**External and UW System Support WISPER Attachments Checklist**

Please use this checklist before routing your WISPER record through the Office of Research and Sponsored Programs (ORSP). This is a list for the Attachments tab in WISPER (not a checklist for all sections of WISPER.)

**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) for full details. **For some federal grants, the submission process can take a couple of days. Please allow extra time to route those grants.** For federal grants, UWSP is already registered on Grants.gov and Sam.gov. Please contact the ORSP if you think you need to register on Grants.gov or Research.gov (formerly FastLane).

**If a granting agency has a portal for submitting, the Principal Investigator/Project Director is responsible for uploading their grant information and/or documents on the agency portal after the WISPER record is approved.**

**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.**

 **Required**

[ ]  **Proposal or grant application or contract/agreement or scope of work.**

[ ]  **UWSP budget form.** (Note: This is an internal form. It is helpful to complete this form before

 creating your budget for the agency since it automatically calculates fringe rates and indirect costs.)

[ ]  **Budget and budget justification for the agency.**

[ ]  Grants: **Request for Proposal (RFP) or Funding Opportunity Announcement (FOA) or a link to it.**

 **If Applicable**

[ ]  **Matching funds form.** It must be signed by the Dean or Line Officer.

[ ]  **Indirect cost documentation.** If the agency does not allow indirect costs or has a restricted rate and

 it is not stated in the RFP or in the contract/agreement, the Office of Research and Sponsored

 Programs will accept documentation from the agency. The documentation should indicate that *it is*

 *an agency-wide policy and is consistently applied by that agency to all of its outside grants and*

 *contracts with educational institutions.* The documentation should be on letterhead and should

state how long the policy will be in effect.

[ ]  **Appropriate compliance** **documentation (IRB, IACUC, IBC, RCR).**

[ ]  **Any additional documentation** **required by the Request for Proposal** for the grant (ex. letters of

 support).

[ ]  **Any additional documentation required depending on the answers to the questions on the**

 **WISPER record.**

**Although not required, you may want to utilize the** [**Budget Review Sheet**](https://www3.uwsp.edu/acadaff/orsp/_layouts/15/WopiFrame.aspx?sourcedoc=/acadaff/orsp/Documents/Budget%20Review%20Sheet.xlsx&action=default) **located on our website to possibly help speed up the routing process.** This is the form that the General Ledger office will use when reviewing your budget to make sure the amounts are the same throughout all of your documents.

**Remember to forward your award letter or contract/agreement to the ORSP if you receive funding.**

**Katherine P. Jore, Associate Vice Chancellor, is the Authorized Organizational Representative for UWSP who will be signing grant award acceptance forms and contracts or agreements.**

Please contact the Office of Research and Sponsored Programs if you have any questions. 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 (on our website). Please contact the ORSP for assistance with the agreement.

Contacts

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