

Use this cover sheet for pre-proposals being submitted in response to funding solicitations or nominations for individual prizes or awards that require university internal review and selection. University review is coordinated by the Office of Research Advancement and Partnerships.

- Pre-proposals for university review must include, unless otherwise stated in the limited submission program announcement, a project description and a budget that summarizes the total.
- Submit this general application to [res.dev@wsu.edu](mailto:res.dev@wsu.edu).
- The Office of Research will notify the PIs of the results of the internal review process. The selected nominee will then complete a full proposal for submission.

<u>Principal Investigator Information:</u>			
Last Name:	First Name:	Title:	Responsible Home Department/Unit:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail Address:	Telephone Number:	Campus Zip Code:	Responsible Area/College/Campus:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<u>Departmental Contact Information</u>			
Last Name:	First Name:	E-Mail Address:	Telephone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<u>Sponsor/Proposal Data:</u>		
Proposal Title:	<input type="text"/>	
Agency:	<input type="text"/>	
Agency Program:	Date Due at ORAP for Internal Review:	Date Due at AGENCY:
<input type="text"/>	<input type="text"/>	<input type="text"/>
YES      NO		
This pre-proposal is a re-submission?		
If YES, please explain the reviews and how you have addressed the reviewers concerns.		
Have you made contact with the Program Manager?		
If YES, please explain the advice received.		
Has the Program Manager encouraged re-submission?		

Additional documentation, required only if specified in the limited submission announcement:

- Statement of nomination from dean, chair, or unit head (Letters submitted for university review should be addressed to the funding agency)
- Letters of recommendation or support
- Other

Check if your proposal would require a letter from the Federal Delegation.

Required Signatures:

Principal Investigator / Nominator Signature:

Date:

\_\_\_\_\_

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**Please use *NO MORE THAN 3 PAGES* to answer the below questions.**  
**Page limit does not include Cover Sheet or 1 page budget justification.**

**Begin Date** \_\_\_\_\_ **End Date** \_\_\_\_\_ **Amount Requested** \_\_\_\_\_ **Match (if required)** \_\_\_\_\_

**Project Summary:** *Provide a one-paragraph summary of your project describing the purpose and the essential elements of the proposed activity, written in terms that can be understood by the non-specialist.*

**Rationale and Significance:** *Describe the significance of your project, including how your project will provide original contributions to the scientific body of knowledge or to the greater good of society. What problem will your project address?*

**Objectives/ Specific Aims:** *Clearly state the purpose of your project identifying the specific objectives/ goals of the proposal. Indicate how this project meets the priorities identified by the program for which you are applying.*

**Approach/ Methods:** *Briefly describe the activities proposed to reach the goals of this project. Including the procedures and methodology to be used, the expected results, a brief timeline for reaching these results, and any potential problems or limitations that may be encountered during the project.*

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**Outcomes:** *Briefly describe how your project will contribute to knowledge in other fields or how it will impact non-scientists in your field of study or society as a whole.*

**Key Personnel:** *List the Key Personnel on this project, their department or non-WSU employer and a short description of their qualifications.*

**Budget & Justification:**

**Include Match dollars only if requested by RFP otherwise leave that row empty. Proposed request for matching funds or exceptions to campus policies must be identified in your project description and included in your proposal budget. Please do not contact the VP for Research for cost share/matching approvals at this stage. If your project is selected, cost share issues will be negotiated with the Office of Research through the appropriate Chair/Dean/Chancellor at that time.**

		<b>\$ Grant</b>	
Salaries	\$		_____
Wages	\$		_____
Fringe Benefits	\$		_____
Supplies/ Services	\$		_____
Travel	\$		_____
Equipment	\$		_____
Sub Award(s)			_____
Other Direct Costs	\$		_____
Total Direct Costs	\$		=====
F&A/Overhead/Indirect Costs	%		_____
Total Amount Requested			=====
Total Proposed Match (if required)			=====
Total Project Cost	\$		=====

**Budget Justification, include a description of Match costs if applicable:** *Briefly provide a written description of all costs included in the budget table.*