

## INSTRUCTIONS FOR UW-COLLEGES GRANTS, GIFTS AND CONTRACTS SUPPORT TRANSMITTAL FORM

**Overview:** The Grant Support Transmittal Form is an internal UW-Colleges routing form used to expedite review and to request approval for project proposals. The signature of the Vice Chancellor for Administrative Services (or UW Colleges Chancellor) is required for any project proposal or agreement to be binding on the University. Before a project proposal or agreement is given final signature by an authorized University official, it must be reviewed and approved by the Office of Academic Affairs and the Office of Administrative Services in the Central Office. Use this Grants, Gifts and Contracts Support Transmittal Form to obtain University reviews and approvals of the following:

- a. Applications for all grants from the University of Wisconsin System and from external sources.
- b. Gifts, grants, contracts and other support (including additions) awarded without a previous formal application;
- c. Non-monetary agreements such as transfers of materials, technology, and proprietary information, and equipment loans.

### **Completing the Transmittal Form:**

- Item 1 Provide the name and contact information of the Principle Investigator for this project.
- Item 2 Provide information about the funding source (sponsor) for this project. Provide the project title.
- Item 3 Indicate the source of funding. If the source of funding is federal, provide the CFDA number.
- Item 4 Indicate if this project is a new proposal or a continuation or renewal of a project previously funded.
- Item 5 Provide a figure for the total project budget (direct costs plus indirect costs plus matching funds). Indicate what portion of the budget is designated for direct service, what portion is for indirect costs, and what portion is matching funds.
- a) If indirect costs are charged to the grant, indicate the percentage rate used.
  - b) If personnel costs are included in the budget, indicate the fringe benefit rate used.
- Item 6 Indicate by checking one or more of these items if these activities are included as part of the project design. Provide a brief explanation for any item that is checked off.

### **Required Signatures**

This transmittal form needs to be signed by the principle investigator and campus Dean. Once signed, send the transmittal form and one copy of the grant to the UW Colleges grants office. If possible, (avoid faxing) use email attachments or PDF files. Once received, the grants office will facilitate a review of the grant, work with the principle investigator on any questions or needed changes, and once finalized, obtain the signatures of UW Colleges Academic Affairs and Administrative Services.

In addition to the transmittal form, the proposed grant project requires the signature of either the Chancellor or Vice Chancellor for Administrative Services before it can be submitted. These are the only two positions authorized to submit a grant on behalf of UW Colleges. The signature(s) required to submit the grant proposal can be obtained at the same time as the transmittal form as long as the grants office has the appropriate grant forms. Most funding sources provide specific instruction for completing these forms. These guidelines need to be carefully followed.

Principle investigators need to allow time for the grants office to review the grant, obtain signatures, and if needed, return any grant forms (with the original signatures) to the principle investigator in time to meet the grant deadline. It is recommended that the grants office receive the transmittal form and grant copy eight days prior to any deadline. It is the responsibility of the principle investigator to see that the grant proposal is submitted on time. The grants office will assist in the submittal process if requested.

### **Project Awards**

Once projects are awarded, the principle investigator needs to comply with established policy and procedures for grants management. When notified by the funding source that the project proposal will be funded, forward a copy of the award letter to the UW Colleges Grants Accountant, [dward@uwc.edu](mailto:dward@uwc.edu). The UW-Colleges grants office and grants accountant will work with the principle investigator to ensure that procedures are followed that comply with university policy and UW Colleges procedures. This will include agreements on such items as intellectual property and financial disclosures related to conflict of interest.