

DGRP Pre-Proposal eREX Guidelines

A pre-proposal eREX is required in the [DGRP Guidelines](#) for newly admitted students regardless of the funding source used for years 1 and 2 (or pre-ABD status). The DGRP will send regular reminders to submit the pre-proposal eREX prior to the deadline and can assist with any submission questions. **The pre-proposal eREX is due May 15th.**

Below is general guidance for filling out the pre-proposal eREX for the DGRP. Fields in the pre-proposal eREX that are not discussed are generally at the discretion of the department and should follow department norms.

- **General Info:**

- List WSU advisor as PI, with new DGRP student as Co-PI.
- Project information should follow what was submitted in the statement of collaborative research.
- Project period should be the number of years anticipated 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 this tab should be \$0.
- 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:**

- May 15th

- **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 amount from budget
 - Type: Institutional Commitment

- **Attachments:**

- **Attachment 1: Proposal**
 - Original application package submitted by the WSU and PNNL advisors: This includes a statement of collaborative research and student project within the research, and a signed letter of intent from each advisor.
- **Attachment 2: WSU Approved Budget**
 - This serves as verification of funding support for the student, regardless of funding source. Please show institutional commitment in the "CS Budget" tab. Note: Please be advised that this is not considered cost-share and will not route to SPS. This is only used for internal purposes to show institutional commitment.
- **Attachment 6: PDF of [DGRP Guidelines](#)**
- **Other Attachments:**
 - Student application package
 - DGRP Acceptance Form: Signed by student, WSU advisor, and PNNL advisor
 - Student graduate program offer letter from department