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:
  o 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.
  o Project information should follow what was submitted in the statement of collaborative research in the 1st round DGRP application submitted by the advisors.*
  o Proposal type: Preliminary
  o Funding Source: External
  o 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.
  o All funding boxes (Direct $, F&A (Indirect) $, and Total $) on the MAIN eREX tab should be $0. DO click that a cost sharing, matching, on institutional commitment is being made. This is done to show support of the student by the department and mentor.
  o PNNL should be listed as the sponsor/agency name. There is no subagency, and DGRP is the program/unit.
  o The agency contact at this stage should be the PNNL advisor.

• Deadline:
  o List May 15th as deadline.

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

• Credit:
  o Work with WSU advisor to confirm how this should be listed.

• F&A:
  o NONE on Main eREX tab or cost-sharing internal budget tab.

• Appendix 1:
  o Cost Sharing Personnel:
    ▪ Both the WSU advisor and student should be listed as “No” under cost sharing.
  o Cost Sharing / Matching:
    ▪ Responsibility: Department
    ▪ Amount: List total amount from internal budget
    ▪ Type: Institutional Commitment
    ▪ F&A: NONE

• Attachments:
  o 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.

Revised July 13, 2023
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](mailto:DGRP@wsu.edu) with any pre-proposal eREX submission questions.

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