

Internal Routing & Approval

Section 7.04 Proposal Application Process for External Funding in the [Faculty Handbook](#).

7.04 Proposal Application Process for External Funding

Proposal Application:

External funding to which individual faculty members, departments, colleges, and other administrative units of the university may apply augments the university's ability to fulfill its mission of research, instruction, and service. Funding is received from federal, state, and local governments, foundations, corporations, and individuals.

Proposal applications are prepared by faculty and staff with support from department heads /unit directors, respective deans, and the Office of Research Administration of the Graduate School and Research. Faculty and staff pursuing external funding should consult with their respective supervisor, department head, and/or dean in advance of working with the Office of Research Administration. Before submission to funding agencies, proposals require documented approval utilizing the online InfoEd system by the department head / unit director, the respective dean, the Director of Research Administration in the Graduate School and Research, and occasionally legal counsel in the case of contracts.

Approval by the Department Head and Dean(s) represents review of terms and conditions, resources including space to conduct the research, and conforms to the university/departmental mission and ensures that the proposal provides an accurate representation of WCU abilities to address the sponsor's goals.

When proposals are finalized, they should be submitted electronically to the Office of Research Administration for routing for approval through the InfoEd system. Proposals must be received by the Office of Research Administration a minimum of 10 business days before the funding agency's deadline. This ensures that enough time is provided to faculty, staff, department heads, deans, and research administration to review and approve all submissions and that proposals meet institutional and sponsor expectations. Prior to submission, the Office of Research Administration requires approval in InfoEd and Conflict of Interest (COI) training. InfoEd is WCU's official proposal tracking and award management system. It is used to create and manage the official University records for all sponsored projects. Each record contains both financial and compliance information necessary for submission as well as financial management after an award has been made.

All proposals requesting funding for a grant, contract, or cooperative agreement, whether submitted to the sponsor agency electronically or via hardcopy, must be submitted by the Office of Research Administration.

The Office of Research Administration is responsible for ensuring that all administrative signatures have been obtained in addition to ensuring that all offices in the university, such as Administration and Finance, Office for Institutional Planning and Effectiveness, Institutional Review Board, Institutional

Animal Care and Use Committee, Institutional BioSafety Committee, etc., if needed, have an opportunity to review the proposal **prior** to submission to the sponsor agency.

When faculty members are notified of the agency's approval or denial, they should notify the Office of Research Administration promptly. The Office of Research Administration is responsible for negotiation and execution of contracts. Agency decisions must be reported each month to the University of North Carolina System Office by the WCU Office of Research Administration.

7.04.01 Statement of Sponsored Agreement/Effort Accountability

Regulations established by the federal government require that effort reporting be maintained on all sponsored agreements. This requirement covers all personnel who are paid directly from the sponsored agreement and those who devote cost sharing efforts to the agreement.

A standard reporting form is used to report the effort budgeted and the effort devoted for all programs. The effort report forms and the procedures for compliance with federal regulations can be obtained from the Office of Research Administration.