

Extramural Proposal Submission Checklist

UW-Green Bay Office of Grants and Research (OGR)

NEW! As of January 1, 2018, the OGR will transition from the previous *paper-based* extramural support transmittal form, to an *electronic* transmittal form. You can access the form [HERE](#). You will no longer need to route the paper-based transmittal form for review and approval signatures prior to submission of your grant or contract. Instead, OGR staff will manage the process of routing the new E-transmittal form to the appropriate campus signatories after the principal investigator or project lead completes the E-transmittal form. Contact Lidia Nonn, OGR Coordinator, for assistance using the new E-transmittal form.

Below is a checklist of likely documents or information you will need to include with the E-transmittal form. This may not be a complete list, but is intended to serve as a tool to support faculty and staff through the internal grant submission process. OGR staff and applicable campus signatories must review the documents and other information included in the E-transmittal form 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.

Proposal Submission Checklist:

- Proposal narrative
- Budget
- Budget justification
- Link to the RFP or funding opportunity
- UWGB Invention and Patent Agreement (embedded in E-transmittal form)
- Outside Activities and Interests Form (embedded in E-transmittal form)
- UWGB matching funds documentation (email approval is sufficient)
- External matching funds documentation (signed letter of commitment from the funding source)
- UWGB form for matching funds on federal grant applications (see OGR staff for form)
- Subrecipient documentation: subrecipient budget, budget narrative, 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.
- 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

Please contact the Office of Grants and Research (OGR) if you have any questions:

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Last updated: March 2020