**External and UW System Grant Submission Checklist**

Visit the [ORSP website](https://www3.uwsp.edu/acadaff/orsp/Pages/default.aspx) for grant guidelines, funding opportunities, and forms.

**Step 1:** **Contact your Department Chair, Supervisor, or Dean’s Office and the Office of Research & Sponsored Programs (ORSP).** Make sure your Dept. Chair, Supervisor, & Dean’s Office support your application for external or UW System funding. Inform the ORSP about your intent to submit so that they can appropriately prepare for your submission. If a subrecipient will be included in your proposal, please inform the ORSP so they can help you with the process.

**Step 2:** **Please see the** [**Grant Proposal Preparation Guidelines**](https://www3.uwsp.edu/acadaff/orsp/Pages/Proposal-Preparation.aspx) **document on the ORSP website for helpful tips.** For questions, please contact Katie Jore.

**Step 3: If your proposal will need approval from any research compliance committee, including IRB, IACUC, and IBC, please contact the appropriate committee.** See the [ORSP website](https://www3.uwsp.edu/acadaff/orsp/Pages/default.aspx).

**Step 4:** **Create your record within WISPER at least 10 business days prior to the submission deadline.** The routing will take place within WISPER. See the [WISPER Upload Reference Guide](https://www3.uwsp.edu/acadaff/orsp/Pages/default.aspx"https://www3.uwsp.edu/acadaff/orsp/Pages/default.asp). (Note: If changes need to be made during the approval process, please work with the ORSP to see if any approvals need to be obtained again due to the changes.)

If UWSP is a subrecipient, make sure to find out the date that the Sponsoring Agency needs your information by and start your WISPER record at least 10 business days prior. Typically, the Sponsoring Agency’s deadline for UWSP is at least a week before the Primary Sponsor’s deadline date. Also, for some federal grants, the submission process can take a couple of days. Please allow extra time to route those grants. **The ORSP does not receive automatic emails from WISPER when approved by the Dean or Line Officer. Make sure to notify the Dean/Line Officer and the ORSP as soon as possible via email if your proposal is time sensitive.**

**Step 5:** Make sure you communicate to the ORSP if you will be submitting the proposal or if you would like the ORSP to submit it and how it will be submitted (ex. email, electronic submission through an agency portal, Grants.gov, Research.gov). Most federal submissions must be submitted by the ORSP. **Please specify who will be submitting and how it will be submitted in the Submission Instructions comment box in WISPER under the “General” tab.**

**Step 6:** **Notify the ORSP if you receive an award letter or other award documentation from the agency.** At minimum, the award letter should include the title of your project, the start and end dates, and the award amount.

\*Contact an ORSP staff member with questions at any point during your proposal development process. If you are involved with an external funding agreement, normally the agency provides it. If the agency requires us to draft one, the university has standard templates for research and sponsored programs (under “Forms” on our website). Please contact the ORSP for assistance with the agreement. Good luck!

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