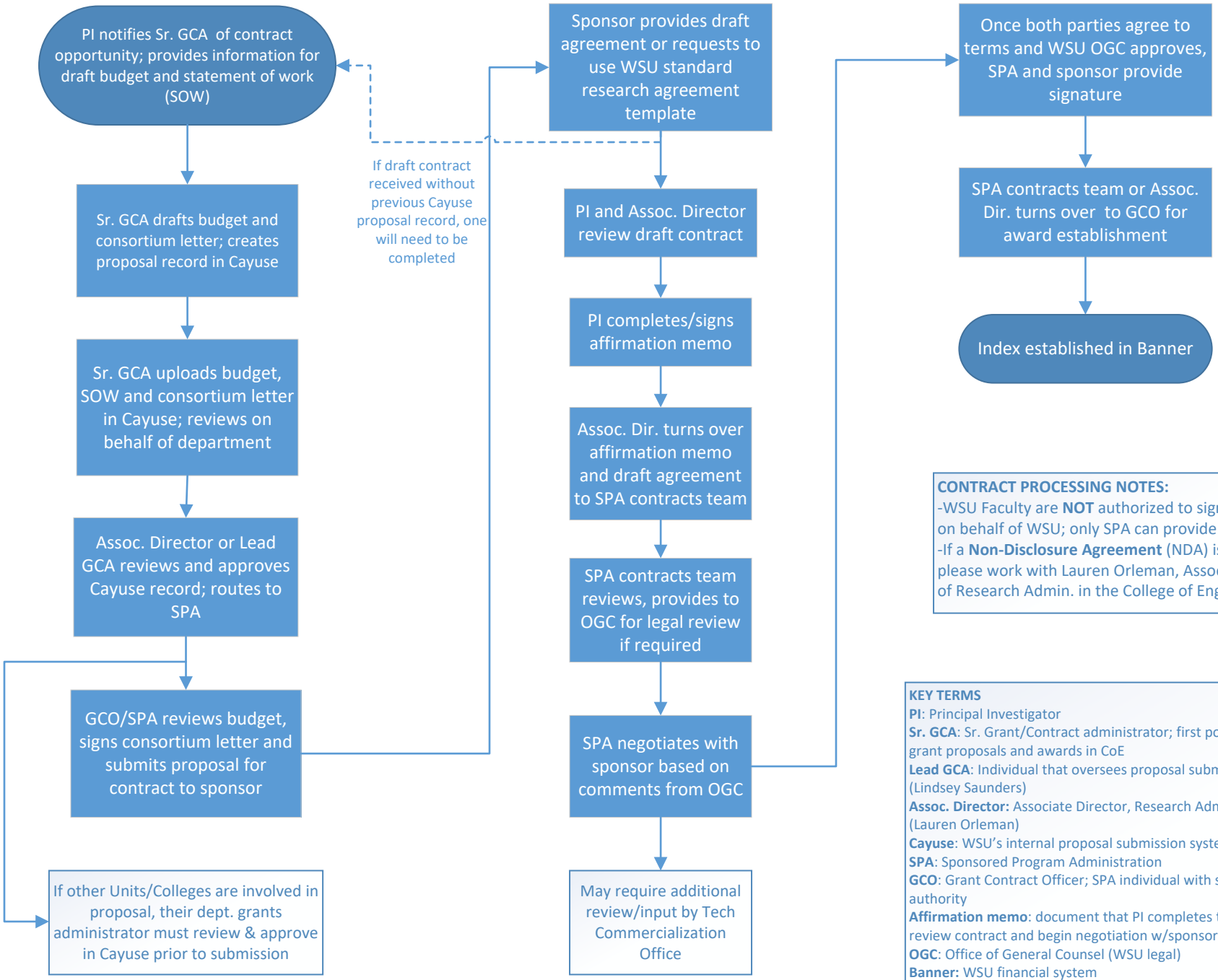
Process for Incoming Sponsored Research Agreements



CONTRACT PROCESSING NOTES:
-WSU Faculty are **NOT** authorized to sign contracts on behalf of WSU; only SPA can provide signature
-If a **Non-Disclosure Agreement** (NDA) is needed, please work with Lauren Orleman, Associate Director of Research Admin. in the College of Engineering

KEY TERMS
PI: Principal Investigator
Sr. GCA: Sr. Grant/Contract administrator; first point of contact for grant proposals and awards in CoE
Lead GCA: Individual that oversees proposal submission at CoE (Lindsey Saunders)
Assoc. Director: Associate Director, Research Administration at CoE (Lauren Orleman)
Cayuse: WSU's internal proposal submission system
SPA: Sponsored Program Administration
GCO: Grant Contract Officer; SPA individual with submission authority
Affirmation memo: document that PI completes that allows OGC to review contract and begin negotiation w/sponsor
OGC: Office of General Counsel (WSU legal)
Banner: WSU financial system