

Office of Research and Sponsored Programs

2016 Quick Reference Guide for Proposal Development

Would you like to apply for a grant?

Do you need help finding a grant?

1. Visit the Office of Research and Sponsored Programs (ORSP) [find funding page](#)
2. Contact the [ORSP](#) for assistance in grant searching

Have you identified a specific funding opportunity?

1. [Download WCU Grant/Contract Cover Sheet](#) and notify Chair and Dean of intent to apply
2. Email funding announcement to ORSP representative



ORSP Contacts:

[Gautam Pillay](#), AVP, Office of Research and Sponsored Programs, tel: 610.436.3592

[Catherine Spaur](#), Grant Specialist for Colleges of Education, Arts & Humanities, Business & Public Management, tel: 610.436.3060

[Laura Vassallo](#), Grant Specialist for Colleges of Sciences & Mathematics, Health Sciences, tel: 610.430.5606

Are You Ready to Prepare the Proposal?

Timeline	Proposal Steps
30 days or more before due date 	<ul style="list-style-type: none">• Contact Program Officer, tips on speaking with a Program Officer• Contact ORSP directly for assistance.• Follow guidelines listed in program funding announcement.• Review announcement with your ORSP representative.• Institutional Review Board requirements: Does project involve animal or human subjects or hazardous waste?• Are there any financial conflicts of interest to disclose?• Budget preparation: Work closely with ORSP to develop your budget• For more details go to ORSP website on proposal preparation.
20 days before due date 	<p>Circulate almost final draft of narrative and budget with the WCU grant/contract cover sheet :</p> <ul style="list-style-type: none">• Principal Investigator (PI) is responsible for obtaining signatures from Department Chairs and Dean/VP• All departmental units involved in a proposal must have the endorsements of their department Chairs and Deans• All matching funds, in-kind contributions, and AWA must be included on the form, approved with signatures and SAP cost centers listed
10 days before the due date	<ul style="list-style-type: none">• Route proposal and WCU grant/contract cover sheet to ORSP for review and approval.• ORSP will collect the necessary approvals.• ORSP will contact PI when all necessary signatures have been collected.
2-3 days before due date	<ul style="list-style-type: none">• ORSP and PI will review final grant application for submission.• PI approves final application package and authorizes (via email) ORSP to submit application.

Start proposals early –

For assistance, please contact the Office of Research and Sponsored Programs.

Office of Research and Sponsored Programs
FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATIONS
(Facts that will help you fill out proposal application forms)

When proposal applications request...	Answer is...
Submitting Organization	West Chester University of PA (Do not list department name in this section)
General Business Address & Address for Official Correspondence	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: lbernotsky@wcupa.edu
Type of Organization	State Institution of Higher Education
Congressional District	PA-006
Official Authorized to Sign Proposals	Check with ORSP. In most cases, Dr. Bernotsky, the Provost, is the designated signing official.
Financial Contact and Sponsored Project Payment Address	Kelly Smith Restricted Funds 201 Carter Drive West Chester, PA 19383 Tel: 610.436.2518 Fax: 610.436.2637 Email: KSmith3@wcupa.edu
Federal Cognizant Audit Agency	Dept of Health & Human Svcs 7700 Wisconsin Avenue Bethesda, MD 20814 Tel: 301.492.4855 Fax: 301.492.5081 Point of contact: Darryl Mayes, Director, Division of Cost Allocation
Date of Indirect Cost Rate Agreement) (may also be referred to as Facilities & Administrative Cost Agreement)	January 8, 2016
Institutional Assurance Numbers	FWA: 00014155 IRB: 00005030 Please contact ORSP for IACUC information
Principal Investigator, Project Director, or Technical Contact	Faculty member's name
Campus Address	Faculty member's or Department's Address
Employer Federal ID Number/IRS Number	232417773
DUNS Number (Dun & Bradstreet Number)	627341274
CAGE Code (Commercial and Government Entity Code)	OV870
Standard F&A Rates for Research – calculated as percentage of Modified Total Direct Cost (MTDC)	39% on campus
Fringe Benefits – these figures are provided for federal grants, we may charge higher fringe benefits for staff on privately funded grants	45.7% for academic year salaries 37.92% for summer salaries
Sponsors also may request very detailed tax, employer, and facilities & administrative cost rate information. Contact ORSP for assistance. 2 nd floor, Filano Hall, research@wcupa.edu	

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