**UWSP Grant and Contract Transmittal Form**

**Guidelines and Uses**

The [**UWSP Extramural Support Transmittal Form**](file:///C%3A/Users/sverbock/Downloads/UWSPTransmittalForm-FILLABLE.pdf)is the university’s official internal record of an employee’s submission of an application for external funding and as required for certain

UW System grants.

A fully executed transmittal form is **required** before any individual or unit of UWSP applies for a grant with a non-UWSP agency or seeks to enter into a contractual agreement with a non-UWSP agency. Grants, contracts, and agreements may include funding from federal, state, or local governmental agencies, corporations, or non-profit foundations. Prior to submission of an application to a funding agency, the transmittal form is routed across campus to specific authorizing signatories. After review and approval of the proposal by such authorizing parties, the applicant or the Office of Research and Sponsored Programs will submit the proposal to the agency. It is always in the best interest of the applicant, the sponsoring agency, and UWSP to have a proposal fully reviewed on campus for consistency with federal, state, local, and UW System policies.

A transmittal form is also required when a unit or individual at UWSP is renewing an existing externally funded project or accepting a subcontract or secondary award from another institution. Without the transmittal form, the agreement may be vacated by UWSP if it is found to contradict established policies. The form includes a statement of what policies will be reviewed by the several authorized signatories.

A transmittal form is **not required** for letters of intent, concept papers, and so on. These types of documents do not obligate UWSP in any way and will not necessarily be kept on file in the Office of Research and Sponsored Programs. However, it is certainly helpful to notify the office when these exploratory proposals are sent. No-cost extensions of a funded project do not require a transmittal form but do necessitate notification to the Office of Research and Sponsored Programs and the General Ledger office in order to keep the project’s account active.

A transmittal form **might be required for a** [**preproposal**.](file:///C%3A/Users/sverbock/Downloads/Preproposals_5-13-15.docx)

5/21/15