APR Award Setup – Quick Wins

Dedicated Award Setup Teams:

- DHHS: Kurt McMillen (Primary), Reynaldo Morales (Secondary)
- NSF: Nate Rusch (Primary), Stephanie Gray (Secondary)
- Miscellaneous Federal: Nathan Rush (Primary), Justin Lepscier (Secondary)
- Non-Federal: Wendy Jensen (Primary), Justin Lepscier (Secondary)

*The established secondary contacts shall be used, if any of the above persons are absent and/or unable to perform award set up tasks.

Award Matching:

All new incoming awards to RSP shall be matched on a daily basis and the status in WISPER shall be updated to “5” to indicate an award has arrived and pending further action(s). For the Contracts Team, new awards shall be defined as a fully executed document and the status in WISPER shall be changed from “4.5” to “5” to indicate RSP has received the fully executed document.

Established secondary contacts (backups) shall be used if Pre-Award team members are unable to perform award matching and/or absent.

RSP Review of New Awards:

Initial RSP review shall be eliminated on all new awards and upon receipt of any new awards, RSP shall update status to “5” and send a “Set up Projects” approval request to appropriate approver. This elimination of the initial RSP review shall apply to the following divisions only:

- 07CALS
- 19ENGR
- 34GRAD
- 37CBIO
- 53SMPH
- 55PSYC
- 56PHAR
- 87SVMD

The collection and completion of the projects information by RSP Pre-Award for all other Divisions is due to either low volume of awards and/or limited resources. RSP Pre-Award will complete the information under the projects tab in WISPER. If Pre-Award needs to collect additional information or requires other action(s), the “Set up Projects” approval shall be utilized and the requester shall specify what information and/or action(s) may be required of the requested approver (i.e. effort information, cost share information, protocol information).

Should the project details information already be completed by a departmental contact and determined appropriate (matching the award and UW policy) by RSP, RSP will go forward with set up without sending an approval. Should the only element remaining for set up be the division
signature, RSP will send a “Set up Projects” approval to the DIVISION rather than to the AWARD SET UP contact.

Figure 1 Example Set up Projects Approval Request

Award Types Not Requiring Campus Response:

The following award (project) types have been determined to typically not require additional information from campus:

- GM_05 – IPA Agreements
- GM_11 – Doctoral Dissertation
- GM_30 – Pre-doctoral Fellowships
- GM_31– Postdoctoral Fellowships
- GM_39 – Miscellaneous Fellowship
- GM_49 – Clinical Trial
- GM_50 – Equipment

The above project types typically do not require data collection, such as effort, indirect costs, or cost share. If compliance information is required and/or other action(s) needed, the “Set up Projects” approval shall be used and the requestor shall specify what information and/or action(s) may be needed.