

New ORSP Proposal Routing form for external grants/contracts:

ORSP is pleased to announce that we have instituted a new Proposal Routing form for obtaining internal approvals for external grant and contract submissions. This form must be used by faculty and staff who are planning a grant submission or contract proposal to an external agency. The new form is more user friendly, can be easily updated as needed, and provides for a streamlined way of obtaining and tracking required WCU approvals prior to submission of grants or contract proposals.

Once the form is submitted by the faculty or staff member (Principal Investigator or PI), e-mail requests will be sent to those listed on the form as required pre-approvers. The PI will receive an e-mail when all internal approvals are in place. At that point, the PI must work with their grants specialist for submission to the external agency.

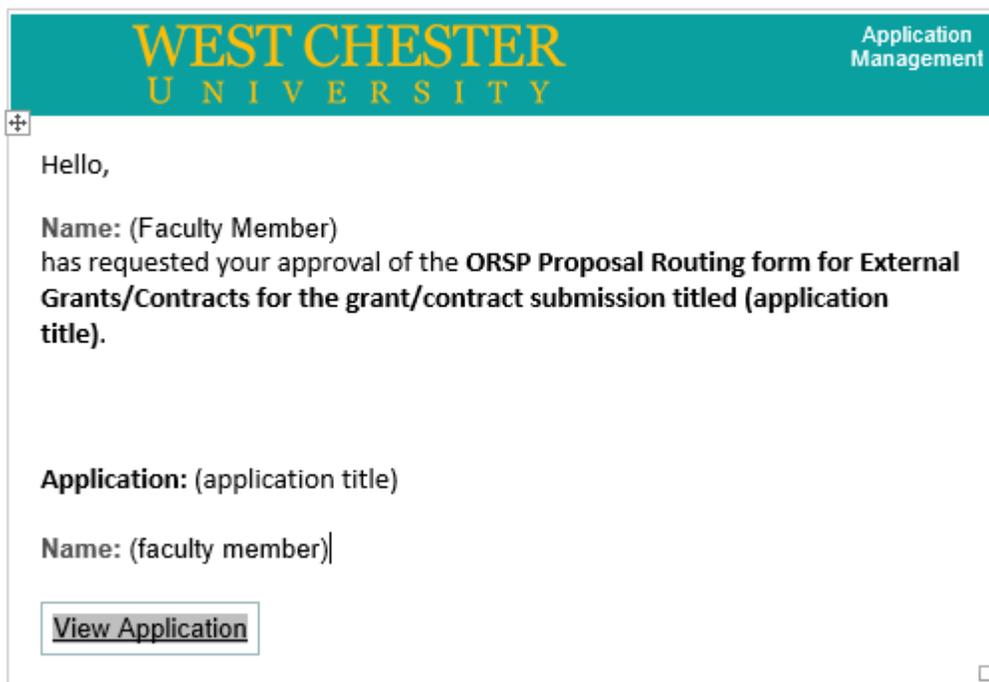
To Access the routing form and directions please click here:

[ORSP Proposal Routing form for External Grants/Contracts](#)

Directions For those listed on forms as pre-approvers (most often Chairs and Deans):

The e-mail requesting approval of the form will come from the Office of Research and Sponsored Programs and the subject line will say "Request to Review an Application"

The body of e-mail will contain the following:



Please Click View Application to view the form and review associated documents. All associated documents will be listed on the right-hand side of the form. Once reviewed, you can click "I approve" or "I do not approve."

Any questions regarding this form can be sent to research@wcupa.edu or 610-436-3557