

Submitting Proposals to External Sponsors

Faculty and staff at WIU are required to follow University approved procedures when submitting a proposal to an external agency. As soon as an employee decides to pursue external funding in the form of a grant or contract with an external party, that person should contact the Office of Sponsored Projects.

Most proposals will be submitted through the Office of Sponsored Projects. Some proposals to private entities are submitted through the WIU Foundation Office. This determination will be made by those respective offices.

In addition to Departmental, Dean's, and/or any other required approvals, any proposal to be submitted to a member of the state legislature or U.S. Congress must be coordinated through WIU's Governmental Relations office. Any university-related contact with members of those bodies or their staffs must also be coordinated through the Governmental Relations office.

To help determine if an activity meets the definition of a sponsored project, the Office of Sponsored Projects and the Vice President for Administrative Services office has developed the following criteria:

An outside (non-WIU) entity is providing monetary remuneration to the University for a project to be conducted by a faculty or staff member of the University.

The money is to be used for a specific purpose.

The University accepts certain terms and conditions as part of the agreement.

There is a research project, product, service, report, or other deliverable on which the payment is conditioned.

There is a specified period of time within which the project will take place.

Exceptions include some agreements that the University enters into for camps, certain conferences, lessons (music, dance, sports, etc.), sponsored credit agreements, non-credit programs, and Center for Management and Professional Development programs, and student placements. Any other exceptions will be determined by the Director of Sponsored Projects and the appropriate Vice President's Office.

On occasion faculty and staff have submitted applications for grant funds or for contractual work directly to funding agencies without coordinating these applications or proposals through the Office of Sponsored Projects. Doing so can result in the University's refusal to accept the resulting grant or contract.

Use this checklist as a plan of action for getting your proposal submitted. Please remember, no proposal may be submitted to an external agency unless this process is satisfactorily completed.

1. Develop the project idea. Discuss your project concept with your department chair, dean's office and the Office of Sponsored Projects (OSP).
2. Contact OSP to conduct a funding agency search.
3. After choosing an appropriate funding agency, contact OSP to obtain agency guidelines, contact agency program officers, determine strategies for meeting deadlines, and discuss any electronic submission requirements.
4. Determine whether or not the funding program requires matching funds and make appropriate contacts to secure matching commitment. Meet with OSP staff to start budget development discussions. [See Cost Sharing Policy](#)
5. Prepare draft of proposal. Submit draft to OSP at least two week in advance of the deadline if typing and/or editing assistance is requested.
6. Submit proposal to OSP one week prior to submission for preparation of the Internal Transmittal. Once the Internal Transmittal has been prepared, the Project Director must route it to all relevant parties for approval signatures.
7. Deliver the completed proposal and signed Internal Transmittal to OSP for final approval.
8. Proposals submitted via an electronic submission system must be made available in complete and final form to OSP at least 2 working days in advance of the agency's deadline.
9. Coordinate with OSP, submission requirements required by the agency. Generally, OSP assumes responsibility for copying and mailing all applications. In addition, OSP will provide copies of your proposal to all signatories on the Internal Transmittal.
10. Notify OSP immediately if contacted by the funding agency for further information, or to discuss a budget item.