

## **Extramural Funding Responsibilities**

The following information establishes criteria and procedures for obtaining approval of contracts and grants at the University of Wisconsin-Stevens Point. This includes all external funding proposals submitted to state, federal, corporate, foundation and private agencies.

### **Responsibilities of the Principal Investigator**

1. The Principal Investigator (PI), who may also be the project manager, bears the primary responsibility for the accuracy of all the material in the proposal and for compliance with all applicable regulations.
2. The PI is responsible for informing the Department Chair and Dean of their intention to submit and of proposal content and obtaining written verification of approval.
3. The PI is responsible for the completion of the Extramural Support Transmittal Form and of the application according to the specifications in the application guidelines.
4. The PI ensures that the proposal meets all requirements of the Institutional Review Board for the Protection of Human Subjects and the Institutional Animal Care & Use Committee; complies with the Affirmative Action regulations, if applicable; and meets any other regulations which might apply, such as rules mandated by the office of Safety and Health Administration, the Bureau of the Handicapped, the State Department, etc.
5. The PI verifies, by signing the Extramural Support Transmittal Form, the proposal represents the highest quality in purpose, scope and plan of operation and reflects credit upon the department(s) involved.
6. The PI ensures that in the event a single proposal is submitted to several funding sources simultaneously, each funding source is informed in writing of the other entities being approached and the requested level of support.
7. The PI delivers one copy of the proposal narrative and budget, along with the Extramural Support Transmittal Form, to the Department Chair for approval. This copy is for internal UWSP approval only. Final proposal submission packages and/or electronic submission will be handled separately by the grants office after final approval.

### **Responsibilities of the Department Chair**

1. The Department Chair checks the proposal for accuracy of content and for compliance with regulations listed in item 4 (above).
2. The Chair verifies, by signing the Extramural Support Transmittal Form, the proposal purpose, scope and plan of operation represent the best interest of the department, is of the highest quality and reflects credit on the department and its members.
3. The Chair verifies that he/she approves of all requests for release time, equipment purchases, funds for clerical assistance, use of facilities, expenditures for travel and matching funds source, if applicable.
4. The Chair verifies that any request(s) for additional staff lines has been discussed with the appropriate authority.
5. The Chair checks expenditures of funded grants and/or contracts on a periodic basis and, when student assistants are hired, will ensure that the regulations regarding nepotism are followed both literally and in the spirit of the rules.
6. Upon approval, the proposal is forwarded to the college Dean at least 10 days prior to the deadline specified by the sponsor.

## **Responsibilities of the College Dean**

1. The Dean reviews each proposal, paying particular attention to university commitments incurred and to the quality of the document.
2. The Dean verifies, by signing the Extramural Support Transmittal Form, the proposal represents the best interests of the College, is of the highest quality and reflects credit on the College and its faculty.
3. The Dean verifies that he/she approves of all requests for release time, equipment purchases, funds for clerical assistance, use of facilities, expenditures for travel, other uses of university resources and any matching funds sources, if applicable.
4. The Dean verifies that any request(s) for additional staff lines has his/her full approval.
5. The Dean assesses questions concerning programmatic commitments, such as sustainability of the project beyond the life of the grant.
6. The Dean signs and forwards only those proposals of quality and returns those that are not to the Chair for subsequent discussion and possible re-writing with the Principal Investigator.
7. Upon approval, the proposal is forwarded to the Grants Office.

## **Routing**

1. Requests for approval of applications for grants must be made by submitting the Extramural Support Transmittal Form and one copy of the proposal through the following channels:
2. Department Chair
3. Dean of the college
4. Grants Office: The Grants Office forwards the proposal(s) to Business Affairs for budget approval. The Director of Grant Support Services reads and approves the proposal(s) and forwards it to the Associate Vice Chancellor for Personnel, Budget, Grants & Summer Session for final approval. The Grants Office notifies the PI once final approval has been obtained and the grant has been submitted. The original Extramural Support Approval Form and one copy of the proposal are retained in the Grants Office.

The following calendar should be adhered to as closely as possible:

<b>Activity</b>	<b>Suggested Timelines</b>
a. Submit proposal(s) to Chair	
b. Submit proposal(s) to Dean	10 working days before deadline
c. Submit to Grants Office	5 working days before deadline

**Post Award**

- 1. The PI ensures that all expenditures support the intent and objectives of the proposed activity.**
- 2. The PI provides a copy of the awarded budget to the Grants Office, Grants Accountant and Department Chair.**
- 3. Once the Grants Accountant receives a copy of the award notification, a new grant account number will be provided to the PI within 5 business days.**
- 4. The PI works with the Grants Office and Grants Accountant to ensure that sub-award paperwork (if applicable) is transacted in a timely manner.**
- 5. The PI is responsible for submitting extension requests to the funder. Assistance from the Grants Office or Grants Accountant may be requested.**
- 6. The PI is responsible for submitting timely progress reports to the funder.**
- 7. The PI is responsible for providing a copy of progress reports and final reports to the Grants Office.**