

# WSU FORM FOR EXTERNAL SUPPORT INSTRUCTIONS

Version: 10.01.05

## Section 1

Sponsor's Deadline: Date and time specified by sponsor.

Budget Information

## Section 2

Principal Investigator: The one person who is designated to direct the project or program to be supported. The Principal Investigator is responsible and accountable to WSU for all scientific, technical, and financial aspects of the project.

P.I. Access ID: Six-character alphanumeric assigned to each student and employee of the University, ie.ab1234.

P.I. Email: Primary email address where the Principal Investigator can be reached

P.I. Office address: The University building and room number of the Principal Investigator.

P.I. Telephone number: Primary number where the Principal Investigator can be reached.

P.I. Fax number: Primary number where the Principal Investigator receives fax documents.

P.I. Unit: The Principal Investigator's administrative unit at WSU. This may be a department, center, or institute.

Credit unit if different from P.I. unit: The administrative unit at WSU responsible for managing the proposal and any subsequent award. This may be a department, center, or institute.

Proposal Coordinator (if different from P.I.): The person within the unit whom the Principal Investigator designates to coordinate administrative details with SPA.

Proposal Coordinator Address: The University address of the Proposal Coordinator

Proposal Coordinator Phone: Primary number where the Proposal Coordinator can be reached.

Proposal Coordinator Fax: Primary number where the Proposal Coordinator can receive fax document.

Proposal Coordinator Email: Primary email address where the Proposal Coordinator can be reached.

### **Section 3**

Proposal title: Full descriptive title as shown on the proposal. This is not the same as the program to which you are applying.

Proposed sponsor: Sponsor to which this application is being submitted. Please attach sponsor's guidelines or web address.

Proposed start date: If an award is made, the date on which the project is scheduled to begin.

Proposed end date: If an award is made, the date on which the project is scheduled to be completed.

Is the sponsor the prime agency? If the answer is no, give the name of the agency that is the original funding source. If the answer is yes, go to Section 4.

### **Section 4**

Proposal type:

New: INITIAL submission of a proposed research project that requires full sponsor review and institutional signature.

Competing Renewal: Continuation of a previously funded project that requires full sponsor review and institutional signature. (See NOTE)

Non-Competing Renewal: Continuation of a previously funded project that requires a progress report and institutional signature. (See NOTE)

Supplement: Additional support of an existing funded project that requires sponsor review and institutional signature. (See NOTE)

NOTE: For competing and non-competing renewals and for supplements please provide the current index number.
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Revision: Resubmission of a proposal that has been modified by the P.I. reviewed by the sponsor and which requires sponsor review and institutional signature.  
For revisions, please provide current proposal number.

Activity type: Check the one box that describes best the activity to be supported by the proposal.

Research – awards associated with investigation, analysis and discovery the nature of which is scientific, mechanical, or similar.

Instruction – awards associated with the instructional and degree activities of the institution; includes the development as well as the delivery of course information; includes the training activities of health professionals.

Fellowship – awards associated with the awarding of funds to named individuals to further their professional education/training.

Student Service – awards associated with the support of special student programs, such as Upward Bound

Clinical trials – awards associated with the investigational components of drug discovery utilizing human subjects; does not include activity prior to the introduction of the human subjects.

Other sponsored activity – awards associated with activities not falling under previous categories; includes: 1) conferences, workshops and symposia, 2) preservation/maintenance of collections and archives, 3) individual travel awards, or 4) general support to the University.

Program purpose: Check all that apply to the proposal.

Space Utilization:

On-campus: 50% or more of the project will be performed on WSU property.

Off-campus: If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. *Indirect cost rate agreement*

Building(s) and room number(s): Please indicate the building and room number that will be used to conduct the proposed project. If multiple locations will be used, list all locations.

## **Section 5**

Special Reviews:

Human Participants: If human participants will be used in the proposed project, please check “YES”. If the proposal has been approved by the Human Investigation Committee (HIC) please provide the approval date and protocol number. If human participants will not be used in the proposed project please check “NO”.

Animals: If animals will be used in the proposed project, please indicate “YES”. If the proposal has been approved by the Animal Investigation Committee, please provide the approval date and protocol number. If animals will not be used in the proposed project please check “NO”.

Will you be generating the following hazardous materials? Check all that apply to the proposal.

## **Section 6**

Will this project involve cost sharing? Instructions can be found in Appendix A.

Will WSU issue one or more subcontracts to other organizations for part of the work to be performed under this project? Follow the directions.

## **Section 7**

- A. Percent share of F & A: If that individual and/or his/her department have agreed to share the investigator's department's share of the F&A costs (indirect cost), please indicate the portion of the F&A cost scheduled to be allocated. The totals for all investigators should equal 100%. The total for all departments should equal 100%. The total for all college/institutes should equal 100%.
- B. Percent share of credit. If that individual and/or his/her department have agreed to share the investigator's credit if an awrd is made. Indicate the portion of the credit to be allocated. The total of all departments should equal 100%.

## **Section 8**

Please read Section 8 carefully before signing.