracts (i.e., other agencies, universities).
- Independent Contractors/Consultants will be hired.
- This project requires WOU faculty/staff buyout time. (See below)
- This project requires WOU faculty/staff reassign time. (See below)
- This project requires WOU TRI faculty/staff time. (See below)

**Return completed form with original signatures and copy of proposal to the Sponsored Projects Office, Todd Hall 241 (Revised 03/16/10)**

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**IF YES to faculty/staff buyout or reassign time**

Name Position Division/Department	Term/ Year	% of effort (30%, one course/term, one course/ year, etc.)	Rate adjusted across multiple years for salary % increase?	Approved by appropriate administrator?
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Name of administrator:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes Name of administrator:

**B. Does the project involve student participation?**  Yes  No

**C. Does the project involve student fee remissions or stipends for tuition?**  Yes  No

<input type="checkbox"/> Tuition <input type="checkbox"/> Fees <input type="checkbox"/> Books/Supplies	<b>IF Yes, provide description:</b>
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**D. Does the project involve human subjects?**  Yes  No

If yes, status of IRB application:

<input type="checkbox"/> Approved	Date:  IRB #:
<input type="checkbox"/> Pending	Date submitted: Date to be submitted:

**E. Does the project involve contracting and/or subcontracting with other institutions or agencies?**

Yes  No

If yes, list institutions and the nature of their participation.

Institution/Agency	Nature of participation

**F. Conflict of Interest:** The proposed project or relationship with external funders requires the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project. A conflict of interest is defined as the Principal Investigator(s), spouses, or dependent children having a greater than 5% equity investment or receipt of \$10,000 or more from the proposed funder.

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Yes (see below)  No

If answered in the affirmative, then all investigators so involved have provided a complete disclosure in this matter as instructed by current institutional policy and/or Federal regulation.

Yes  No

**CERTIFICATION:** I certify that the information provided on this form is accurate and complete as of this date. I agree to accept responsibility for the scientific or technical conduct of the project and for provision of required technical reports if an award results from this application. My signature below certifies that

- 1) I have reviewed this proposal with my Division Chair and College Dean (where applicable)
- 2) I agree to abide with applicable WOU policies; and
- 3) I agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity.

Project Director/PI: \_\_\_\_\_ Date: \_\_\_\_\_

Co-PI : \_\_\_\_\_ Date: \_\_\_\_\_

Co-PI : \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION:** I have reviewed this application's proposal, budget and cost share commitments. My signature below indicates my approval for submission of the proposal, its budget and cost share commitments.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION:** This application's text and budget have been reviewed for completeness, consistency with sponsor instructions and requirements, federal and state regulations, and WOU policies. Any necessary changes/modifications have been communicated to the PI/PD and completed.

Sponsored Projects Official: \_\_\_\_\_ Date: \_\_\_\_\_

WOU Business office official: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Date Proposal was submitted to granting agency \_\_\_/\_\_\_/\_\_\_ Signature: \_\_\_\_\_

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