VA IPA Processing

For tracking of VA IPA award documents, all VA IPA awards, extensions, and modifications must be routed through WISPER to RSP. Campus will no longer submit documents directly to the VA. RSP will review all documentation and submit directly to the VA on behalf of campus. This change will allow for more targeted and timely follow-up of requests that have been outstanding for a significant period of time.

Advance accounts may be requested for VA IPAs. However, should any changes be made to the IPA by the VA, the Department will be responsible for any charges not covered by the revised IPA.

Department Steps

1) UW Departments will be responsible for completing the IPA form and the IPA budget spreadsheet.

Copies of these forms can be found on the RSP Website.
- VA IPA New Award Form (VA OF-69) [New IPA Form]
- VA IPA Extension Form (VA OF-69) [IPA Extension Form]
- VA IPA Modification Form (VA OF-69) [IPA Modification Form]
- REQUIRED Budget Template [VA - Required Budget Template for IPAs]

2) Budget Completion:

Only enter information into the gray cells on the form.
Include any known salary increases, or estimate if unknown.
Please make adjustments for fringe rate changes at fiscal year. Estimate if rates have not been published.
Do NOT submit a budget form, if the spreadsheet indicates ERROR.
Submit the Excel version only of the budget with the WISPER record.

3) OF-69/IPA Form Completion (New award or Modification):

Required sections indicate “complete” on the form. Please make sure all IPA dates agree.
Completing Line 15:
- Awards through Research Services/Wanda, remove GRECC, leave VAMC
- Awards through the hospital/Charity, remove VAMC, leave GRECC
Completing Line 26:
- Only the information from "Line 26 IPA Form" tab on the budget spreadsheet should be entered.

4) Employee Signature:

Have employee review completed IPA Form, VA OF-69.
If acceptable, employee must sign Line 37 and date Line 38. Digital signatures are preferable.
The PDF uploaded must remain editable.

5) Create and Route WISPER Record:

A) Upload:
- Employee-signed IPA Form, VA OF-69
- Completed REQUIRED Budget Template spreadsheet (Excel)

REQUIRED Short Title:  PI [Last Name], IPA [Last Name], [Choose VAMC or GRECC]
- VAMC for IPAs with Research Services (Wanda)
- GRECC for IPAs with VA Hospital/GRECC (Charity)
- Leave blank if any other VA Agency
- May indicate Mod or Ext at end, as applicable

B) Route to Dean’s Office for review and any needed approvals.
C) Dean’s Office review and route to RSP for submission to VA.

RSP Steps

IPA Review, Submission, and Follow-Up:
RSP will review and submit the VA IPA Form, VA OF-69 and the Budget to the appropriate VA Contact.
RSP will monitor outstanding IPA submissions, following up with the VA on a regular basis.

IPA Form received from VA Contact:
RSP will review the VA-signed IPA form and approved budget for any changes made by the VA HR.
WISPER will be updated with any changes. RSP signature will be obtained.
Fully-executed IPA and budget will be uploaded to the WISPER record.
Fully-executed IPA form and budget will be returned to the appropriate VA Contact.
RSP Pre-Award will complete award set up in WISPER, generating award or modification and notifying campus.
After award or modification is generated, Post-Award Accountant will complete contract/financial set up.

RSP Contacts:

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