



Grants ??
We are here
to help.



Presented by:

ORSP/Pre-Award: Dr. Katie Jore, Emily Knutson, Heidi Schueppel-O'Brien

GA/Post-Award: Kari Thompson, Heather Reichoff, Beth Treffert



Pre-Award - **Office of Research and Sponsored Programs (ORSP)**

ORSP Website: <https://www3.uwsp.edu/acadaff/orsp/Pages/default.aspx>

Email: ORSP@uwsp.edu

Dr. Katherine Jore
Associate Vice Chancellor for Personnel, Budget and Grants

Emily Knutson
Grants & Compliance Specialist

Heidi Schueppel-O'Brien
Grants and Contracts Manager



What Can ORSP Do For You? Continued...

- Guidance regarding the WISPER tracking system for uploading grant application documentation and approvals
- Guidance on approval process (Four levels of approval: department, division, Grant Accounting, authorized official.)
- Collaboration with PI throughout the process and assistance with submittal if desired
- Upon award, routing agreements as needed and moving materials to Grant Accounting for WISER account set up.



Don't apply for a grant without consulting ORSP!

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- Signature Authorities: [Signature Authority - Business Affairs | UWSP](#)
- External sources flowchart: [Is My Project A Grant.pdf \(uwsp.edu\)](#)



How Can You Find a Grant Opportunity?

- PIVOT Research Website
[Pivot-RP \(proquest.com\)](http://proquest.com)
- Grants Research Center
[GRC GrantSearch - AASCU](#)
- Share your interests with ORSP and the office will watch for opportunities



The WISPER Record

You will need to upload all grant application materials into a WISPER record for review and approvals, including:

- Narrative/Scope of Work
- UWSP budget form
- Sponsor budget form if required
- Budget justification (in the narrative, on sponsor form, or additional form)
- Documentation re: Indirects



UWSP Budget Forms

- UWSP Intramural Budget form
 - *Required for internal and UW Affiliate submissions (including UPDC applications)*
- Matching Funds Form
 - *Required if matching funds are included in proposal (recommended to NOT include unless required by grant sponsor)*
- UWSP Extramural Budget Form
 - *Required for all UWSP Submissions*
 - *Newest version on ORSP website includes 6% increase for FY24/FY25 wages*



Timing

- Identify grant opportunity deadline and plan on submitting completed documents to WISPER for approvals **2 weeks prior**
- Review of grant application documents and approvals takes approximately 2 weeks
- Levels of approval include:
 - Department (your supervisor and other area approvers)
 - Division (your Dean or Vice Chancellor)
 - Grant Accounting (budget review)
 - Authorized official (Katie Jore)



My Project is Awarded – Now What?

- Keep ORSP in the loop with any award letter received or agreements for signature.
- Forward anything requiring a signature to ORSP. Only Authorized Official for grants, Katie Jore, can sign accepting any grant award.
- ORSP will assist with award paperwork (signatures on agreements, contract negotiations, subaward documents, etc.)
- ORSP will route WISPER record to Grant Accounting for account set up in WISER.
- Watch for email containing project ID, work with Grant Accounting from here.



Post-Award: **Gift and Grant Accounting (GaGA)**

Website: <https://www3.uwsp.edu/FO/Pages/Grant-Accounting.aspx>

Email: Gift.and.Grant.Accounting@uwsp.edu

Office: 715-346-2442

Kari Thompson
Supervisor/Assistant Controller

Heather Reichoff
POC: Gifts, Federal & Internal Awards (Funds 233,144,102,150)

Beth Treffert
POC: State, Private & Shared Awards (Funds 133,113,116)



Post-Award Overview

1. Flow-chart of post award process
2. PI duties breakdown
3. Tracking Your Grant
 - Expenses & Payments
 - WISER tips & tricks
4. Time & Effort
5. Cost Share - Matching Funds
6. Close out





Post-Award Process

Receives Accepted Award Proposal from **ORSP**

Project Setup by **GaGA**

PI/Dept updates hiring paperwork/payroll & automatic charges with new project. PI should continue to monitor expenses, initiate transfers, prepare progress reports.

GaGA assures financial regularity, reviews and approves payroll/hiring forms, assists with WISER questions, processes/approves expense transfers, submits financial reports and invoices

If needed:
PI requests No Cost Extensions, budget change requests, obtains sponsor approval for changes, & submits final programmatic report(s).
GaGA may assist as needed.

GaGA submits final financial report(s) & invoices, along with processing all payments received. Works with **PI** for any necessary clean up, then closes out project & award.



Responsibilities

Principal Investigator

- Hiring Paperwork
- Payroll changes (FCR)
- Updating automated billing
 - ie Pcards, Travel Cards/TERs, phone, etc.
- Routine review of expenses
- Performance reporting

Gift and Grant Accounting

- Review & approval of payroll changes and CTT requests
- Review & correction based upon sponsor billing schedule
- Final reports
- Invoice & payment processing



Tracking Your Grant

Tracking Expenses

- Travel card default
 - Auto posts to 2170
 - CTTs must be requested to move into defined accounts
- 10% variance
 - Within existing budget categories
 - Beyond 10% needs sponsor approval
- Recommended review of grant(s) monthly

Payment Options

- Prepays
 - Sponsor sends funds prior to project, once contract is signed
- Scheduled
 - Specified payouts in contract
 - Fixed Price Agreement
- Cost Reimbursable
 - Typically monthly or quarterly
 - Qrtly JAJ0/FMAN/MJSD
- Letter of Credit (LOC)
 - Federal cash draws



WISER Tips

- **Personnel** tab – breakdown by employee

Financials	Personnel	Award Modifications	Requirements	Edits	Cost Share	Documents	WISPER
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Employee Name	Account	Account Description	Fund	Dept	Program	Class	Amount
[REDACTED]	1601	LTE - Hourly	133	909102	4		\$3,375.00
[REDACTED]	1233	Research Assistant-Summer	133	909102	4		\$3,571.42
[REDACTED]	1232	Research Assistant-Academic	133	909102	4		\$7,538.45
							\$14,484.87

- **Award Modifications** tab – funding changes, PI changes, NCEs, etc.

Financials	Personnel	Award Modifications	Requirements	Edits	Cost Share	Documents	WISPER
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Award Ref Nbr	Period	Issue Date	Begin Date	End Date	Amount	Funding Action	Comments
37000-0000025879	1	09/27/2023	07/01/2023	12/31/2023	\$26,610.00	Funding Change	
					\$26,610.00		

- **Documents** Tab – invoices and all award profile documentation (proposal docs, POs, etc.)

Financials	Personnel	Award Modifications	Requirements	Edits	Cost Share	Documents	WISPER
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Sponsor Billing **Invoices**

Document	Request No.	Uploaded At
UWSTP-STP0000458-01-JAN-2024.pdf	1	01/08/2024 2:47 pm

Other Documents

Document	Project ID	Request No.	Uploaded At
PO_0000025879_-_AAM4532_-_STP100504_-_FY24_SMB.pdf	AAM4532	2	12/19/2023 11:19 am
AAM4532_-_STP100504.pdf	AAM4532	1	10/06/2023 8:20 am



Linkage from Project ID to Award number

AA114552 WDNR SMB FY24 + Add to My Proj
↓ Exp

Status Open	Dates 07/01/2023 - 12/31/2023	UW Project Type GM_10 Research	Project Budget \$26,610.00	F&A Base (Rate): NONE (0%)	Fund 133
Project PI ISERMANN, DANIEL A	Project Co-Inv N/A	Department 909102: CNR - Research Grants	Description WDNR SMB FY24		
Award ID STP100504	Award Sponsor Wisconsin Dept of Natural Resources				

Financials Personnel Award Modifications Requirements Edits Cost Share Documents WISPER

Accounts Receivable tab – all invoices

STP100504 WDNR SMB FY24 + Add to My Aw
↓ Exp

Reference Nbr 37000-0000025879	Sponsor Wisconsin Dept of Natural Resources	Flow-through Sponsor N/A	Award Type Grant	Award Amount \$26,610.00	
Dates 07/01/2023 - 12/31/2023	Department 909102 CNR - Research Grants	Solicitation RFP N/A	CFDA N/A	RTC? No	Status Accepted
Primary PI ISERMANN, DANIEL A	Co-Inv(s) N/A	Description Understanding smallmouth bass recruitment in relation to nest fishing along Wisconsin's Door Peninsula			

▼ Projects: Primary project only. | Period: Inception to Mar - 2024 | Budget Periods | Program: All

Financials **AR** Personnel Award Modifications Requirements Cost Share Documents WISPER

Open Closed

Invoice ID	Entry Type	Status	Amount	Balance	Accounting Date	Due Date	Last Activity	Accountant
STP0000458	Invoice (IN)	Open (O)	\$23,200.51	\$23,200.51	01/01/2024	01/31/2024	01/01/2024	Kari Thompson (STPAU01)



Time & Effort Certification

- Verifies the amount of work sponsor is paying for on grant coincides with what was proposed in budget
- Previously submitted annually but will be moved to quarterly going forward
 - Can process monthly if needed per sponsor request
- Percentage is calculated based on payroll to grant during given period divided by total amount paid during same period
 - Ex: John Doe:
 - Total paid during Q1: \$2,500.00
 - Amount paid on grant: \$625.00
 - *Effort Percentage*: $625 / 2500 = 25\%$
- Come Workday in July 2025, this will be tracked automatically in system coinciding with payroll updates



Examples:

EFFORT CERTIFICATION For Sponsored Projects

To: [Redacted]
 From: Heather Reichoff, Post Award Grant Accountant
 Date: 12/12/2023
 Certification Period: Fiscal year 2022 - 2023 payrolls paid during Fiscal Year 2023

OMB Uniform Guidance requires an Effort Certification letter for each participant on sponsored projects, confirming the salaries charged to each project are reasonable in relation to the actual work performed. This certification letter contains the total of all payrolls and payroll transfers posted during the certification period listed above. Other institutional activities, if applicable, are listed for reference.

Please sign and return this to Gift and Grant Accounting, 002B Old Main Building by 12/20/2023. Thank you!

Project ID: AAK [Redacted]

Grant Title: [Redacted]

Key: E = Effort on this sponsored project, O = Other Institutional activities:

Name	Fund	Dept	Project	Amount	Total Amount For Payroll	% Effort	Key
[Redacted]	133	909102	AAK [Redacted]	18,098.93	18,659.37	97.00	E
[Redacted]	133	909102	AAJ [Redacted]	560.44	18,659.37	3.00	O

I confirm that I have first hand knowledge of all the work performed by the above employee, and the effort contributed to the sponsored project for the period indicated is accurate (within a 5% variance). (If a supervisory official cannot verify the actual work performed, the employee must sign in a space by their name to certify effort).

DocuSigned by:
 [Redacted Signature]
 Supervisory Official Signature

12/13/2023
 Date

EFFORT CERTIFICATION For Sponsored Projects

To: [Redacted]
 From: Heather Reichoff, Post Award Grant Accountant
 Date: 12/12/2023
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Please sign and return this to Gift and Grant Accounting, 002B Old Main Building by 12/20/2023. Thank you!

Project ID: AA [Redacted]

Grant Title: [Redacted]

Key: E = Effort on this sponsored project, O = Other Institutional activities:

Name	Fund	Dept	Project	Amount	Total Amount For Payroll	% Effort	Key
[Redacted]	133	909102	AAK [Redacted]	18,098.93	18,659.37	97.00	O
[Redacted]	133	909102	AAJ [Redacted]	560.44	18,659.37	3.00	E

I confirm that I have first hand knowledge of all the work performed by the above employee, and the effort contributed to the sponsored project for the period indicated is accurate (within a 5% variance). (If a supervisory official cannot verify the actual work performed, the employee must sign in a space by their name to certify effort).

DocuSigned by:
 [Redacted Signature]
 Supervisory Official Signature

12/13/2023
 Date

****One form per employee per grant generated each period (ex: employee who works on four grants will need four forms)***



Cost Share/Match

- Generally recommended to only include if required by sponsor
- Usually falls under three categories:
 1. Personnel: salary & fringe
 2. Non-Personnel: supplies, services, travel, indirect costs
 3. In-Kind:
 - Third party – needs documented value for each period
 - Volunteer time – needs logged or recorded hours and volunteer agreement on file with HR
- Cannot use federal funded grants as match for another grant



University of Wisconsin-Stevens Point



2022-2023 UWSP Matching Funds Form

If your proposal requires matching funds or you are offering voluntary match, please fill out this form itemizing where the matching funds are coming from.

Project Title: _____
 Principal Investigator: _____ Grant Period: 1/1/2024 - 12/31/2025
 Project ID (if known): _____

See instructions tab.

Personnel

Employee Name	Classification	Full Time Base Salary	FTE	Appt Type	# of Months Committed	Base Salary for Months Committed	% Effort during Months	Salary Match	Fringe* Match
						-		-	-
	Faculty/Academic Staff	47,413.00	0.500	12-mo	24	94,826.00	10.00%	9,482.60	4,267.17
	Faculty/Academic Staff	60,299.00	1.000	12-mo	24	120,598.00	10.00%	12,059.80	5,426.91
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
Subtotals								\$ 21,542.40	\$ 9,694.08
Total Salary & Fringe								\$	31,236.48

Non-Personnel Cash Match

	Amount	Fund	Dept / Proj	Itemization
Supplies & Services				
Travel				
Capital Equipment				
Indirect Costs	10,620.40			
Subtotal	\$ 10,620.40			

Non-Cash Match (include any 3rd party match in this section as well)

Description	Value	Provided by	How was valuation made? (attach documentation)
VR100 Acoustic Receiver	9,355.00	UWSP	Attached purchase receipt.
Subtotal	\$ 9,355.00		

GRAND TOTAL MATCH \$ 51,211.88

***Dedicated funding sources not required, but if not listed, it is your responsibility to send GaGA the line items each reporting period**



Grant Continuations

How can I keep my same project ID?



1. New WISPER Record

- a) Fully processed with ORSP for new funding
- b) If needed before final contract, *Advanced Award* can be generated with division approval

2. Prior period fund fully spent

- a) Sponsor statement written approval of carryover usage

3. Must have a consistent flow between time periods

a) Example

- i. Yes, old ends 6/30 & new starts 7/1
- ii. No, old ends 5/31 & new starts 9/1



Close Out Process

Pre-End Date

15-30 days prior to close

Post-End Date

90 Day reporting period

Final Payment

Net 30

Final Closure

- PI reviews final expenses
- PI notifies GaGA of delayed postings or charges
- Submission of different funding string for continued expenses to be completed

- Final processing of administrative costs
- Final invoicing
- Federal financial and technical reporting

- Payment applied to invoice(s)
- Verification of no new expenses posting

- Balance report
- Closure of contract, award, and project



Questions?

