UW-EXTENSION
PROPOSAL CHECKLIST
(updated August 2016)

When preparing and submitting a proposal to an external funder, there are many things to keep in mind.

Use WISPER.

- ☐ Access WISPER via https://portal.sfs.wisconsin.edu/psp/sfs/EMPLOYEE/ERP/h/?tab=DEFAULT. The WISPER desk reference to walk you through the steps of how to prepare and submit via WISPER can be found at http://www.uwex.edu/business-services/extramural/documents/WISPER_DR_Create01-05-15.pdf.
- ☐ If US Public Health Services (PHS) funding, complete necessary pre-award requirements (see FCOI Proposal and Award Checklist) and upload required documents to the WISPER record.
- ☐ If Subrecipients (other organizations doing a portion of the scope of work) are involved, follow the "Subrecipient Monitoring at Proposal Stage" process found at http://www.uwex.edu/business-services/policy/documents/subrecipientmonitoringproposalstage04-13-15.pdf and upload required documents to the record.

Read the Request for Proposal (RFP)/Notice of Funding Opportunity (NOFO).

- ☐ The guidelines from the funding agency will include instructions on how to submit your application. Read it carefully. It will outline:
  - Deadline/due date for application.
  - Eligibility requirements.
  - Formatting requirements.
  - Required documentation.
  - Submission instructions.
- ☐ If you have any questions about the guidance provided by the funding agency, check to see if they list a contact and do not hesitate to call and ask for clarification. Most sponsors are quite willing to provide clarification.
- ☐ Also contact your divisional grants administrator to discuss any aspects of the application you are unclear about.

Allow adequate time for processing the application through UW-Extension channels.

- ☐ Allow a minimum of ten (10) business days for your divisional grants administrator to review and comment on your application.
- ☐ OES requests five (5) business days to review and approve proposals.

Common components of a proposal.

- ☐ Proposal narrative or scope of work.
- ☐ Detailed budget narrative.
- ☐ Budget summary.
- ☐ Authorized Official Representative (AOR) signature. Many applications will include a Cover or Application Form. This form will be signed by an AOR from the UWEX Office of Extramural Support (OES).
- ☐ Other information required by the sponsor, such as appendices, forms, and official documents as outlined in the Request for Proposal (RFP), Notice of Funding Opportunity (NOFO), etc.

Common budget categories:

- ☐ UWEX Personnel
  - Faculty/academic staff salary.
  - University Staff (previously Classified) salary.
  - LTE, student, ad hoc salary.
- ☐ Fringe benefits.
  - Must be included at the applicable rate per personal category.
  - Annual fringe rates are calculated for the fiscal year July through June and posted at http://www.uwex.edu/business-services/extramural/documents.html in the spring of each year.
- ☐ Tuition remission for research/project assistants.
  - $6,000 per semester--$12,000 per year.
  - Not charged during summer months.
  - Tuition remission is excluded from the MTDC indirect cost calculation.
  - More information at https://www.rsp.wisc.edu/policies/tuitionremission.html.
- ☐ Materials and supplies.
- ☐ Travel. The UW System uses the federal General Services Administration (GSA) travel rates. You must include documentation for mileage, lodging and per diems. Use Google or Mapquest to calculate mileage. Use the "UW TravelWise Rate Calculator" (https://uw.foxworldtravel.com/rate-calculator/) to calculate lodging and per diems.
- ☐ Other.
  - Publications/printing.
  - Independent contractors, services.
  - Workshop/meeting expenses.
  - Communications, postage, telephone.
  - Photocopying/duplicating.
  - Miscellaneous such as position recruitment costs.
  - Consultant Costs/Professional Services.
  - Participant support costs (defined in 2 CFR 200.75).
    - Participant support costs are excluded from modified total direct cost (MTDC) F&A cost calculation.
    - A separate project must be set up in the WISPER record for the portion budgeted to participant support costs.
  - Facility rental. Excluded from MTDC F&A cost calculation.
  - Subawards.
    - Amount over $25,000 is excluded from MTDC F&A cost calculation.
    - If named in proposal, check Excluded Parties List on SAM.gov (https://www.sam.gov). If excluded, must find another awardee.
    - Follow the "Subrecipient Monitoring at Proposal Stage" mentioned at the beginning of this checklist under "Use WISPER."
  - Shared grants with another UW institution.
    - Entire amount of shared grant is excluded from MTDC indirect cost calculation **AND** any other indirect cost calculation, e.g. total direct cost (TDC).
- ☐ Equipment.
  - Capital equipment is excluded from MTDC F&A cost calculation.
  - Definition is value of $5,000 or more with a useful life of one year.
- ☐ UWEX Facilities & Administration (F&A) – previously called indirect costs or overhead.
  - F&A costs are real costs that reimburse for actual expenses that cannot be directly charged to a grant. These costs come from shared services including physical plant operations, utilities, general and department administration such as payroll and business services, and use of building and equipment.

- Rate assigned is based on UWEX policy, source of grant funds, whether most of the project is on-campus or off-campus, and sponsor's policy on F&A/administrative overhead as detailed in the proposal guidelines. See "Tips for calculating UWEX F&A" section below.

- Mandatory cost sharing.
  - Some projects require a contribution of university resources. This could be a percentage of the total project budget or a dollar-for-dollar match.
  - Preferred use is UWEX unclassified or classified salary, fringes, and associated F&A costs to fulfill the match requirement (no more than required). Other sources of match that may be used are unfunded F&A (if UWEX is assessing a lower or no overhead rate and ONLY if the funding agency allows unfunded F&A as match in the RFP), contributions from a third party, and non-payroll expenses.
  - If 3rd party, letters of commitment from each subcontractor or 3rd party must accompany proposal (whether required to be part of the proposal package or kept internally) and notes should be added to the Comments tab in WISPER.
  - Personnel cost share should be entered into the Personnel Cost Share section of WISPER.
  - Non-payroll cost share should be documented and added to the Comments tab in WISPER.
  - 1% Project Director commitment.
    - Enter cost share line of 1% voluntary cost share.
    - If Project Director not paid from project, add explanation on Comments tab.

Tips for calculating UWEX F&A.

- Check the sponsor's proposal guidelines for any wording on F&A/administrative overhead. Is F&A/administrative overhead allowable or unallowable? If allowable, is it capped at a certain percentage?
- For the portion under the control of UWEX (excluding subcontracts), is most of the project conducted on-campus or off-campus?
- If the source of funds is federal, look up the federal program's catalog of federal domestic assistance (CFDA) at https://www.cfda.gov/ and look under "Use and Use Restrictions" for any restriction on F&A/administrative overhead.
- Pull up the UWEX Applicable Indirect Cost Rates chart (posted at http://www.uwex.edu/business-services/extramural/documents/ApplicableIndirectCostRatesApril2014-detailed.pdf).
  - Look in Gifts, Federal Funds or Non-Federal Funds under "Source of Funds."
  - Find the category your grant falls into and its applicable rate.
- Calculate the UWEX F&A/administrative overhead using one of two methods.
  - If the full UWEX on-campus or off-campus rate is used (MTDC), calculate F&A/administrative overhead as a percentage of total direct costs less capital equipment, tuition remission, the portion of each subcontract in excess of $25,000 and charges for rental costs, scholarships and fellowships. Also, although not currently excluded in our F&A rate agreement, 2 CFR 200 excludes participant costs from the F&A calculation.
  - If less than the full UWEX rate is used, calculate overhead as a percentage of your total direct costs excluding shared grants with other UW system institutions.

Proposals are routed in this order.

- Project Director or designated staff create the WISPER record and Project Director electronically approves.
- If applicable, route WISPER record to program leader or department chair for approval. Some divisions do not have departments—in such cases, route to your divisional grants administrator
- Divisional grants office will review, sign WISPER form, and submit proposal to UWEX OES for authorized UWEX institutional approval and submission.
- Until further notice, a hard copy of the WISPER record plus all attachments must be sent/delivered to OES.