

Office of Sponsored Research  
 Second Floor, Filano Hall, West Chester University of Pennsylvania  
 2011 Quick Reference Guide for Proposal Development

<p><b>Prepare to Apply</b></p> <p style="text-align: center;">↓</p>	<p><b>Find funding opportunity</b>          Contact OSR to conduct search or help you register with donor agencies for funding alerts.</p> <p><b>Review Funding Opportunity</b>          Discuss funding opportunity with dean, department chair and OSR.</p> <p><b>Create or update profiles in electronic systems</b>          Update profiles in NSF FastLane, NIH eRA Commons, NASA NSPIRES, etc.</p>
<p><b>Develop Proposal</b></p> <p style="text-align: center;">↓</p>	<p><b>Prepare proposal</b>          Refer to the request for proposal or donor grant guidelines for content and formatting instructions.</p> <p><b>Acquire and complete required forms</b>          Complete required forms. For applications that require Grants.gov submissions, download the Grant Application Package from Grants.gov.</p> <p><b>IRB requirements</b>          Does project involve animal or human subjects or hazardous waste? Prepare IRB application, if necessary.</p> <p><b>Budget preparation</b>          Work with the OSR to develop your budget and coordinate approval from Restricted Funds.</p>
<p><b>Acquire Approvals</b></p> <p style="text-align: center;">↓</p>	<p><b>Circulate the WCU grant/contract cover sheet</b>          Necessary signatures include:          Principal Investigator          Co-Investigator(s)          Department Chairperson(s) or designee(s)          Next higher level of authority within school; ex. Dean(s) or VP(s)</p> <p>All departmental units involved in a proposal must have the endorsements of their department Chairs and Deans.</p> <p>All matching funds and in-kind contributions must be included on the form, approved and SAP cost centers listed.</p>
<p><b>Route to OSR</b></p> <p style="text-align: center;">↓</p>	<p><b>Route proposal and WCU grant/contract cover sheet to OSR for review and approval.</b>          OSR will collect the necessary approvals as needed from Restricted Funds, AVP OSR, VP for Advancement, VP Fiscal Administrative Affairs and the Provost.</p> <p><b>Timeline for approval Process</b>          OSR requests 5 working days to collect the remaining signatures. Be sure to allow for enough time for OSR to gather signatures before the due date.</p> <p>OSR will contact you when all necessary signatures have been collected.</p>
<p><b>Submit to Funding Agency</b></p>	<p><b>OSR will notify you when all approvals have been collected</b></p> <p><b>Hard copy proposals</b> – OSR will prepare all copies and submit final proposal as directed in funding guidelines.</p> <p><b>Electronic proposals</b> – OSR will work with the PI to submit the electronic file. <b>Please note only the Provost has the authority to submit final proposals through grants.gov.</b></p>

## FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS

(Facts that will help you fill out proposal application forms)

When proposal applications request...	Answer is...
<b>Submitting Organization</b>	West Chester University of PA (Do not list department name in this section)
<b>General Business Address &amp; Address for Official Correspondence</b>	Office of the Vice President for Academic Affairs Philips Memorial Building, 700 South High Street West Chester, PA 19383 Tel: 610.436.3405 Fax: 610.436.3406 E-mail: llamwers@wcupa.edu
<b>Type of Organization</b>	State Institution of Higher Education
<b>Congressional District</b>	PA-016
<b>Official Authorized to Sign Proposals</b>	Check with OSR. In most cases, Dr. Linda Lamwers, the Provost, is the designated signing official.
<b>Financial Contact and Sponsored Project Payment Address</b>	Kevin McCadden Restricted Funds 201 Carter Drive West Chester, PA 19383 Tel: 610.436.2223 Fax: 610.436.2637 Email: KMcCadden@wcupa.edu
<b>Federal Cognizant Audit Agency</b>	Dept of Health & Human Svcs 330 Independence Avenue, SW Washington, DC 20201 Tel: 202.401.2608 Fax: 202.519.3379 Point of contact: Darryl Mayes, Director, Division of Cost Allocation
<b>Date of Indirect Cost Rate Agreement )</b> (may also be referred to as Facilities & Administrative Cost Agreement)	August 31, 2009
<b>Institutional Assurance Numbers</b>	FWA: 00014155 IRB: 00005030 Please contact OSR for IACUC information
<b>Principal Investigator, Project Director, or Technical Contact</b>	Faculty member's name
<b>Campus Address</b>	Faculty member's or Department's Address
<b>Employer Federal ID Number/IRS Number</b>	232417773
<b>DUNS Number</b> (Dun & Bradstreet Number)	627341274
<b>CAGE Code</b> (Commercial and Government Entity Code)	OV870
<b>Standard F&amp;A Rates for Research</b> – calculated as percentage of Modified Total Direct Cost (MTDC)	43.6% on campus
<b>Fringe Benefits</b> – these figures are provided for federal grants, we may charge higher fringe benefits for staff on privately funded grants	43.2% for academic year salaries 16.94% for summer salaries
Sponsors also may request very detailed tax, employer, and facilities & administrative cost rate information. Contact OSR for assistance. 2 <sup>nd</sup> floor, Filano Hall, West Chester, PA, 19383. Tel: 610.436.3557	

Start proposals early –  
For assistance, please call the Office of Sponsored Research (x3557).