New Electronic Grant Coversheet Instructions. Please read completely before filling out the form

ORSP has instituted a new WCU Electronic Grant Coversheet, a SharePoint based method for obtaining the required internal approvals for all external grant or contract submissions. Starting immediately, the old PDF internal Grant Coversheet will no longer be accepted as a means of obtaining signatures. Below are the details describing the new Electronic Grant Cover Sheet.

For Faculty who are applying for grants or contracts:

1. First and foremost, be sure to contact your appropriate ORSP representative regarding your grant application.
2. At least three weeks before the grant is due, the PI must fill out the Electronic Grant Cover Sheet
3. A PDF of the budget and the project description/narrative must be uploaded to the form.
4. For all WCU contributions (committed matches), include the type of contribution (e.g., AWA, cash, in-kind) the amount, the cost center, and the e-mail addresses of the fund manager for these commitments. Please request the cost center number from your Chair or Dean.
5. Once you click submit, the form will automatically be forwarded to the appropriate individuals that are listed on the form. E-mails requesting approvals will automatically take place in this order:
   a. WCU Contributions (if applicable)
   b. Chair/Supervisor: **If this individual is the same as who is providing a contribution, they will receive two e-mails, one for the contribution and one as Chair/Supervisor.**
   c. Dean/Division Director: **If this individual is the same as those who is providing a contribution, they will receive two e-mails, one for the contribution and one as Dean/Director**
6. Your ORSP representative will obtain the approval of the Provost and the Associate VP for Research and Sponsored Programs and inform you when all approvals are in place.
7. Please note: information entered into the electronic form is not binding. ORSP understands that budgets may change, and that the narrative portion of the proposal is not a final version.

Link to form: Electronic Grant Cover Sheet

For Chairs/Deans/Supervisors who will need to approve the electronic form:

If you are listed on the electronic coversheet as providing a contribution (AWA, cash, or in-kind), you will receive an e-mail from **WCU SharePoint** that states:

> A PI has submitted a grant coversheet that requires your signature. You are approving a committed match for this grant listed in the "WCU Contribution" field. If you have any questions regarding this approval, please contact the PI.

To see the complete WCU Grant Cover Sheet for this approval please select: [View this Request](#) (click on project title in upper left hand corner to view coversheet and grant application).

If you are required to approve a grant proposal as Chair/Supervisor, you will receive an e-mail from WCU SharePoint that states:

"A PI has submitted a grant coversheet that requires your signature. You are approving as department Chair/Supervisor". If you have any questions regarding this approval, please contact the PI.

To see the complete WCU Grant Cover Sheet for this approval please select: View this Request (click on project title in upper left hand corner to view coversheet and grant application)

If you are required to approve as Dean/Director you will receive an e-mail from Sharepoint that states:

"A PI has submitted a grant coversheet that requires your signature. You are approving as department Dean/Division Director". If you have any questions regarding this approval, please contact the PI.

To see the complete WCU Grant Cover Sheet for this approval please select: View this Request (click on project title in upper left hand corner to view coversheet and grant application)

PLEASE NOTE: If you are listed on the form as providing a contribution and as a Dean or Chair, you will receive two separate e-mails, one for each approval. Both e-mails must be approved.

Once all approvals are in place, ORSP will obtain the signatures of the Associate Vice President for Research and Sponsored Programs and the Provost.

If you have any questions, please contact Laura Vassallo, (lvassallo@wcupa.edu) or Catherine Spaur (cspaur@wcupa.edu)