

## College of Liberal Arts and Sciences Grant/Contract Proposal Procedures

This is not designed to be all-inclusive but just a general guide.

### **Pre-Award (proposal development, including budget):**

The P.I., in conjunction with the Department Chair and any departmental administrative staff assigned to grants, should review the proposal for completeness and accuracy, and any space, cost-sharing, course release, and ICR sharing. Additional information and forms to assist you including the FES (Form for External Support), can be found on the WSU Sponsored Programs web-site at: <http://www.spa.wayne.edu/Propsub.html>

If you have questions, you may call Joe Kieleszewski Liberal Arts and Sciences Dean's Office at 7-8007 or Karen Watkins-Hollowell (pre-award officer for CLAS) in Sponsored Program Administration at 7-2294. If you'd like advice regarding the "science" of the proposal or space, you may contact Associate Dean Miriam Greenberg at 7-2516

### **Submission of the proposal to the Dean's Office:**

Please send ALL proposals for CLAS (including internal WSU proposals) directly to 2155 Old Main and allow 72 hours for processing. SPA requires 5 days for processing. It is therefore recommended that the Dean's office receive the proposal at least, 8 days before the sponsor's deadline. All proposals will be time-stamped at the front desk of the Dean's Office. There are no "walk-throughs" and all proposals are reviewed on a first-in-first-out basis -- regardless of the proposal's simplicity.

The proposal will be logged in for tracking purposes and screened for completeness. It is then forwarded to Joe Kieleszewski, who checks for potential budget implications, including cost-sharing, course releases, ICR sharing, etc. If needed, the proposal may be forwarded to Dr. Greenberg for further feedback/critiques.

If there is a concern with the proposal, the person listed on the FES as Proposal Coordinator will be contacted. After this review, the Proposal Coordinator will be contacted to inform them the proposal is ready for pick-up from the Dean's Office.

Thank you for your assistance. Please call Joe Kieleszewski if you have any questions/concerns.

