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1. Governing Regulations

- UW System Financial And Administrative Policies Extramural Support Administration (G2) http://www.uwsa.edu/fadmin/gapp/gapp2.htm
- OMB Grants Management Circulars http://www.whitehouse.gov/omb/grants_circulars
  - A-21, Cost Principles for Educational Institutions (10/27/98)
  - A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 9/30/99)
  - A-133, Audits of States, Local Governments, and Non-Profit Organizations (6/24/97)

2. Agreement Types

a. Funding Mechanisms

  Grant: A financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.

  Contract: An award instrument establishing a binding legal procurement relationship between the sponsor and a recipient obligating the recipient to furnish a product or service defined in detail by the sponsor and binding the sponsor to pay for it.

  Gift: A contribution must meet all of the following criteria to be accepted as a gift:
  - The gift must provide support for broadly defined activities, such as professorships, scholarships, building projects, fellowships, research and instructional programs. The donor may restrict the use of funds to a specific program area or purpose.
No detailed technical or fiscal reports are required as a condition of the gift. The unit or faculty member involved may provide the donor with a brief summary of the results of supported activities and a statement that expenditures were made in accordance with the intent of the gift. If detailed fiscal or technical reports are required, the gift becomes a research contract and must be awarded to the Board of Regents of the University of Wisconsin System, rather than to the UW Foundation.

The donor does not claim any patents, copyrights or other intellectual property rights that result from activities supported by the gift.

The gift contains no restrictive provisions, such as delays or advance notice concerning publication or dissemination of data and information derived from activities supported by the gift.

The gift is irrevocable by the donor.

The UW Gift Policy is available at: [http://www.rsp.wisc.edu/policies/uwfoundation.html](http://www.rsp.wisc.edu/policies/uwfoundation.html)

Cooperative Agreement: A support mechanism used when there will be substantial scientific or programmatic involvement by the sponsor. Substantial involvement means that, after award, sponsor scientific or program staff will assist, guide, coordinate, or participate in project activities.

Clinical Trial: A biomedical or behavioral research study of human subjects designed to answer specific questions about biomedical or behavioral interventions (drugs, treatments, devices, or new ways of using known drugs, treatments, or devices). Clinical trials are used to determine whether new biomedical or behavioral interventions are safe, efficacious, and effective. Clinical trials of an experimental drug, treatment, device, or intervention may proceed through four phases:

**Phase I.** Testing in a small group of people (e.g. 20-80) to determine efficacy and evaluate safety (e.g., determine a safe dosage range and identify side effects).

**Phase II.** Study in a larger group of people (several hundred) to determine efficacy and further evaluate safety.

**Phase III.** Study to determine efficacy in large groups of people (from several hundred to several thousand) by comparing the intervention to other standard or experimental interventions, to
monitor adverse effects, and to collect information to allow safe use.

Phase IV. Studies done after the intervention has been marketed. These studies are designed to monitor the effectiveness of the approved intervention in the general population and to collect information about any adverse effects associated with widespread use.

Fee-for-Service or Revenue Producing Activity: An operation or activity, other than a major auxiliary, that charges for goods or services and operates on fund(s) 101, 128, 136. The activity involves routine work with minimal intellectual input and is not considered research.

Payment Types: Fixed Price or Cost Reimbursement
Fixed price types of agreements provide for a firm price or, in appropriate cases, an adjustable price.
Cost-reimbursement types of agreements provide for payment of allowable incurred costs, to the extent prescribed in the agreement. These agreements establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the recipient may not exceed (except at its own risk) without the approval of the sponsor.

b. Non-Funded Mechanisms
Memoranda of Understanding: An agreement in which both parties agree to contribute resources and work together to find an answer to a particular research inquiry. There may be no transfer of money but there may be an exchange of materials & equipment, personnel, or specialized expertise to the project.

Confidential/Non-disclosure: An agreement to keep information transferred from one party to another secret.

Material Transfer: A legal document defining the conditions under which research or other materials can be transferred and used among research laboratories.

Software: An agreement that often takes the form of a no-cost software license for an activity that may involve UW evaluation of utility and performance of software

Data Use: A legal document defining the conditions under which restricted data can be transferred and used among research laboratories.
3. Funding Opportunities

a. UW subscribes to three funding opportunity databases – Community of Science (COS), Illinois Researcher Information Service (IRIS), and Sponsored Programs Information Network (SPIN). These must be accessed from a UW IP address. Links to these sites and other resources are available at:
http://www.rsp.wisc.edu/preaward/index.html

b. The Foundation Center is a free site with information about non-profit sponsors at: http://foundationcenter.org/

c. Most sponsors now have their own web sites.
   National Science Foundation http://www.nsf.gov/funding/
   American Cancer Society http://www.cancer.org/Research/index
   American Heart Association http://www.americanheart.org/presenter.jhtml?identifier=1200050

4. Proposal Preparation

AGENCY GUIDELINES

Most federal and nonfederal agencies have published guidelines for proposal submission. These guidelines may be general, covering all unsolicited proposals, or specific to a particular program. It is important to carefully read these guidelines since they include most of the information necessary to submit a proposal. Information usually found in the guidelines includes submission deadline, program requirements, allowable budget costs, allowable indirect cost and submission information including the address to which the proposal should be sent and the number of copies required. Some even specify the number of pages allowed and the type size. Close attention should be paid to these items since they will not be detected at the UW before the proposal is submitted. It is the responsibility of the Principal Investigator (PI) to follow the agency instructions. Most of these guidelines can be found at the agency’s web site.

GRANTS.GOV and CAYUSE

Grants.gov is your source to FIND and APPLY for federal grants. (http://grants.gov or http://www.rsp.wisc.edu/preaward/grantsgov.html)

The UW has purchased a Web-based program called Cayuse424. Cayuse is a system-to-system submission tool that prepares forms, populates standard fields,
calculates budgets and does error checking. 
(http://www.rsp.wisc.edu/cayuse/index.html)

**BUDGET**

The budget should reflect the technical portion of the proposal. Most federal agencies have budget templates and many agencies now have these forms available electronically. Research and Sponsored Programs (RSP) has provided MS Excel spreadsheets which are available on their web site http://www.rsp.wisc.edu/forms/index.html#PropDvpt

The major budget categories are very similar in all proposals. They consist of the following:

**Salaries**
This category includes all personnel who will be included on a UW payroll. Faculty, academic staff, classified staff, research associates, graduate students and student hourly employees are included. The effort proposed in the budget should reflect the commitment needed to complete the work. The salary requested should match the effort.

Consultants are not included under salaries. They are listed separately and are clearly labeled as consultants. Please note that UW employees MAY NOT be paid as consultants. University employees must be included under personnel and be paid a salary amount based on their established UW base salary.

When showing salary amounts, the employee's current established salary should be used as a starting point. However, most proposals are written at least a year before they will actually begin and salary rates may increase during that period so the amounts listed in the first year of the budget should be inflated to reflect the expected increase. Subsequent years should also be inflated to account for future increases.

**Fringe Benefits**
The university establishes composite rates for fringe benefits that are used during the fiscal year. The rates are effective from July 1 through June 30 (the state fiscal year) and are revised each year based on actual costs of the benefits. The rates are different for each category of employee. The current rates can be found on the RSP website http://www.rsp.wisc.edu/rates/index.html.

**Consultants**
Professional people who are not on staff at the university may be included in the budget as consultants. Consultants differ from employees in that their participation is usually of short duration and they are hired to provide a particular expertise or analysis. The PI does not direct or supervise their work, as s/he would do with an employee. A consultant is an independent contractor.
Equipment
Equipment is defined as an item with a purchase price of at least $5,000 and a useful life of 2 years. If the item does not meet this definition it should be listed as a supply. Most personal computers do not meet the definition of equipment.

Supplies
Supplies are items which will be consumed during the course of the project or which do not meet the definition of equipment. These are items with a purchase price of less than $5,000 and a useful life of less than two years.

Travel
All expected travel, both foreign and domestic, should be itemized on the budget providing as much detail as possible. If known, the city should be indicated as well as the number of people traveling, the duration of the trip, the airfare (or other transportation costs) lodging and food.

Participant Support Costs
These include the costs of transportation, lodging, meals and other related costs for participants of conferences, meetings, symposia and workshops. These costs are not for support of employees and are always included in proposals submitted to fund conferences/workshops.

Patient Care Costs
If inpatient and/or outpatient costs are requested, provide the names of any hospitals and/or clinics and the amounts requested. Indicate, in detail, the basis for estimating costs in this category, including the number of patient days, estimated cost per day, and cost per test or treatment. If both in-patient and out-patient costs are requested, provide information for each separately. If multiple sites are to be used, provide detailed information for each site.

Sub agreements, Consortia, Collaboration
When another institution is to perform part of the work or the project involves collaboration with a colleague at another institution a sub agreement may be the method used to transfer the funds necessary to perform that part of the project. In some cases, an Academic Support Services Agreement (ASSA), a consulting agreement or a purchased service arrangement may be the proper mechanism.

To determine which mechanism is appropriate, see the chart below.
Purchased Services and ASSAs are listed in the Other Expenses category. Costs for a sub agreement are usually listed as separate cost items with direct and indirect costs shown separately. Also, a signed Cover Letter from the collaborating institution, a scope of work, a budget and budget justification, and biographical sketches for the collaborator’s key personnel should be included in the proposal.

**Tuition Remission Surcharge**
A tuition remission recovery is charged to federal funds (fund 144) and non-federal funds (fund 133, 135 and 233). The rate is $8,000 per year applied to all graduate student Research and Project/Program Assistants. Teaching Assistants are exempt. Proposal budgets should include a line item for tuition remission. This cost is excluded from the Indirect Cost calculation.

http://www.rsp.wisc.edu/policies/tuitionremission.html
Other Expenses
This category is usually used for services such as animal care charges or equipment service agreements.

Total Direct Costs
The above items are all direct costs. They are costs that can be specifically allocated to a particular project. The total cost of each of these lines is added to show the total direct costs being requested.

Indirect Costs
Indirect costs, also called overhead or Facilities and Administration (F&A) costs, are real costs that cannot be allocated specifically to an individual project so are spread out over all the research projects on campus. Indirect costs are charged as a percent of direct costs. It is the policy of UW-Madison to charge the maximum allowable federally negotiated F&A cost rate on all sponsored projects regardless of funding source unless a not-for-profit sponsoring agency's written policy will not allow full recovery of F&A costs. For-profit entities are always charged full F&A costs.

For a listing of the negotiated indirect cost rate see: the Indirect Cost Rate Table. [http://www.rsp.wisc.edu/rates/index.html](http://www.rsp.wisc.edu/rates/index.html)
For a listing of non-federal indirect cost rate exceptions see: the Index of Non-Federal Indirect Cost Exceptions. [http://www.rsp.wisc.edu/rates/fnaexcept.cfm](http://www.rsp.wisc.edu/rates/fnaexcept.cfm)

Total Costs
Total costs are determined by adding the total direct costs to the indirect costs.


NOTE 2: The National Institutes of Health uses a modular budget process for projects requesting $250,000 or less per year. Budgets are submitted in increments of $25,000 and the only justification required is for personnel, subagreements and variations in modules between years.

5. How to get an Agreement Signed

All agreements with sponsors are between the sponsor and the university. To find how to get an agreement signed on behalf of the University go to the decision tree at the Business Services How To page at [http://www.bussvc.wisc.edu/howto/admin/university_signature.html](http://www.bussvc.wisc.edu/howto/admin/university_signature.html)
Wisconsin Proposal Electronic Routing (WISPER) is used for approvals and routing of most sponsored projects documents. Documentation is available at http://www.rsp.wisc.edu/WISPER/index.html

The matrix below provides guidance on the appropriate routing procedure in the SMPH.
6. Award Set up

When a sponsor notifies RSP that an award is being made, RSP will send a WISPER Approval to Set-up Projects to the designated contact. When the Project tab is complete and the set-up has passed validation, the contact Approves. Then RSP will set up the project. For complete details see: Completing the Project Details at http://www.rsp.wisc.edu/WISPER/index.html

7. Award Management

a. Non-financial

CHANGE OF PRINCIPAL INVESTIGATOR

Sponsored Project

Requests to change the principal investigator on sponsored projects require the approval of the sponsor. Write a letter to the sponsor signed by the current PI (if available), the proposed PI, chair, dean, and RSP. Attach a biographical sketch for the proposed PI.

A new WISPER record is required to complete the change. The new PI must sign the required certifications.

Gift

Send an e-mail request to the dean’s office.

NO-COST EXTENSION

All terms and conditions of the initial award (including effort of key personnel) remain in effect during and extension. The procedure for requesting an extension of a project with no additional funds varies by sponsor. See http://www.rsp.wisc.edu/awardmgmt/nocost.html for instructions.

SUB ACCOUNTS

To allow another Department or College to spend on an existing project you can add necessary edits to the project or you can request sub accounts using WISPER. See http://www.rsp.wisc.edu/awardmgmt/subaccounts.html for details.

EDIT EXPANSION

To add SMPH edits to a SMPH project, send an e-mail request to your representative in the Fiscal Office. To request the addition of non-SMPH edits or a change of program codes, send an e-mail to Extramural Support.
b. Financial
NOTE: All external requisitions, travel expense reports, payments to individuals (PIR), and non-salary cost transfers must flow through the Fiscal Affairs at the SMPH. (see: http://www.med.wisc.edu/for-staff/fiscal-affairs/main/613 for additional information)

Cost Transfers
The UW Policy and procedures are available at:
http://www.rsp.wisc.edu/policies/costtransfer/index.html

Adding Funds to an Account

Consult the chart below to determine the proper mechanism for processing additions to accounts depending on the type of transaction. Also, see http://www.rsp.wisc.edu/gifts/index.html (for deposits to gift accounts) http://www.rsp.wisc.edu/awardmgt/addfundsnf.html and http://www.rsp.wisc.edu/awardmgt/addfundsfed.html for additional details

PURCHASING
The Purchasing Services Department exists to provide the University with effective and responsive life cycle procurement practices, including ultimate asset disposal.
For information about Purchasing Services, MDS (Materials Distribution Services), SWAP (Surplus With A Purpose) see http://www.bussvc.wisc.edu/purch/purch.html

TRAVEL
Business Services has an on-line training site that explains the policies, procedures, and forms involved with travel.

BUSINESS SERVICES WEB SITE
http://www.bussvc.wisc.edu/bussvc.html

ACCOUNTING SERVICES
Accounting Services provides financial services for the UW-Madison including the processing and reporting of accounting data.
http://www.bussvc.wisc.edu/acct/

WISDM
WISDM (WISconsin Data Mart) is a financial data warehouse and web-based financial reporting system that is part of Shared Financial Systems (SFS). WISDM consists of detail and summary financial reports by department, sub-department, division and projects. Reports contain demographic data on projects/grants plus transaction data of payments, transfers, internal billings, purchase orders and other journals. There are search functions for these transactions and a funding validation lookup.

More information and training tools are available at: http://www.bussvc.wisc.edu/acct/sfs/wisdm.html

8. Effort Certification

Effort Reporting is our means of providing assurance to sponsors that:
- Salaries charged to sponsored projects are reasonable in relation to the work performed, and
- Faculty and staff have met their commitments to sponsored projects.

Training is mandatory for all certifiers. Faculty and academic staff paid on sponsored programs must certify their own effort and may have to certify the effort of their classified employees.

Life Cycle
Effort must be consistent among all phases of employment and research from the letter of offer to proposed effort commitments on grant applications to salary
charged to a grant to effort certification. Investigators cannot commit more effort to research than has been allocated in their letter of offer. Effort proposed on a proposal is a commitment and becomes binding when the sponsor makes an award. Any changes in effort should be reported to the sponsor. We cannot charge a grant for more effort than we commit to the grant. And we report effort as we expend it.

ECRT
Faculty and academic staff certify their effort twice a year and classified staff certify quarterly using an electronic system called ECRT. Training materials, policy statements and the log in link are located at: [http://www.rsp.wisc.edu/effort/index.html](http://www.rsp.wisc.edu/effort/index.html)