

**OFFICE USE:**  
 UWSP File #  
 Agency #

**UWSP EXTRAMURAL SUPPORT TRANSMITTAL FORM**

12/2007

**\*Faculty/Staff should allow at least 10 days prior to an agency deadline for on-campus processing of the proposals with this Transmittal Form.**

Primary Project Director _____	Secondary Project Director _____
UWSP ID# _____ Campus Phone # _____	UWSP ID# _____ Campus Phone # _____
Department _____ College _____	Department _____ College _____

PROJECT TITLE _____	
PROJECT PERIOD: From _____ To _____	This year's Request \$ _____
AGENCY DEADLINE (if any) _____	<input type="radio"/> Postmarked date <input type="radio"/> Arrival date <input type="radio"/> Electronic date (all years involved)
WHO WILL SEND: <input type="radio"/> Grant Support Office <input type="radio"/> Project Director	Total Project Request \$ _____
SPONSORING AGENCY NAME and ADDRESS: _____	
Copies For AGENCY: _____	
<input type="checkbox"/> Research or Training/other <input type="checkbox"/> New or Renewal <input type="checkbox"/> Grant or Contract <small>(Check the appropriate one in each category above)</small>	
How did you find the agency (circle one): SPIN Search, Grant Support Office, Agency contacted you, Other _____	

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Is this proposal being submitted to either the National Science Foundation (NSF) or the National Institutes for Health (NIH)? If YES, please attach a completed <u>INVESTIGATOR FINANCIAL DISCLOSURE</u> (form available in Grants Office).....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are any UWSP commitments for cost sharing or matching required for this project? If YES, please attach a completed <u>GRANT REQUEST MATCHING FUNDS</u> (form available in Grants Office).....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will acceptance of grant funds require UWSP resources to continue this project beyond the contract period? If YES, attach a brief statement indicating who will be responsible for the continuance and how the project will be continued.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is any teaching load reduction required? If YES, attach a copy of the teaching schedules for the period covered by this project.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does this project require any space, remodeling or special facilities not presently available to the project director? If YES, please attach a description of these needs and indicate how approval will be attained.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If the proposal is for research, are human subjects involved? If YES, IRB approval will be necessary prior to the acceptance of the grant or contract.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does the proposal require computer services? (Including the use of campus computing laboratories.) If YES, please contact the Director of Information Technology and attach a statement/email from Information Technology.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the proposed project have an environmental impact? If YES, please contact James <a href="mailto:Pardee@dnr.state.wi.us">Pardee@dnr.state.wi.us</a> (608) 266-0426.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. By signing this transmittal form do you certify that you or others employed on this project will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (drug) in conducting any activity with this grant? If NO, please attach a letter of explanation..... | <input type="checkbox"/> | <input type="checkbox"/> |

Salaries for the project period(s) should include reasonable estimates of normal increases in wages and fringe benefits. The university is not responsible for supplementing salaries on grants/contracts that underestimate cost-of-living and other wage increases during the project period(s). The senior budget analyst can assist project directors with projections of wage and other budget increases.

1. _____ date <b>Project Director</b>  I have reviewed the attached proposal and find it in full accord with the policies, interests and capabilities of the department, college or the University. I will be accountable for those areas of the proposed project which fall under my normal responsibilities as indicated on the reverse side of this form.	4. _____ date <b>Senior Budget Analyst (Business Affairs)</b>  5. _____ date <b>Director of Liability (Business Affairs)</b>  6. _____ date <b>Director (Grant Support Services)</b>  7. _____ date <b>Associate Vice Chancellor (Academic Affairs)</b>
2. _____ date <b>Department Chair or Director</b>  3. _____ date <b>Dean of the College or Line Officer</b>	<b>Comments/Contingencies/Remarks:</b>

12/2007

**EXTRAMURAL SUPPORT TRANSMITTAL FORM**  
**UWSP APPROVAL OF A SPONSORED PROJECT PROPOSAL**

**RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE STAFF REGARDING FORMAL GRANT/CONTRACT APPROVAL**

The submission of a grant or contract proposal to a sponsoring agency indicates not only commitment of the principal investigator, but of the university. Grant proposals, if successful, result in a monetary award to the university; therefore, UWSP has vested interest in the proposal since the university is ultimately accountable to insure that the conditions as outlined are fulfilled. Each proposal for extramural support must be reviewed by the department chair, and approved by the appropriate College Dean, and the Associate Vice Chancellor BEFORE it is formally submitted to the supporting agency. The official UWSP Approval of a Sponsored Program Proposal form is designed to facilitate this process. Proposals which involve more than one department, school, college or UW-System unit must be reviewed and approved by the appropriate officials of each unit. The purpose of this approval process is not to question the professional skill or approaches of the principal investigator, but rather to give assurance that the university supports the plans for the sponsored project, and that these plans are consistent with the activities, priorities, and mission of the university. The opportunity that this formal approval process presents to inform these individuals of the research and related grant-sponsored activities is important to the faculty member as well as the administrators. The responsibilities of the administrative staff are as follows:

- The Department Chair or Director will: (1) review the proposal to assure that faculty and support staff time commitments are reasonable and compatible with departmental workloads, present and planned, (2) determine that the percentage of time and salaries are accurate, and (3) agree that the space, facility, and service requirements are within the department's present or planned resource capability if not specifically provided for in the proposal.
- The Dean or Line Officer will review the proposal for completeness and confirm that: (1) space, service and support requirements are adequately provided for, and (2) responsibility is accepted for assuring the availability of local in-kind funds promised in the proposal, and (3) that the project budget, salary rates, job titles and classifications are reasonable, appropriate, and consistent with UWSP policy. (4) In addition, the Dean/Line Officer should ascertain to what degree the proposal will commit the college/school or unit to long-term support of project personnel or a program which may evolve from the project.
- The Senior Budget Analyst will review the proposal budget to insure that current and projected salaries, fringe benefits and indirect costs are accurate and mathematically correct; and that financial and personnel commitments on the proposed project are in accordance with available resources. In addition, the Assistant Controller will be responsible, after a grant award has been accepted, for budget control, financial record keeping and accounting for all sponsored project funds. The Accounting Office will maintain records in accordance with acceptable accounting practices and fiscal reports will be prepared by them as required by the sponsoring agency, Board of Regents policy, and the Chancellor.
- The Director of Liability will review the agreements/contracts associated with the proposal to ensure they conform to UWSP, Board of Regent policies, and state laws. Issues concerning liability, workers comp, insurance, etc. will be reviewed and any appropriate changes made.
- The Director of Grant Support Services and Associate Vice Chancellor will review the proposal to ensure that it conforms to UWSP and Board of Regents' policies and state laws; that it is in proper form for submission to the potential sponsors; that it is conducive to the university's mission by promoting the best teaching and research interests of the university and that implied or definite university commitment of funds, space, and personnel can be met; and that the commitments for matching funds can be met by the university.
- The Chancellor had designated the Associate Vice Chancellor to have final authority and responsibility for all sponsored research and training programs. The Associate Vice Chancellor will approve, sign, and accept all grants and contracts for the university on behalf of the Board of Regents.

**The University cannot guarantee it will be able to meet an agency deadline for any proposal transmitted to your College Dean later than TEN (10) days or to the Grant Support Office later than FIVE (5) days prior to such an agency deadline. The review responsibilities assigned to Deans, Business Affairs, Director of Grant Support Services, and the Associate Vice Chancellor are of such a nature and extent that "walking a proposal through channels" is difficult.**