The following steps provide a process overview for using UWF to apply for and receive funding on behalf of UWEX through a 501(c)(3) grant.

1. PRE-PROPOSAL (At least 6 weeks [30 work days] prior to due date/anticipated submission date)
   - Step 1: Complete a 501(c)(3) Intent to Submit form.
   - Step 2: Create a new WISPER record:
     1. Upload the completed Intent to Submit Form
     2. Upload the application guidelines
     3. Then route the record through Department, Divisional and Office of Extramural Support (OES) for approvals. With final OES approval, WISPER record will be routed back to the Project Director to complete the 501(c)(3) application.

   The Intent to Submit needs to be reviewed and approved in WISPER at least 4 weeks (20 work days) prior to the sponsor grant application due date or anticipated submission date. Failure to have a completed and approved letter of intent 20 work days prior to the application due date/submission date may be cause to disallow final proposal submission.

   The purpose of the Intent to Submit is to provide both UWEX and UWF the ability to facilitate the start of a project between the parties involved and to ensure adequate time for processing, review and submission.

2. PROPOSAL (At least 2 weeks [10 work days] prior to due date)
   - Step 3: Upload final, complete application documents to WISPER and route for Department, Divisional and OES approvals. Forward hard copy of proposal and WISPER documents to OES.

   Step 3 Online-only applications:
   If the sponsor requires an online application form that does not require an authorized signature, UWEX still requires review and approval prior to submission. The signature of a University official authorized on behalf of the Board of Regents of the University of Wisconsin System is required for any proposal or agreement to be binding on the University.

   Submit through WISPER a document specifying information provided in all fillable fields in the application OR save screen shots of all fillable fields into a Word document and upload to WISPER then route for Department, Divisional and OES approvals. OES will be responsible for populating the online application form and submitting the completed, approved application. OES will provide final copies of the online application if available.
3. PROPOSAL SUBMISSION
   Step 4: OES will submit the grant application packet on behalf of the UWF.
   Step 5: OES will forward a copy of the submitted application to UWF.

4. PROPOSAL AWARD
   Step 6: UWF forwards the award document to UWEX for review. OR, if UWEX
   receives the award document, they copy UWF.
   Step 7: Program Director, Division/Department and OES will review and approve
   award provisions. If award document requires negotiations or changes,
   OES will provide suggested language.
   Step 8: UWF/OES negotiates and signs awards.
   Step 9: UWF sends copy of signed award to OES.
   Step 10: OES sets up an award in SFS for spending and monitoring and shares
   account information with the respective department.

5. REPORTING
   Step 11: OES will oversee financial reporting requirements. All financial reporting
   correspondence will be submitted directly from OES to the sponsor
   unless the sponsor requires otherwise.
   Step 12: Program or Progress reports will be completed by the Project Director
   and submitted through OES to the sponsor as required.
   Step 13: OES will be responsible for bringing the funds over from UWF for
   expenditure, and in some cases, coordinating invoicing of the sponsor.

6. PROJECT CLOSEOUT
   Step 14: UWEX project close out procedures will be followed in accordance to
   UWEX policy.

General Guidelines:

a. UWF functions as a fundraising arm on behalf of UW Madison/UW Extension and
   approaches the 501(c)(3) grant as a gifting process.

b. Recipients of funds cannot use grant funding for personal gain.

c. Recipients of funds cannot use grant towards a project that has the potential to generate
   Intellectual Property (IP). This ties into the statement above with IP as a source for
   personal gain. More information on IP can be found in the UW System Administrative
   Patent Policy (G34) [http://www.uwsa.edu/fadmin/gapp/gapp34.htm](http://www.uwsa.edu/fadmin/gapp/gapp34.htm).

Each University of the UW System, as appropriate to its institutional mission, has a role in
 discovering and transmitting knowledge and providing public service. This creates an
 environment which is highly conducive to the conception and development of many forms
 of intellectual property. There is always the possibility that these developments may have
 commercial value, which possibly may be enhanced through the use of patents. The
 University of Wisconsin System has traditionally recognized and continues to foster and
support development of inventions for public use. However, the contractual rights of extramural sponsors and the System’s commitment to the principles of academic freedom and the tradition of free and open discussion of research must also be maintained.

It is the purpose, here, to state for faculty and staff and students the relevant System policies, as well as the nature of faculty, staff and students’ responsibilities, privileges and options when they have made an invention or discovery.

d. Research applications are discouraged through this venue.

e. OES Director will have access to UWF CRM program for account balance and tracking information.

f. OES will utilize the UWF Advancement Resources to process reimbursement requests.

g. UWF will have one interest bearing account on behalf of UWEX 501(c)(3) funds. OES will be responsible for tracking each project separately.

h. Funds applied for via this venue must be deposited to the UWEX 501(c)(3) account.

i. 501(c)(3) grant accounts should incur real time project expenses. Projects with no account activity may be closed and funding returned to sponsor.

j. It is not the intent of this program to generate interest revenue. Project funds will be transferred to the established project account as soon as possible to avoid gaining interest. Any interest earned will be transferred to Business Services to support administrative activities related to the 501c3 program.

Helpful Tips:
1) It is advantageous to submit applications to 501(c)(3)’s before the deadline. Unlike state and federal application reviews, private foundations may review applications as they receive them. The later the application, the more likely that other applications have been reviewed and rewarded reducing the available funding pool.

2) Make sure that requested funding is realistic and ties in with the funding agency’s mission, purpose and goals.

3) Small funding opportunities (less than $5,000) are not encouraged however may be okay if the 501(c)(3) has the potential to fund larger awards. Small funding can be viewed as “test funding” utilized to see if the recipient organization has the infrastructure, knowledge and capability to fulfill a well performed project. Otherwise, small awards do not provide sufficient return on investment of administrative time and effort needed to apply, process and produce, i.e. small amount of funding may not justify organizational cost.