

WIU OFFICE OF SPONSORED PROJECTS

Frequently Asked Questions [FAQs]

1. What are your office hours and where are you located?

The Office of Sponsored Projects' (OSP) hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

OSP is located in Sherman Hall, Room 320.

2. What is the contact information for your office?

OSP's mailing address is:

Western Illinois University
Office of Sponsored Projects
Sherman Hall 320
1 University Circle
Macomb, IL 61455

Our phone number is 309-298-1191. The fax number is 309-298-2091.

3. Who are your staff members?

- | | |
|--|----------------------|
| • Beth Seaton, Director | b-seaton@wiu.edu |
| • Jill Marshall, Pre-Award Administrator | je-marshall1@wiu.edu |
| • Kathy Lantz, Post-Award Administrator | ka-lantz@wiu.edu |
| • Angela Tee, Compliance Specialist | aj-tee@wiu.edu |
| • Danette Phelps, Staff Clerk | dl-phelps@wiu.edu |

4. What assistance is available to help with proposal preparation?

OSP pre-award staff reviews publications and grant reference materials; disseminates grant information; assists in finding appropriate external funding sources; secures guidelines; assists in proposal preparation and editing; assists in budget preparation; determines that University approval has been obtained prior to proposal submission to the external sponsor; and submits proposals to the funding agency.

5. What is the first step that should be taken in preparing a grant proposal?

Contact OSP staff at 298-1191. We can assist you throughout the grant process from finding appropriate funding agencies to proposal preparation to proposal submission. We are here to answer all of your questions and to guide you through the entire process.

6. Are there any grant search engines available to locate funding sources?

Yes. WIU subscribes to IRIS (Illinois Researchers' Information Service). This search engine

may be used from WIU connected computers. In addition, the Grants Resource Center (WIU is a member institution) maintains its Grant Search funding database. This database can be accessed at www.aascu.org/grc/. Contact OSP for the GRC user ID and password. You may also access the federal grant search engine at Grants.gov.

If you need assistance with funding searches, please contact Jill Marshall at 298-1191 or je-marshall1@wiu.edu.

7. What if I don't understand the guidelines or cannot answer the questions exactly?

Contact the Office of Sponsored Programs for assistance in interpreting grant program guidelines.

8. Is it necessary to follow all the details in the program guidelines?

ABSOLUTELY! Follow the guidelines meticulously, because the reviewers will. *Funding agencies report that the most common problem with proposals is failure to follow directions.*

9. What is the name of the legal applicant to be used on all grant proposals?

If Western Illinois University will receive the grant funds, the legal applicant must be “The Board of Trustees of Western Illinois University.”

10. What is WIU's Federal Tax Identification Number (also called EIN)?

37-0910458

11. What is WIU's DUNS number?

006328769

12. What are WIU's government districts?

U.S. Congressional: 17; State Senate: 47; State House: 94

13. Who can help me with my proposal budget?

Jill Marshall can assist with budgeting. She can be reached at 298-1191 or by email to je-marshall1@wiu.edu.

14. What is the University's federal Facilities and Administrative (indirect) cost rate?

WIU's Facilities and Administrative (indirect) Cost rates are as follows:

On campus activities – 36% of modified total direct costs
Off-campus activities - 16% of modified total direct costs

WIU's federally negotiated rate of 36% of modified total direct costs is to be included in all grant budgets. If another rate is specified in a program announcement, that rate supersedes the federally negotiated rate.

15. What are the University's fringe benefit rates?

In-load salaries for all employees – 42% x salaries
Overload/overtime salaries for all employees – 12% x salaries*
Graduate and undergraduate student employees - none

*faculty summer salaries are also assessed 12%

16. If my grant proposal involves the use of human subjects and/or animals, whom shall I contact?

Please contact Angela Tee for assistance at 298-1191 or aj-tee@wiu.edu.

17. How far in advance of the deadline does OSP need the proposal?

Proposals submitted in paper format must be made available to OSP with enough lead time for OSP to review the proposal, prepare the Internal Review/Approval Form, and give it to the Project Director so he/she can obtain internal approval signatures. Sometimes this process can be completed in one day and other times it may take up to one week to complete.

OSP requires electronic proposals to be made available in final form at least two (2) working days prior to the funding agency's submission deadline.

Remember to check with your chair/director and dean/vice president for their proposal review lead time.

18. Who completes the Internal Review/Approval Form?

OSP completes the Internal Review/Approval Form routing sheet and gives it to the Project Director for routing. The project director signs it and then obtains the approval(s) of the department chair/director and dean/vice president. Then the sheet is returned to OSP along with the final proposal for final approval. Remember that most offices that sign off on a proposal require a copy of the proposal.

19. What if there is a collaborator from another department or campus working on the project?

Each department chair/director and dean/vice president must sign an Internal Review/Approval Form if there is involvement from an employee in their area.

20. What if there is cost share from another department?

All cost share will be indicated on the Internal Review/Approval Form with signature approval required by the department chair/director and dean/vice president for that commitment.

21. Who is the WIU official authorized to sign grant applications and awards?

Beth Seaton, Director of Sponsored Projects, is the University's Authorized Representative responsible for signing grant proposals and grant agreements. If you receive a grant agreement, do not sign it yourself. Send all grant agreements to OSP and OSP will review, sign and return the agreement to the funding agency.

22. Who is the WIU official authorized to sign contractual agreements?

Dana Biernbaum, Assistant Vice President for Administrative Services, is responsible for signing contractual agreements. If you receive a contractual agreement for your project, do not sign it. Send the contractual agreement to OSP and OSP staff will route the agreement for signature.

23. When I have a proposal for a corporation or a foundation, do I work with OSP or with the University Foundation Office?

When the project can be defined as a grant, work through OSP. A grant is defined as a project with goals and objectives with a deliverable product or service, a defined budget, and a beginning/ending period. Gifts, scholarships, endowments, and gift proposals to foundations are handled by the University's Foundation Office. Also, if a funding agency requires that applicants hold 501(c)(3) status, the proposal must be submitted through the Foundation Office.

24. What is the name of the legal applicant to be used on all grant proposals?

If Western Illinois University will receive the grant funds, the legal applicant must be "The Board of Trustees of Western Illinois University."

25. If my grant proposal involves the use of human subjects and/or animals, whom shall I contact?

Please contact Angela Tee at 298-1191 or aj-tee@wiu.edu for assistance.

26. My project wasn't funded the first time around. Now what?

If the agency to which you applied provides information on the reviewers' comments, please request them and, when you receive them, contact OSP. Using those comments, our staff will discuss your situation with you, perhaps help you to identify another potential funding source or reorganize your project. If the agency does not provide comments, OSP staff will help you based on their expertise and previous experiences.