

ATTACHMENT A
SUBMISSION PROCESS FOR ALL GRANTS APPLICATION/PROPOSALS

1. **Project Director:** After consulting with the Director of Grants & Sponsored Projects and the appropriate Dean and Department, the project director completes the proposal. He/she then attaches the Transmittal Form and, if required, secures the signature commitment of his/her Department as indicated by the Chairperson's signature, Dean, and/or other individual(s) authorized to commit resources in support of the project on the Transmittal Form. This applies whether the application/proposal is submitted via hard copy or electronically.
2. **Department, Dean and/or other individual(s) authorized to commit resources on behalf of the project:** Reviews the proposal with the project director. Special considerations include: departmental and college goals, monetary commitments, faculty release time, equipment and facilities. If disapproved, the grant proposal is returned to the project director with written comments. If approved, the Department as indicated by the Chairperson's signature, Dean and/or other signatories sign the Transmittal Form and attach it to the proposal along with any written comments he/she might have. These signatures indicate the signer has accepted responsibility for securing resources to support the project. The proposal, Transmittal Form, and written comments are then returned to the project director who makes any agreed upon changes and produces two copies of the proposal in final form. The proposal and the Transmittal Form are forwarded to the Director of Grants & Sponsored Projects. (NOTE: At the discretion of the Department, Dean and/or other individuals, their signatory approvals may be sought early in the proposal development process, based on a draft proposal and a budget based on best estimates or cost ranges. However, if the budget figures in the final proposal vary by more than 5%, re-approvals will be required before the proposal is transmitted to the Director of Grants & Sponsored Projects.)
3. **The Director of Grants & Sponsored Projects:** Reviews the proposal for consistency with the State University Board Office and WSU policies and regulations, all policies of the funding agency including [human subject](#), [animal care](#), hazardous chemical and recombinant DNA requirements. The budget and indirect cost rate are reviewed for compliance with current WSU negotiated rates. If approved the proposal and Transmittal Form are forwarded to an authorized signatory.
4. **The President, Provost, Vice President or Associate Vice President:** Reviews the proposal in terms of institutional objectives, legal implications, space required, administrative support required, budgetary and personnel needs and commitments, existing collective bargaining agreements, academic objectives and post-grant assurances and commitments. If the proposal is disapproved, it is returned to the Project Director with written comments. If it is approved, the Transmittal Form is signed and returned to the Director of Grants & Sponsored Projects for submission to the funding source.