

Please submit this form and required attachments to RSP two weeks prior to proposal deadline. See detailed routing instructions on Page 2.

Principal Investigator: _____ Other Senior/Key Personnel: _____

Funding Agency: _____ Proposal Deadline: _____

Project Title: _____

Anticipated Start and End Date: _____ Anticipated Total Budget: _____

Attachments (required)

Project Summary Budget Proposal Instructions/Announcement *(provide as URL via email to RSP or as an attachment; not required if project is contractual work with no instructions/announcement)*

Project Type (check all that apply)

Research/Creative Activity Program/Curriculum Development Equipment Purchase Service/Consulting
 Professional Development Student Services/Academic Support Other:

Project Summary (check "yes" or "no"; if additional space is needed, include as additional attachments)

Yes-No

Faculty Remuneration? – if yes, AY WLU (buyout): _____ ; Summer WLU (2.5mo limit): _____
 University Match/Cost Share/In-kind – if yes, Amount: _____ ; Funding Source/Speedkey: _____
 Graduate Student Assistantship? – if yes, Stipend: Grant-funded OR Cost Share – funding source: _____
 Tuition: Grant-funded OR Cost Share – funding source: _____
 Indirect Costs Allowed? – if not 51.5% of salaries/wages, why?
 CWU Submitting Proposal to Funding Agency? – if no, applicant name:
 Subrecipient(s) and Consultant(s)? – if yes, entity name(s):
 Continued Use of Existing Space? – if yes, specify space used:
 New Space Required? – if yes, specify needs:

Compliance (check "yes" or "no"; if additional space is needed, include as additional attachments)

Yes-No

Human Subjects (IRB)? – if yes, Pending Approval or Approved
 Animal Subjects (IACUC)? – if yes, Pending Approval or Approved
 Foreign Travel or Involvement with Foreign Entities?
 if yes, countries and foreign entity name(s):
 Hazardous Materials/Waste? (e.g., chemicals, biological agent and toxins, gases, flammable materials, etc.)
If applying to federal funding agency, RSP will email all senior/personnel on the project additional compliance certifications.

Approvals (PI -SEE INSTRUCTIONS ON NEXT PAGE)

By signing below, I certify that I have reviewed the attached documents and approve of the contents in their entirety. I acknowledge that these materials are at a specific point in time and may be revised in the future with RSP approval.

1. Principal Investigator	Date	2. Assoc. Director of Pre-Award	Date	3. Department Chair	Date
4. College Dean	Date	5. Provost	Date	6. Authorized Organizational Representative	Date

Approval Comments *(optional)*

Approval/Routing

1. **PI** – completes and signs the proposal routing form and emails to Associate Director of Pre-Award in Research and Sponsored Programs (RSP). Including a project summary, budget, and application instructions/funding announcement (if applicable).
2. **Associate Director of Pre-Award (RSP)** – reviews all materials and communicates with PI regarding any revisions to the proposal routing form and/or budget that may be required prior to administrative review. Once final and approved by RSP, all materials will be routed via Docusign for signature from all stakeholders.
3. **PI's Department Chair** (or applicable supervisor/department) – reviews faculty WLU (e.g., buyout, course release, overload, etc.) and commitments such as university match/cost share, space, equipment, administrative support, indirect cost restrictions, etc. The chair must approve to ensure the department can support the proposed project.
4. **PI's College Dean** (or applicable supervisor/department) – similar to Department Chair review and approval but reviewed at the college level.
5. **Provost** – similar to College Dean review and approval but reviewed at the university level.
6. **Authorized Organizational Representative (SVP of Finance & Administration)** – signing official acting on behalf of CWU to submit grant applications and manages grant-related activities. The AOR will only review and approve once all of the above approvals have been secured. In addition, the AOR is the only individual with legal authority to sign contracts or agreements for grant-related activities.