

DGRP Pre-Proposal eREX Guidelines: Pre-All But Dissertation (ABD) Status

A pre-proposal eREX is required per the [DGRP Guidelines](#) for newly accepted students regardless of funding source for the period that the student will be funded by WSU sources prior to ABD status/starting at PNNL.

Submission of the pre-proposal eREX uses the regular ORSO [eREX form](#) (**not** the pre-proposals/LOI information sheet).

The pre-proposal eREX due date is May 15th – please plan to have this fully submitted to MyResearch by May 13th to avoid going into waiver.

Guidance is provided below for filling out the DGRP pre-proposal eREX.

- **General Info:**

- List WSU advisor as PI, with new DGRP student as Co-PI.
 - If the new DGRP student does not yet have WSU ID, list the WSU advisor as PI on the eREX, and make a note in the instructions stating that the student's account is not set up yet.
- Project information should follow what was submitted in the statement of collaborative research in the 1st round DGRP application submitted by the advisors.*
- **Proposal type: Preliminary**
- **Funding Source: External**
- Project period should be the number of anticipated years that the student will be funded by WSU sources prior to the student's transition to PNNL. For new students, this is **typically a two-year period**.
- All funding boxes (Direct \$, F&A (Indirect) \$, and Total \$) on the MAIN eREX tab should be \$0. **DO** click that a cost sharing, matching, or institutional commitment is being made. This is done to show support of the student by the department and mentor.
- PNNL should be listed as the sponsor/agency name. There is no subagency, and DGRP is the program/unit.
- The agency contact at this stage should be the PNNL advisor.

- **Deadline:**

- List May 15th as deadline.

- **Checklist:**

- Work with WSU advisor to confirm answers to checklist questions (typically they are “No” at this stage).

- **Credit:**

- Work with WSU advisor to confirm how this should be listed.

- **F&A:**

- NONE on Main eREX tab or cost-sharing internal budget tab.

- **Appendix 1:**

- **Cost Sharing Personnel:**
 - Both the WSU advisor and student should be listed as “No” under cost sharing.
- **Cost Sharing / Matching:**
 - **Responsibility:** Department
 - **Amount:** List total amount from internal budget
 - **Type:** Institutional Commitment
 - **F&A:** NONE

- **Attachments:**

- **Attachment 1: Proposal**

* Please contact DGRP@wsu.edu if you need a copy of the original 1st or 2nd round application packages that were submitted to the DGRP by WSU and PNNL advisors.

- Attach the original application package submitted by the WSU and PNNL advisors.
- Original application package must include*:
 - 1) Statement of collaborative research and student project within the research
 - 2) A signed letter of intent from each advisor (WSU and PNNL).
- **Attachment 2: WSU Approved Budget:** Download a copy of current [WSU budget workbook](#).
 - This serves as verification of funding support for the student, regardless of funding source.
 - Fill out “CS Budget” sheet to show institutional commitment. **This is not considered cost-share and will not route to SPS.**
 - Years/Period(s) listed on budget should only be for the estimated dates that the student is pre-ABD in the DGRP and is funded by WSU advisor sources. Examples:
 - If a student enters the DGRP in fall 2021 as a new WSU student, intends to pass prelims in the summer of 2023, and start at PNNL in the fall 2023:
 - Period 1: 8/16/2021-8/15/2022
 - Period 2: 8/16/2022-8/15/2023
 - If a student enters the DGRP in fall 2021 as an existing WSU student, intends to pass prelims in fall 2022, and start at PNNL in the spring 2023:
 - Period 1: 8/16/2021-8/15/2022
 - Period 2: 8/16/2022-12/31/2022
 - **For reference, PNNL start dates are January 1, May 16, or August 16.**
 - Calculate salaries/benefits for student for each period. Pay step pre-ABD status should be the same as department graduate student pay step norm.
 - Tuition detail is not needed.
 - NO F&A.
- **Attachment 6: PDF of [DGRP Guidelines](#)**
 - Download and attach a copy of the current [DGRP Guidelines](#). Note that these are updated annually so may differ slightly between cohorts.
- **Other Attachments:**
 1. **Student application package:** Submitted in 2nd round DGRP application.*
 2. **DGRP Acceptance Form:** Signed by student, WSU advisor, and PNNL advisor with funding source pre-ABD circled by WSU advisor.*
 3. **Student graduate program offer letter from department:** This document should be sourced from department records (the DGRP does not have a copy of this).

Please contact DGRP@wsu.edu with any pre-proposal eREX submission questions.

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