

Office of Research and Sponsored Programs

2017 Quick Reference Guide for Proposal Development

Do you need help finding a grant?



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

Have you identified a specific funding opportunity that you would like to apply to?

1. Contact your [grant specialist](#) in order to set up a meeting to review the opportunity and create a budget for your application.
2. Follow the timeline in the table below

ORSP Contacts:

[Vishal Shah](#), Interim 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

Timeline	Proposal Steps
30 days or more before due date 	<ul style="list-style-type: none"> • Notify your Chair and Dean of intent to apply. • You must Contact your grant specialist directly for assistance. • Visit ORSPs Prepare Proposal Page. • 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
10 working days or more before due date 	<p>Fill out the WCU Grant/Contract Cover Sheet :</p> <ul style="list-style-type: none"> • A rough to near final draft of the budget and narrative must be uploaded to the form. • All matching funds, in-kind contributions, and AWA must be included on the form, and SAP cost centers listed • Once your Chair and Dean approve, ORSP will collect approvals from the AVP of ORSP and the Provost. <p>You will be notified when all approvals are in place. The grant cannot be submitted without these approvals</p>
3 working days or more before due date	<ul style="list-style-type: none"> • All ready to submit documents must be forwarded to your grant specialist for review. • PI approves final application package and authorizes (via email) ORSP to submit application

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, the Associate VP of Research and Sponsored Programs, 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; 14% off 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 your ORSP grants specialist for assistance. 6 th floor, Wayne Hall research@wcupa.edu	