



CHHS External Grant Submission Information

The College of Health and Human Services (CHHS) Dean's Office provides support to faculty and professional staff in pursuit of research in and across their respective disciplines. The vision of CHHS is "to be an innovative leader in student-centered, interprofessional, preparation of health and human services professionals by providing students with an inclusive, community-engaged, and interdisciplinary academic experience." The development of innovative research is vital in this vision. In an effort to contribute to the success of faculty and staff seeking external grants and contracts, guidance is provided by the Dean's Office in all aspects of the process: research development, project planning and scoping, proposal development, budget review and justification, and grant financial management.

Investigators are encouraged to meet with the Faculty Fellow for Research early in their project to discuss study design, methodology, and other aspects of creating and applying for external grants.

The following steps will help investigators through the proposal and submission process:

1. **Contact the [Office of Sponsored Programs \(OSP\)](#) and the [CHHS Dean's Office](#) at the earliest opportunity** of your intention to apply for an extramural grant. The OSP will provide a checklist to the PI/PD of required items and a timeline for submission. CHHS Dean's Office reserves the right to not approve a submission if communication occurs less than **30 days from the sponsor's deadline**.
2. It is required that the **PI provide the CHHS Dean's Office a draft narrative/ proposal** (including study design, methodology, data analysis, etc.). The CHHS Faculty Fellow for Research will review and provide feedback on the study. The Dean's Office will arrange a blind review of the proposal with a member of The CHHS Research Committee, or other content experts, in an effort to strengthen the proposal.
3. After the **PI develops the proposal budget with OSP, a copy should be sent to the [CHHS Grant Accounts Specialist](#)** to ensure that the budget is in compliance with the faculty member's time/availability for research and teaching load distribution, including, but not limited to buy-out or reassigned time allocations. It is vital that each project personnel communicates with his/her Department Head/Director regarding their workload in relation to the grant budget, especially if it involves course release or buy-out time.
4. **The PI submits their draft proposal to OSP** for technical review of the narrative. OSP will send the draft proposal (with any revisions/ edits) to the PI.
5. Upon receiving the final documents from the PI, **OSP will initiate internal submission approvals in [SPIRIT](#)**, a web-based record management system. The proposal information must be reviewed and approved in SPIRIT by the PI, Co-PIs, and any other WKU personnel with effort in the budget, along with each individual's respective Department Head/Director and CHHS Faculty Fellow for Research.
6. **The WKU OSP will submit the proposal documents to the sponsor** on behalf of the university, unless the sponsor requires other arrangements.