

PNNL-WSU DISTINGUISHED GRADUATE RESEARCH PROGRAM (DGRP)

Full eREX Guidance

The full eREX process sets up a DGRP student's subcontract for the period that they are to be funded by PNNL post-ABD status. A [full eREX](#) must be submitted to ORSO at least 60 days prior to the DGRP student's PNNL funding start date – typically year 3 of their involvement in the program.

Departments are required to notify the DGRP (DGRP@wsu.edu) of the student's transition timeline 90 days prior to the funding start date to ensure that both PNNL and WSU can process the student's subcontract ahead of the funding start date.

Below is general guidance for filling out the eREX for the DGRP. Fields in the eREX that are not discussed below are at the discretion of the department.

- **General Info:**

- List WSU advisor as PI, with DGRP student as Co-PI.
- Project information (Attachment 1 on the eREX) should reference the research that the student plans to work on at PNNL.
- Project period should be the term that the student will be funded by PNNL (up to 24 months).
 - Start dates should follow normal semester appointments (January 1, May 16, or August 16) unless otherwise approved by the DGRP (i.e. for a fall 2020 start date, 8/16/2020 - 8/15/2022).
 - Note: The student is expected to begin PNNL-related work on the date that PNNL funding begins, regardless of whether the student is physically on location at PNNL.
- PNNL should be listed as the sponsor/agency name. There is no subagency, and DGRP is the program/unit. Bruce Simanton, Phone: 509-375-7608 is the agency contact. Reference the DGRP Guidelines in the RFP section.

- **Deadline:**

- 60 days prior to student's start date of PNNL funding.

- **Attachments:**

- **Attachment 1: Updated Proposal for work at PNNL**
- **Attachment 2: WSU Approved Budget**
 - Stipend level must be at step 85 or five steps above the department norm, whichever is greater. Please see the [DGRP Guidelines](#).
 - A certified budget needs to be provided on the [WSU Budget Workbook](#) broken down by year for two years (up to 24 months).
 - F&A rate for work at PNNL is 26% (off-campus).
- **Attachment 6: PDF of [DGRP Guidelines](#)**
- **Other Attachments:**
 - DGRP acceptance checklist signed by student and both advisors (copy of acceptance checklist can be found in the pre-proposal eREX that was originally submitted). Please contact DGRP@wsu.edu with any questions.