**External and UW System Support Attachments Checklist**

**Required**

**Scope of work**

This could be in the form of a proposal, grant application, brief scope of work document, or contract/agreement if already received.

**Draft budget**

Note: Your budget will be entered directly into RAMP.

**Budget justification.**

Base your number within the Budget Justification off your RAMP budget, then explain details about each category. To view an example, view ORSP’s “RAMP Documents” page.

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

**If Applicable**

**Agency budget form**, if required by agency separate of application.

**Matching funds.** Include in proposal only if required in the RFP or Guidelines. Matching funds are entered   
 directly into RAMP. Contact ORSP for assistance.

**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).

**If UWSP will be subawarding out to any organization:** request the subaward organization provide three documents--a brief scope of work for their role in the project, a letter of commitment signed by their authorized representative, and a brief budget of estimated costs in the following categories: salary, fringe, travel, services, supplies/expenses, indirects. Contact ORSP for any questions on these materials.

Please reach out to our office 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 ORSP can draft.

Contacts

Office of Research and Sponsored Programs: [orsp@uwsp.edu](mailto:orsp@uwsp.edu)

Emily Knutson, Grants and Compliance Specialist; 346-3799; [eknutson@uwsp.edu](mailto:eknutson@uwsp.edu)

Heidi Schueppel-O’Brien, Grants and Contracts Manager; 346-2632; [hschuepp@uwsp.edu](mailto:hschuepp@uwsp.edu)

Katie Jore, Associate Vice Chancellor for Personnel, Budget & Grants; 346-3710; [kjore@uwsp.edu](mailto:kjore@uwsp.edu)