

**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)*

**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 53% 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. Associate Director of Pre-Award	Date	3. Department Chair	Date	4. College Dean	Date
5. Dean of Graduate Studies & Research	Date	6. AVP for Development <i>(if applicable)</i>	Date	7. Provost	Date	8. Authorized Organizational Representative	Date

## Approval Comments *(optional)*

### Approval/Routing

1. **Principal Investigator (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. **Dean of Graduate Studies & Research** – reviews commitments such as university match/cost share (e.g., graduate student assistantships), administrative support, indirect cost restrictions, etc. In addition, reviews alignment with institutional research capacity.
6. **Assistant Vice President (AVP) for Development** – reviews commitments of proposal if submitted to private foundation, corporate foundation, donor fund, etc.
7. **Provost** – similar to College Dean review and approval but reviewed at the university level in relation to academic affairs.
8. **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.