Extramural Proposal Submission Checklist  
*UW-Green Bay Office of Grants and Research (OGR)*

This checklist is intended to serve as a tool to support faculty and staff through the internal grant submission process. OGR must review the list of documents prior to final proposal submission to the external funding agency.

***NOTE: The Office of Grants and Research (OGR) strongly encourages that OGR receives your final proposal at least 1 week prior to the submission deadline stated by the external funding agency.***

**OGR Required Material:**

Transmittal form: *label the file “PI-LastName\_mmddyy\_Trans”*

Electronic version of the proposal narrative, grant application, or contract/agreement:   
*label the file “PI-LastName\_mmddyy\_Body”*

Electronic version of the budget provided as an excel workbook (for internal use-only):   
*label the file “PI-LastName\_mmddyy\_InstBud”*

Electronic version of the budget formatted for funding agency requirements:   
*label the file “PI-LastName\_mmddyy\_PropBud”*

Electronic version of the budget justification formatted for funding agency requirements:   
*label the file “PI-LastName\_mmddyy\_BudJust”*

Electronic copy (or valid links) of Request for Proposal (RFP), Funding Opportunity Announcement (FOA), or Sponsor Contact information.

Invention and Patent Agreement: Signed by PI

Confirmation of signature on most recent Outside Activities and Interests form (OGR initiated)

**When Applicable:**

Matching funds documentation:

* UWGB-funded match requires documentation detailing the in-kind or cash match. Documentation must include approval from the chair, dean or director, as applicable. An email from the approval source can serve as documentation.
* Externally-funded match requires a signed letter of commitment from the funding source, submitted on the organization’s official letterhead, and should include a descriptive narrative of the match amount and use.
* UWGB OGR will provide an additional form for match on federal grants.

Subrecipient documentation:

Electronic version of subrecipient budget: *label the file “PI-LastName\_mmddyy\_SubBud”*

Electronic version of subrecipient budget narrative:

*label the file “PI-LastName\_mmddyy\_SubBudJust”*

Electronic version of the subrecipient letter of commitment. The letter should include the project name, start and end dates, the scope of work or objectives/activities to be undertaken by the subrecipient, the total budget requested, and should be signed by the subrecipient organization’s authorized signatory. Additional information may be necessary based on funding agency requirements: *label the file “PI-LastName\_mmddyy\_SubLet”*

Alternative indirect cost documentation:

* If the agency does not allow for the collection of indirect costs or has a restricted rate, you must provide documentation from the agency. Documentation can include language within the RFP or solicitation, or may also be in the form of an agency-wide policy that is consistently applied to all outside grants and contracts with educational institutions.

Any additional documentation required by the RFP or solicitation for the grant. Examples include:

* Approved copy of IRB protocol for original submissions. If pending, include a statement that it is pending and indicate when you submitted the protocol
* Approved copy of IACUC protocol for original submissions. If pending, include a statement that it is pending and indicate when you submitted the protocol
* Letters of support

***All documents should be sent to Lidia Nonn at*** [***nonnl@uwgb.edu***](mailto:nonnl@uwgb.edu)***. Please contact the Office of Grants and Research (OGR) if you have any questions:***

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