Proposal Submission Checklist

All proposals submitted to external agencies from Washburn University must be approved by the Vice President for Academic Affairs and the Vice President for Administration and Treasurer.

- **Prepare project in consultation with Dean or Director**
- **Consult with Facilities**, if requesting any capital improvements
- **Consult with Human Resources**, if requesting new faculty or staff
- **Consult with OSP Accountant**, if project involves non-US partners or visitors
- **Take the WU IRB Training module**, if project involves human or animal subjects
- **Identify an appropriate funding agency and confirm eligibility**
- **Write proposal narrative** that speaks to the specific funding agency’s interests
- **Create project budget and justification** according to agency guidelines. If no guidelines or forms exist, use WU budget forms available on the OSP webpage.
- **Complete Internal Approval form**. Acquire approval signature from Dean or Director and submit with a copy of the agency’s guidelines or RFP, the proposal narrative, and budget. If you have questions about this process, contact OSP or refer to the webpage. This should be done at least 14 calendar days prior to the agency due date to allow sufficient time for review.
- **Wait** to hear from OSP. There may be calculation errors or missing components for the application, or the University may have questions about your project. Once all of these items have been resolved, OSP will inform you that the proposal has been approved.
- **Submit grant proposal** according to agency guidelines. For federal grants, applications must be submitted by WU OSP Director. For private grants, refer to agency guidelines for submission process. OSP can help navigate the process if requested.
- **Confirm receipt** of your application with the funding agency. Identify expected date of notification. While waiting for notification of award, continue to search for other funding opportunities for your project in the event your project is not funded from the first agency.