External and UW System Grant Submission Checklist

☐ **Step 1: Contact your Department Chair, Supervisor, or Dean's Office and the Office of Research & Sponsored Programs (ORSP).** Make sure your Dept. Chair, Supervisor, & Dean's Office support your application for external or UW System funding. Inform the ORSP about your intent to submit so that they can appropriately prepare for your submission. If a subrecipient will be included in your proposal, please inform the ORSP so they can help you with the process.

☐ **Step 2: Please see the Grant Proposal Preparation Guidelines document on the ORSP website for helpful tips.** For questions, please contact Katie Jore.

☐ **Step 3: Complete a transmittal form, the proposal or application (including the budget and budget narrative), the UWSP budget form, and matching funds form (if applicable). Include the Request for Proposal (RFP) in your transmittal form packet. If the agency does not allow the collection of indirect costs or if the agency has a rate different than the UWSP rate, attach documentation from the agency with your packet.** (Note: If changes need to be made during the approval process, please work with the ORSP to see if any approvals need to be obtained again due to the changes.)

☐ **Step 4: Route the transmittal form packet** to your Department Chair for his or her signature. The Dean or Line Officer should receive it at least 10 business days prior to the submission deadline. If UWSP is a subrecipient, make sure you find out the internal deadline date (date in which the primary agency needs your information by) and route your packet at least 10 business days prior to the internal deadline.

☐ **Step 5: Ensure that the ORSP receives your transmittal form packet at least 5 business days prior to the submission deadline.** For some federal grants, the submission process can take a couple of days. Please allow extra time to route those grants.
   Note: Debi Jakubek (djakubek@uwsp.edu; ext. 2632) processes external grants and contracts (funding from outside UWSP and outside UW System).
   Sierra Verbockel (sverbock@uwsp.edu; ext. 3799) processes UW System grants, as well as internal/UWSP grants such as UPDC Grants. Internal/UWSP grants have a different submission process. Please see the internal grant guidelines, applications, and budget forms on the ORSP website: http://www.uwsp.edu/acadaff/orsp/Pages/default.aspx

☐ **Step 6: If the Principal Investigator (PI) would like to submit the proposal, the ORSP will send an email to you authorizing submission after all approvals have been obtained.** If the PI would like the ORSP to submit the proposal, the ORSP will notify you of the submission when complete. Federal submissions must be submitted by the ORSP.

☐ **Step 7: Notify the ORSP if you receive an award letter or other award documentation from the agency.** At minimum, the award letter should include the title of your project, the start and end dates, and the award amount.

*Contact an ORSP staff member with questions at any point during your proposal development process. 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 (under "Forms" on our website). Please contact the ORSP for assistance with the agreement. Good luck!

Contacts
Debi Jakubek, External Grants Program Associate; 346-2632; djakubek@uwsp.edu
Sierra Verbockel, Internal Grants Program Associate; 346-3799; sverbock@uwsp.edu
Katie Jore, Associate Vice Chancellor for Personnel, Budget & Grants; 346-3710; kjore@uwsp.edu
Erin Hintz, Budget Director; 346-2644; ehintz@uwsp.edu
Kimber Goodwin, Grant Accountant (Post-Award); 346-4003; kgoodwin@uwsp.edu
Heather Reichoff, Grant Assistant (Post-Award); 346-4004; hreichof@uwsp.edu
Anna Haines, Institutional Review Board for the Protection of Human Subjects (IRB) Chair; 346-2659; irbchair@uwsp.edu
Payment Services; 346-2052

External and UW System Support Transmittal Form Checklist

Please use this checklist before bringing or sending your transmittal form packet to the Office of Research and Sponsored Programs (ORSP; 208 Old Main).

The transmittal form packet should be routed to the Dean's office <u>at least 10 business days</u> prior to the agency deadline so that it arrives to the Office of Research & Sponsored Programs at least 5 business days prior to the deadline. For some federal grants, the submission process can take a couple of days. Please allow extra time to route those grants.

If UWSP is a subrecipient, make sure to find out the internal deadline date (date in which the primary agency needs your information by) and route your packet at least 10 business days prior to the <u>internal</u> deadline.

<u>Required</u>
☐ **Transmittal form** signed by the Principal Investigator, Department Chair (if applicable), and Dean or Line Officer.

☐ **Proposal or grant application or contract/agreement.**

☐ **UWSP budget form.** (Note: This is an internal form. It is helpful to complete this form <u>before</u> 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.**

<u>If Applicable</u>
☐ **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.

☐ **Compliance Worksheet and appropriate documentation (IRB, IACUC, 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 transmittal form.**

**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 (under "Forms" on our website). Please contact the ORSP for assistance with the agreement.

<u>Contacts</u>
Debi Jakubek, External Grants Program Associate; 346-2632; djakubek@uwsp.edu
Sierra Verbockel, Internal Grants Program Associate; 346-3799; sverbock@uwsp.edu
Katie Jore, Associate Vice Chancellor for Personnel, Budget & Grants; 346-3710; kjore@uwsp.edu

11/2/18

UWSP EXTRAMURAL SUPPORT TRANSMITTAL FORM

PLEASE PRINT ONE-SIDED AND DON'T STAPLE

Return this form with signatures (Page 2-left side), the proposal, budget, budget justification & any applicable items from the Transmittal Form Checklist (https://www.uwsp.edu/acadaff/orsp/Pages/default.aspx) to the Office of Research & Sponsored Programs, Room 208 Old Main.

The transmittal form packet should arrive in the <u>Dean or Line Officer's office at least 10 business days</u> prior to an agency deadline (or internal deadline if UWSP is a subrecipient) so that the <u>ORSP receives it at least 5 business days</u> before the deadline.

Primary	Secondary
Project Director: _____	Project Director: _____
Employee ID#: _____	Employee ID#: _____
Dept./Discip./Office: _____	Dept./Discip./Office: _____
Phone #: _____	Phone #: _____
College: _____	College: _____

PROJECT TITLE: _____

Is this a multi-year project?

Project Period: **Start Date:** _____   **End Date:** _____

Section I   Year One Request $
(UWSP's portion ONLY) _____   **Section II**   Total Project Request $
(UWSP's portion ONLY) _____

Agency Deadline (if any) _____

Will UWSP be a subrecipient?   Yes   No

If Yes, when is the Internal Deadline? _____   (date the Primary Agency needs your info by)

Note: If UWSP is a subrecipient, your packet should be routed at least 10 business days before the INTERNAL deadline.

Who will send?

Project Status:

If you have checked renewal, continuation or supplemental, indicate the fund & project ID # if known (xxx-xxxxxxx) _____

Sponsoring Agency: _____
Address: _____
City/State/Zip: _____
Email Address if applicable: _____
Web Address: _____
Request for Proposal link: List link & include hard copy in packet.

If the funding source is different than the sponsoring agency, i.e. sub-award/subcontract or pass-through grant/contract, please complete the following:

Funding Source: _____
Address: _____
City/State/Zip: _____
Email Address if applicable: _____
Web Address: _____
Request for Proposal link: _____

Is the funding source Federal: _____   If yes, what is the CFDA# [_____]

How did you find the agency: (Choose one)

Please check the appropriate box.	YES	NO
1. Is this proposal being submitted to either the National Science Foundation (NSF) or the National Institutes for Health (NIH)? If YES, please attach a completed INVESTIGATOR FINANCIAL DISCLOSURE FORM (form available on the ORSP website https://www.uwsp.edu/acadaff/orsp/Pages/Forms-Documents-and-Resources.aspx)		
2. Is any cost sharing or match committed in this proposal? If YES, please attach a completed UWSP MATCHING FUNDS FORM (form available on the ORSP website https://www.uwsp.edu/acadaff/orsp/Pages/Forms-Documents-and-Resources.aspx)		
3. Will acceptance of grant funds require UWSP resources to continue this project beyond the contract period? If YES, attach a brief statement indicating who will be responsible for the continuance and how the project will be continued.		
4. Is any teaching load reduction required to fulfill necessary effort on this project? If YES, provide authorized document signed by your Dean or Director.		
5. Does this project require any space, remodeling or special facilities not presently available to the project director? If YES, please attach a description of these needs and indicate how approval will be attained.		
6. Does the project involve research on human subjects, research on vertebrate animals, research with biological materials, or certification on the Responsible Conduct of Research? **If YES, fill out the Compliance Worksheet on the ORSP website & include it as page 3 of your transmittal form**: https://www.uwsp.edu/acadaff/orsp/Pages/Forms-Documents-and-Resources.aspx. Note: The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Dept. of Agriculture (USDA) require certain categories of researchers to receive RCR training.		
7. Does the proposal require significant IT support (i.e., new software, infrastructure, IT staff time, etc.)? If YES, please contact the Director of Information Technology and attach a statement/email from IT.		
8. Are there environmental health and safety impacts and consequences due to this project? If YES, include an attachment that explains how they will be addressed. Contact UWSP EHS Officer at 715-346-2320 for assistance in assessment and control.		
9. By signing this transmittal form, do you certify that you or others employed on this project will **NOT** engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (drug) in conducting any activity with this grant? If NO, please attached a letter of explanation.		

I have reviewed the attached proposal and find it in full accord with the policies, interests and capabilities of the department, college or the University. I will be accountable for those areas of the proposed project which fall under my normal responsibilities as indicated on the next page of this form.

_____   _____   _____   _____
Project Director   Date   Budget Director (Business Affairs)   Date

_____   _____   _____   _____
Department Chair or Director*   Date   Grant Accountant if federal or matching funds (Gen. Led.)   Date

_____   _____   _____   _____
Dean of the College or Line Officer*   Date   Associate Vice Chancellor (Academic Affairs)   Date

Send form to ORSP after obtaining the signatures of the Dept. Chair/Director and Dean/Line Officer

EXTRAMURAL SUPPORT TRANSMITTAL FORM
UWSP APPROVAL OF A SPONSORED PROJECT PROPOSAL

RESPONSIBILITIES AND DUTIES OF THE ADMINISTRATIVE STAFF REGARDING FORMAL GRANT/CONTRACT APPROVAL

The submission of a grant or contract proposal to a sponsoring agency indicates not only commitment of the principal investigator, but of the university. Grant proposals, if successful, result in a monetary award to the university; therefore, UWSP has vested interest in the proposal since the university is ultimately accountable to ensure that the conditions as outlined are fulfilled. Each proposal for extramural support must be reviewed by the department chair and approved by the appropriate College Dean and the Associate Vice Chancellor **BEFORE** it is formally submitted to the supporting agency. The official UWSP Approval of a Sponsored Program Proposal form is designed to facilitate this process. Proposals which involve more than one department, school, college or UW System unit must be reviewed and approved by the appropriate officials of each unit. The purpose of this approval process is not to question the professional skill or approaches of the principal investigator, but rather to give assurance that the university supports the plans for the sponsored project, and that these plans are consistent with the activities, priorities, and mission of the university. The opportunity that this formal approval process presents to inform these individuals of the research and related grant-sponsored activities is important to the faculty members, as well as the administrators. The responsibilities of the administrative staff are as follows:

•The Department Chair or Director will: (1) review the proposal to assure that faculty and support staff time commitments are reasonable and compatible with departmental workloads, present and planned, (2) determine that the percentage of time and salaries are accurate, and (3) agree that the space, facility, and service requirements are within the department's present or planned resource capability if not specifically provided for in the proposal.

•The Dean or Line Officer will review the proposal for completeness and confirm that: (1) space, service and support requirements are adequately provided for, and (2) responsibility is accepted for assuring the availability of local in-kind funds promised in the proposal, and (3) that the project budget, salary rates, job titles and classifications are reasonable, appropriate, and consistent with UWSP policy. (4) In addition, the Dean/Line Officer should ascertain to what degree the proposal will commit the college/school or unit to long-term support of project personnel or a program which may evolve from the project.

•The Budget Director will review the proposal budget to ensure that current and projected salaries, fringe benefits and indirect costs are accurate and mathematically correct, and that financial and personnel commitments on the proposed project are in accordance with available resources.

•The Grant Accountant will review proposals that are federally funded or have match commitments. In addition, the Grant Accountant will be responsible, after a grant has been accepted, for budget control, financial record keeping and accounting for all sponsored project funds. The General Ledger Office will maintain records in accordance with acceptable accounting practices and fiscal reports will be prepared by them as required by the sponsoring agency, Board of Regents policy, and the Chancellor.

•The Associate Vice Chancellor will review the proposal to ensure that it conforms to UWSP and Board of Regents' policies and state laws; that it is in proper form for submission to the potential sponsors; that it is conducive to the university's mission by promoting the best teaching and research interests of the university and that implied or definite university commitment of funds, space, and personnel can be met; and that the commitments for matching funds can be met by the university.

•The Chancellor has designated the Associate Vice Chancellor to have final authority and responsibility for all sponsored research and training programs. The Associate Vice Chancellor will approve, sign, and accept all grants and contracts for the university on behalf of the Board of Regents.

The University cannot guarantee it will be able to meet an agency deadline for any proposal submitted to your College Dean later that TEN (10) business days or to the Office of Research and Sponsored Programs no later than FIVE (5) business days prior to such an agency deadline. The review responsibilities assigned to Deans, Business Affairs, and the Associate Vice Chancellor are of such a nature and extent that "walking a proposal through channels" is difficult.

UWSP EXTRAMURAL BUDGET FORM

Principal Investigator Name(s):
Project Title:
Funding Agency:

Project Start Date:
Project End Date:

See the instructions tabs.

Dates must be filled in for salary & fringe to calculate.

PERSONNEL

						FY2020 7/1/19 - 6/30/20	FY2021 7/1/20 - 6/30/21	FY2022 7/1/21 - 6/30/22	FY2023 7/1/22 - 6/30/23	FY2024 7/1/23 - 6/30/24

Salaries - Part of Base

Employee Name	Classification	Full Time Base Salary	FTE	Appt Type	% of FTE on Grant	Variable Dates Start Date	End Date

Salaries - Overload (Faculty/Academic Staff only)

Employee Name	Full Time Base	FTE	Appt Type	% Effort Exceeding FTE	Start Date	End Date	Max Allowed per year	Taken per Year

Hourly

Employee Name	Classification	Hourly Rate	FY2020	FY2021	Hours per Year FY2022	FY2023	FY2024

Summer Salary

Separate the "Total request per summer" into the appropriate fiscal year(s) as expected to be paid.

Cal Year	Employee Name	Full Time Base Salary	2/9 Base Salary	Total request per summer	Check the month(s) payment is anticipated
2019					☐ July ☐ August
2020					☐ June ☐ July ☐ August
2021					☐ June ☐ July ☐ August
2022					☐ June ☐ July ☐ August
2023					☐ June ☐ July ☐ August
2024					☐ June

Salary Subtotals: $ - | $ - | $ - | $ - | $ -

Faculty and Academic Staff
University Staff
University Staff Temporary Employee (f.k.a. LTE)
Graduate Assistant
Post-Doc
Ad Hoc Prog Specialist
Student Hourly

Fringe Benefits Subtotals: $ - | $ - | $ - | $ - | $ -

Personnel Subtotal: $ - | $ - | $ - | $ - | $ -

NON-PERSONNEL

Travel:
Services:
Supplies & Expenses:
$0 - $25,000 Subgrant/Contract Amount:

Non-Personnel Subtotals: $ - | $ - | $ - | $ - | $ -

Modified Total Direct Cost Subtotals: $ - | $ - | $ - | $ - | $ -

INDIRECT COSTS

(Select the appropriate indirect rate)

If the indirect rate is restricted or indirect costs are not allowable, documentation from the granting agency stating its indirect policy must be included in the grant packet.

Indirect Cost Subtotals: $ - | $ - | $ - | $ - | $ -

OTHER

Any Subgrant/Contract Amount Above $25,000:
Equipment & Capital Expenditures; Rental Costs:
Tuition Remission/Scholarship:
Other Expenses Not Subject to IDC per RFP:

Other Subtotals: $ - | $ - | $ - | $ - | $ -

ANNUAL TOTALS: $ - | $ - | $ - | $ - | $ -

GRAND TOTALS: $0.00

COMMENTS: (Please use Alt + Enter to move down the line when typing in the comments section)

Personnel and Fringe

The personnel section is for any individual who will be paid by the grant through UWSP Payroll.

The UWSP Budget form will calculate the salary and fringe for each fiscal year based on the start date, end date, classification, full time base salary, FTE, appointment type, and % of FTE spent on the grant. Hourly pay is calculated based on the start date, end date, classification, hourly rate, and the hours per year.

Project Start and End Date
A start and end date MUST be entered for salary to be calculated in the personnel section.

Salaries - Part of Base

Classification
Select the employee's classification from the drop-down list. The classification will be used to automatically calculate the fringe.

The classification of an existing employee can be found on their appointment letter. Classifications of new positions are determined by HR based on the position description and is not based on the budgeted classification. For questions regarding classifications, contact HR or the Associate Vice Chancellor for Personnel, Budget & Grants.

Full Time Base Salary
Use the full time (1.0 FTE) base salary from the employee's current annual contract letter.
Tip: Enter only numbers in this cell so that the salary, fringe, and totals will calculate automatically. Do not use symbols.

FTE
Enter the employee's FTE or full-time equivalent (e.g., If the employee is full-time then enter 1. If the employee is half time enter 0.5.)

Appointment Type (Appt Type)
Select the appointment type from the drop-down list.

% of FTE Spent on Grant
Enter the percent of effort the employee will be contributing to this project during the performance period of the grant. (How much of their FTE will be devoted to the project?)

Variable Dates
If the dates for an employee differs from the dates of the project, enter the employees start and end dates. That row will then calculate the salary based on the dates entered.

Salaries - Overload (Faculty/Academic Staff only)

Full Time Base
Use the full time (1.0 FTE) base salary from the employee's current annual contract letter.
Tip: Enter only numbers in this cell so that the salary, fringe, and totals will calculate automatically. Do not use symbols.

FTE

Enter the employee's FTE or full-time equivalent (e.g., If the employee is full-time then enter 1. If the employee is half time enter 0.5.)

Appointment Type (Appt Type)
Select the appointment type from the drop-down list.

% Effort Exceeding FTE
Enter the percent of effort the employee will be contributing to this project during the performance period of the grant. (How much of their FTE will be devoted to the project?)

Start and End Date
Enter the start and end dates of the employees overload.

Max Allowed
This cell will calculate the maximum amount of overload the employee can take per year.

Taken per Year
Enter how much overload this employee will receive each year.
Note: If the amount taken per year exceeds the max allowed the cell will turn red. The amount taken per year will then need to be reduced.

Hourly

Classification
Select the employee's classification from the drop-down list. The classification will be used to automatically calculate the fringe.

The classification of an existing employee can be found on their appointment letter. Classifications of new positions are determined by HR based on the position description and is not based on the budgeted classification. For questions regarding classifications, contact HR or the Associate Vice Chancellor for Personnel, Budget & Grants.

Hourly Rate
Enter the employees hourly rate.

For guidance on student wages go to:
http://www.uwsp.edu/centers/SIEO/pages/employment/default.aspx
Click "FOR ON-CAMPUS EMPLOYERS" then click "Wage Rate Schedule".

Hours per Year
Enter the number of hours the employee will be working in each fiscal year.

Note: The salary for faculty, academic staff, and university staff has a 2% annual increase built into the calculations when part of base. The increase is not included for overload. This is for budgeting purposes only and does not guarantee increases. If another rate is needed due to anticipation of a promotion or similar circumstance contact the Grant Assistant. Please note the university is not responsible for supplementing salaries on grants/contracts that underestimate cost-of-living and other wage increases during the project period(s). All budgeted expenses, including personnel, are subject to UWSP, UW System, State, Federal and agency

policies.

Summer Salary

Full Time Base Salary

Enter the employee's base salary.

2/9 Base Salary

2/9 of the base salary will be calculated for reference only. A person employed on an academic year basis may be compensated up to a total of 2/9 of the previous academic year's salary. The 2/9 includes all forms of summer compensation. Scroll to Section C "Summer Payments" in the link below.

University Policy on Salary and Fringe for Unclassified Staff

Total request per year

Enter the total amount of salary that will be requested for the summer.

e.g. If an employee will be paid $3,000 for the 2017 summer, enter $3,000.

Monthly Check Boxes

Check the boxe(s) for the month(s) that you anticipate the employee will receive their payment. Hidden formulas will distribute the payroll between the fiscal years.

e.g. If the employee will be paid in June, July and August check the boxes next to all three months in the 2018 row. $1,000 of the payroll will show in the FY18 column and the remaining $2,000 will post to the FY19 column.

Fringe Benefits

Fringe will be calculated based on the classification selected in the Personnel section and the amount of salary calculated.

Notes: For multi-year grants and contracts, budget forecasts must include an annual fringe benefit rate increase of 5% for FY21, 5% for FY22, 4% for FY23, and 3% for FY24 with the exception of the Student Hourly employment category which requires a 1% annual increase.

Fringe benefits are the University's portion of benefit costs which include taxes, health insurance, retirement, etc.

Definitions and Tips

Faculty and Academic Staff

Permanent, unclassified salaried employee.

University Staff

Permanent or project hourly employees.

University Staff Temporary Employee   (USTE   f.k.a. LTE)

Type of classified employee hired to work on a temporary basis.

<u>Project/Teaching/Research Assistants</u>

A graduate student enrolled at UWSP who has administrative, academic project, teaching or research responsibilities.

<u>Research Associates & Interns</u>

An individual who has received a Ph.D. & is continuing research related to their professional development.

<u>Ad Hoc Program Specialists</u>

Short-term employee hired for academic staff-type duties. Consult the Associate Vice Chancellor for Personnel, Budget, & Grants or HR with questions about this category.

<u>Student Hourly</u>

UWSP enrolled undergraduate student paid bi-weekly.
Tip: Do not budget at the work-study rate as there is no guarantee that the students will receive work-study or have work-study over the life of the grant.

<u>Overload</u>

[System Policy](#)
Scroll down to section D "Calculation of Overload Payment" for additional information.

[UWSP Policy](#)
Scroll down to "Overload guidelines UWSP - updated"

Non-Personnel

In the space provided describe/itemize the expenses in each of the budgeted categories. Use the comment section at the bottom of the budget form if more room is needed.

Enter the dollar amounts in the fiscal year you anticipate incurring the expense.

Definitions and Tips

Travel

UWSP Travel Policies

Includes:

-Airline

-Lodging

-Meals

-Vehicle and mileage

-Registration Fees

2 CFR §200.474

Services

Professional and consultant services provided by someone of a particular profession or with special skills who is not a member of UWSP or UW-System.

UWSP Services Policy

Includes:

-Consultants

-Entertainers

-Public Speakers

2 CFR §200.459, §200.435

Supplies and Expenses

Supplies and expenses that are directly related and charged to the grant.

Includes:

-Computers under $5,000

-Equipment & furniture under $5,000 (not capitalized)

-Laboratory supplies

-Membership

-Office supplies

-Postage

-Printing

-Software under $5,000

-Subscription

2 CFR §200.453, §200.94

$0-$25,000 Subgrant/Contract Amount

As of July 1, 2015 all subgrants/contracts will be subject to indirect costs up to the first $25,000 in accordance with

our federally negotiated indirect cost rate agreement.

Links to Federal Grant Guidelines

http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1

Indirect Costs - Applied to Modified Total Direct Costs (MTDC)

Determine the appropriate indirect cost (IDC) rate and select from the drop-down list. If the indirect rate is restricted per the RFP or the sponsor's policies, select "Other" from the drop-down list and enter the allowable rate in cell K73. If the indirect rate is restricted or indirect costs are not allowable, include documentation from the granting agency in the grant packet.

Definitions and Tips

Indirect costs are real costs that are not easily identifiable to a specific project. Indirect costs include libraries, plant operations and maintenance, utility costs, department support, research administration, and depreciation or use allowance for building and equipment, etc.

The indirect cost rate is multiplied by the Modified Total Direct Costs (MTDC) or Total Direct Costs (TDC) to give the indirect cost charged to the grant.

MTDC consists of: all salaries and wages, fringe benefits, materials, supplies, services, travel, and the portion of each subgrant/subcontract up to the first $25,000.

MTDC excludes: equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, fellowships, and the portion of each subgrant/subcontract in excess of $25,000.

TDC consists of: all expenses directly related to the grant.

On-Campus Negotiated Rate
     This rate applies if more than 50% of a project is performed in facilities or on property owned by UWSP.

Off-Campus Negotiated Rate
     This rate applies only if more than 50% of a project is performed in facilities or on property not owned by UWSP and to which rent is directly allocated to the project.

Federal WDNR Rate
     This rate applies to Wisconsin DNR grants that are Federally funded and allow a 15% indirect cost rate on Total Direct Costs (TDC).

Other
     Some agencies will have a maximum allowable indirect rate or will not allow indirect costs on the grant.

Other Expenses

Enter the dollar amount in the fiscal year you anticipate incurring the expense.

Definitions and Tips

Any Subgrant/Contract Amount Above $25,000
> Enter the amount of subgrants/contracts in excess of $25,000.

Equipment & Capital Expenditures
> Equipment and capital improvements have a useful life for more than one year, and an acquisition cost of $5,000 or more per unit.
>> **Includes:**
>> -Buildings
>> -Computer equipment over $5,000
>> -Equipment
>> -Land: purchased & leased
>> -Software over $5,000
>> -Vehicles
>
> 2 CFR §200.439, §200.33, §200.452

Tuition Remission/Scholarship
> Any portion of tuition that is covered by grant funds.
> 2CFR §200.466

Other Expenses Not Subject to IDC (indirect costs) per RFP (request for proposals)
> In the space provided please provide a short description/itemization.

2019-2020 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: **Project ID (if known):**   **Grant Period:**

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
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
					Subtotals			$ -	$ -
					Total Salary & Fringe			$ -	

Non-Personnel Cash Match

	Amount	Fund	Dept / Proj	Itemization
Supplies & Services				
Travel				
Capital Equipment				
Indirect Costs				
Subtotal	$ -			

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

Description	Value	Provided by	How was valuation made? (attach documentation)
Subtotal	$ -		

GRAND TOTAL MATCH $ -

Comments:

These resources have not been committed as match to another project, do not come from a Federal source, and are available to support the extramural project without imposing a negative impact on the mission of the department, division, or college.

_____   _____
Dean or Director's Signature   Date

_____   _____
Dean or Director's Signature   Date

(Multiple Dean or Director's Signature lines provided in the event the grant involves activity from multiple Colleges/divisions.)

Last Revised: 03/29/2019

UWSP Matching Funds Form Instructions

The personnel section should include all UWSP employees committing salary and fringe as match (unpaid by the grant).

Please add any pertinent notes to the comments section.

Classification

Select the employee's classification from the drop-down list. The classification will be used to automatically calculate fringe.

Full Time Base Salary

Use the full time (1.0 FTE) base salary from the employee's current annual contract letter. For full-time hourly employees, multiply their hourly rate by 2088 (see below for more information).

Tips: Enter only numbers in this cell so that the salary, fringe, and totals will calculate automatically.

Students and hourly employees: calculate the base salary and enter it in this section then explain the calculation in the comments section. (e.g., $10/hr for 100 hours. In the base salary column enter $1,000 and in the comments section enter "$10/hr x 100 hours = $1,000")

FTE

Enter the employee's FTE or full-time equivalent (e.g., if the employee is full-time then enter 1, if the employee is half time enter 0.5).

Appt Type

Select the appointment type from the drop-down list.

# of Months Committed

Enter the number of months that will have committed match during the grant period. (Ex. If the grant runs January through December but only has match during June, July, and August, enter "3".)

Multiple Years: For multiple year grants, enter the number of months that will have match over the life of the grant. (e.g., The grant lasts 2 years but there is match only during summer, enter "6" in the cell for 2 summers with 3 months of match each.)

In the comments section, note which months have match. (e.g., "Matching summer salary Yr 1 only" or "June - August" or "Jan-June")

Base Salary for Months Committed

Amounts will be automatically calculated based on Full Time Base Salary, Appt Type, and # of Months Committed.

% Effort during Months

Enter the percent of effort the employee will be contributing to this grant during the months that will have committed match. (How much of their FTE will be devoted to the project?)

Salary Match & Fringe Match

Amounts will be automatically calculated based on Classification, Base Salary for Months Committed, and Percent Effort during Months.

Note: For multiple year grants, the fringe rate is budgeted at the current rate throughout the life of the grant to avoid falling short of the match commitment should fringe rates not increase as anticipated.

Non-Personnel Cash Match

Any expenses that are purchased specifically to be used for the grant, but are not paid for by the grant, are to be included in this section.

Capital Equipment
>Equipment that is purchased for use on the grant, but is not paid for by the grant. Use of equipment already owned by UWSP should be listed in the next section.

Indirect Costs
>Because indirect costs are real costs to the university for facilities and administration, please include any uncollected indirect costs in this section. You can include indirect costs on proposed match as well, unless the agency does not allow for it. (e.g., The university indirect rate is 34.0% but the agency will only allow a 5% indirect rate on the grant. The 29.0% difference can be used as match if allowed by the agency.)

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

Non-personnel in-kind match or match offered by third parties goes in this section.

Examples
>Use of specialized equipment that is already owned by UWSP
>Person on loan from another organization
>Waived fees
>Discounts on services

Equipment owned by UWSP

>For equipment that is already owned by UWSP use either a use/rental rate or a depreciation rate to calculate the amount of match. Please note that if full indirect cost rate collection is allowed by the grant, you cannot include equipment already owned by UWSP as match without written agency approval.

>For use rates on equipment go to the WI DOT link below:
>http://wisconsindot.gov/Documents/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02/02-25-50-jan2016.pdf

Volunteers
>Rates for volunteer services should be consistent with rates paid to an employee at the university for similar work. If the required skills are not found at the university use a rate for similar work that is used in the labor market.

>A good resource for volunteer rates can be found at the below link:
>https://www.independentsector.org/volunteer_time

3rd Party Match
>You may provide a letter of support from any third party contributors detailing the value of their contribution.

Please provide documentation for non-cash match.

COMPLIANCE WORKSHEET - ONLY COMPLETE IF YOU CHECKED "YES" TO #6 ON THE UWSP Extramural Support Transmittal Form		
Please check the appropriate box.	**YES**	**NO**
Research on Human Subjects		
1. Is IRB approval needed <u>prior to submission</u> per the Request For Proposal? If YES, please provide a copy of the IRB Protocol (cover sheet only) and the approval letter. If pending, please include a statement stating that it's pending and indicate when you submitted the protocol.	☐	☐
2. Is a letter of support from the IRB Chair needed? If YES, please complete the Determination of Human Subjects Research Form on the IRB website (https://www.uwsp.edu/acadaff/orsp/Pages/IRB-Forms%20and%20Documents.aspx) and submit to irbchair@uwsp.edu for further determination.	☐	☐
Note If an IRB protocol is needed for this proposal, IRB approval is required prior to beginning the project. Approval documentation must be sent to the ORSP External Grants Program Associate.	☐ Will send later	☐ N/A
Research on Vertebrate Animals		
1. Is IACUC approval needed <u>prior to submission</u> per the Request For Proposal? If YES, please provide a copy of the approval letter from the IACUC Chair. If pending, please include a statement stating that it's pending and indicate when you submitted the protocol.	☐	☐
2. Is a letter of support from the IACUC Chair needed? If YES, please contact Sandie LaVake at Sandie.LaVake@uwsp.edu.	☐	☐
Note If an IACUC protocol is needed, IACUC approval is required prior to beginning the project. Approval documentation must be sent to the ORSP External Grants Program Associate.	☐ Will send later	☐ N/A
Research with Biological Materials		
1. Is IBC approval needed <u>prior to submission</u> per the Request For Proposal? If YES, please provide a copy of the approval letter from the IBC Chair. If pending, please include a statement stating that it's pending and indicate when you submitted the protocol.	☐	☐
2. Is a letter of support from the IBC Chair needed? If YES, please complete the Biosafety Activity Screen on the IBC website (https://www.uwsp.edu/acadaff/orsp/Pages/IBC-Forms-and-Documents.aspx) and submit to biosafety@uwsp.edu for further determination.	☐	☐
Note If an IBC protocol is needed, IBC approval is required prior to beginning the project. Approval documentation must be sent to the ORSP External Grants Program Associate.	☐ Will send later	☐ N/A
Responsible Conduct of Research		
1. Does the granting agency require training on Responsible Conduct of Research (RCR)? If YES, go to (https://www.uwsp.edu/acadaff/orsp/Pages/Training.aspx) for training and instructions. Include a copy of the certification notice in the UWSP Extramural Support Transmittal Form packet (or send it to the ORSP External Grants Program Associate sometime before your project starts if it's not required before submission). Note: The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Dept. of Agriculture (USDA) require certain categories of researchers to receive RCR training.	☐	☐

IRB = Institutional Review Board

IACUC = Institutional Animal Care and Use Committee

IBC = Institutional Biosafety Committee

RCR = Responsible Conduct of Research

11/26/18