

Campus Sponsored Projects Office

Eric Dickey, Pre-Award Administrator
Emily Diamond, Post-Award Administrator

Services

Pre-Award

- Assist faculty in finding funding opportunities
- Assist faculty with developing budgets and drafting proposals
- Manage faculty and staff through grant submission timelines and processes

Post-Award

- Ensure programmatic & financial reports are submitted
- Communicate significant programmatic & budget change requests to sponsors
- Review grant spending & expenditures for allowability

Goals

Pre-Award

- Improve internal proposal submission & tracking process
- Draft policies & procedures
- Develop grant-writing workshops & training programs for faculty and students
- Communicate research activities, internally & externally

Post-Award

- Improve effort reporting process
- Improve financial grant reporting
- Improve centralized tracking of sponsor reporting requirements
- Draft policies & procedures (cost accounting standards, effort, etc.)

Challenges

- Paper-based system (can create difficulty locating files)
- Automation improvements can be expensive
- Grant & contract budgets and sponsor names and dates not in Banner
- Some limitations with financial report automation (grant year versus fiscal year)
- Organization of proposal & award information centrally (previously all housed at the colleges/departments)
- Transition periods
- Cultural shift
- Faculty preparation, training, and development

Here to Serve WOU

- Questions?
 - Contact **Eric** for proposal or funding opportunity related questions:
APSC 414
edickey@wou.edu
8-8474
 - Contact **Emily** for award requirement or financial administration questions:
APSC 413
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