

UWSP Grant and Contract Transmittal Form Guidelines and Uses

The Transmittal Form indicates UWSP approval of a sponsored project and clears the way for the project to receive and disburse funds. It is always in the best interest of the project director, the sponsoring agency, and UWSP to have a proposal fully reviewed on campus for consistency with federal, state, local, and UW-System policies.

A fully executed Transmittal Form is **required** whenever any individual or unit of UWSP seeks to enter into a contractual agreement with a non-UWSP granting agency. This includes agreements with federal, state, or local governmental agencies, corporations or corporate foundations, and UW-System agencies such as the Office of Professional and Instructional Development, OPID. Transmittal Forms are also necessary when a unit or individual at UWSP is renewing an existing project or accepting a subcontract or secondary award from another institution. Without the Transmittal Form, the agreement might be vacated by UWSP if it is found to contradict established policies. The form includes a statement of what policies will be reviewed by the several signatories.

A Transmittal Form is **not required** for letters of intent, pre-proposals, concept papers, and so on. These types of documents do not obligate UWSP in any way and will not necessarily be kept on file in the Grants Support Office. It is certainly helpful to notify the Office when these exploratory proposals are sent, however. If a Transmittal Form is forwarded with these types of pre-proposals, a full proposal submitted at a subsequent time will still require another Transmittal Form; the initial Transmittal Form does not imply any ongoing approval for the project. No-cost extensions of a funded project do not require a Transmittal Form but do necessitate notification of the Grants Support Office and General Ledger in order to keep the projects' account active.