

Proposal Submission Reminders

- Read the full application guidelines and instructions to ensure that you are using the correct application forms and have all the necessary information included.
- Provide clear and precise submission instructions for the RSP proposal team. The WISPER “submission instructions” field should always be completed to identify what the RSP proposal team needs to do. We do not want to assume what to do.
- Please try to limit the number of files the RSP proposal team needs to send to the sponsor. Try to combine as many of the application files into one PDF, since you know best how the application is supposed to look.
- If a document requires RSP signature, please be sure to identify the document and the page(s) that needs signature.
- Submit as far ahead of the deadline as possible. Electronic submission times cannot be guaranteed. If you must submit the day of the deadline, especially late in the day, please call the proposal team and speak with someone on the phone.
- If you have Representations & Certifications (Reps & Certs), terms and conditions, or any proposed contract language, contact us immediately (Approval in WISPER). These forms require additional processing time.
- If you need a form signed that will be compiled into an electronic system, such as Cayuse, please send an approval via WISPER to someone on the RSP Proposal Team and we will work with you to get the form signed.
- If you are applying to a non-profit sponsor that limits indirect costs, please attach the published documentation that this rate is applied to all applications.

WISPER Checklist

Items needed on a WISPER record for a proposal:

- ✓ Funding Announcement
- ✓ Scope of Work
- ✓ Budget
- ✓ Budget Justification

Reminders:

- ✓ PI Signature
- ✓ Necessary approvals are in place
- ✓ Sponsor deadline
- ✓ Detailed submission instructions (proposal due date time if not by close of business, 4:30pm)
- ✓ Route to Dean’s Office who will process the record to RSP

RSP Proposal Team:

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