What we are covering today:

- Proposal Announcement
- Proposal Docs
- Budget & Budget Justification
- Routing & Submission
General Proposal Rules

- Applications must be submitted through the university.
- Awards are made to the UW, not the PI.
- Sponsor guidelines must be followed.
- Direct costs must be directly related to the project.
- The proposal becomes part of the terms and conditions of an award.
  - *Effort commitments, statement of work, and project aims become contractual obligations at award.*

Finding Funding: Databases and Resources
https://www.rsp.wisc.edu/funding/
First Things First – Plan Ahead!

- PI must be up to date on UW Compliance requirements.
- Allow ample amount of time for approvals & routing.
- Check that PI, key personnel, and anyone assisting with proposal preparation have accounts/access in necessary system(s)
- There will be plenty to do at the last minute – do as many things as you can right away.

Proposal announcement – Key Information

- Application deadline
- How to apply
- Applicant Criteria (eligible institutions, PI eligibility, limit on # of applications per institution)
- Budget (Limits? Restrictions? F&A?)
- Allowable project period
- Proposal formatting (page limits, font, margins)
Other proposal documents

- Data Management Plan: http://researchdata.wisc.edu/
- Responsible Conduct of Research: http://www.grad.wisc.edu/research/policyrp/rcr/index.html
- Current and Pending support
  - Pay close attention to effort commitments and totals
- Facilities and Equipment
- Biosketches/CV
- Mentoring Plan
- And of course... the Scope of Work

Definitions

- Cost Accounting Standards (CAS)
  - Allowable
  - Allocable
  - Applicable

  - Cost Accounting Guidelines – Allowable Indirect Costs: https://www.rsp.wisc.edu/policies/costaccounting/allowable_directcosts.html
Budget Building Tools

- Spreadsheets
  - RSP
    - Standard Spreadsheet
    - SF424 spreadsheet
    - Standard Spreadsheet with NIH Modular component
  - Dean’s Office
- Cayuse

Direct Costs

- Salaries – [https://www.rsp.wisc.edu/services/admin/slookup.cfm](https://www.rsp.wisc.edu/services/admin/slookup.cfm)
- Equipment
- Other allowable and allocable expenses directly related to the project
- Materials and supplies
- Publications
- Consortium/Contractual/Subaward
- Tuition Remission
Collaborations:

- **UW Cross Colleges**
  
  - *Key personnel from other colleges/schools require approval for their effort.*
  
  - *WISPER approval request should be completed. See [https://www.rsp.wisc.edu/policies/regapprovals.html](https://www.rsp.wisc.edu/policies/regapprovals.html) for information and instructions.*

- **Collaborations with other Institutions (subawards)**
  
  - *Approved proposal for their participation in this proposal. Including letter of commitment signed by authorized official, scope of work, budget, budget justification and any agency specific requirements.*

Subrecipient vs. Contractor

**Subrecipient**

- Performance measured against whether the objectives of the federal program are met
- Has responsibility for programmatic decision making
- Has responsibility to adhere to applicable federal program compliance requirements
- Would publish with the PI

**Contractor/Vendor**

- Provides the goods and services within normal business operations
- Provides similar goods or services to many different purchasers
- Operates in a competitive environment
- Provides goods or services that are ancillary to the project

[https://www.rsp.wisc.edu/awardmgt/subagmts.html](https://www.rsp.wisc.edu/awardmgt/subagmts.html)
Indirect (F&A) Costs

- Must be requested at the maximum rate allowed by the sponsor, up to the university’s negotiated rate
- Consult your dean’s office before using any rate other than the negotiated rate for research
  - The UW may accept a lower F&A rate if Sponsor is a not-for-profit or government organization & policy is written and applies to all awardees.
- The UW’s indirect cost rate is set by DHHS, and applying it consistently is required by federal regulations.

Indirect (F&A) Costs
www.rsp.wisc.edu/rates/index.html
Calculating F&A: MTDC

MTDC (Modified Total Direct Costs) is

- *The sum of your Direct Costs, Less*
  - Equipment with a useful life of more than 1 year and an acquisition cost of $5,000 or more
  - Tuition Remission
  - For each Subcontract, the amount of their aggregated total that exceeds $25,000
  - Rental and Lease
  - Patient Care
  - Scholarships and Fellowships

Calculating F&A: TDC

TDC (Total Direct Costs) is

- *The sum of your Direct Costs*
- *No exclusions applied*

In general, use when the sponsor’s allowable indirect cost rate is lower than our negotiated rate. (In some instances, sponsors may specify indirect cost exclusions)
Cost Share

- Cost Share
- Matching
- In-kind
- Institution Commitment
- Volunteer Effort

Budget justification

- Justification of the budgeted expenses
- Expenses must be allowable
- Show as much detail as possible
  - % of or person months effort for each person (what you list here is a commitment!)
  - % fringe for each person
  - Travel information including rates, where, how, how long and how many people
  - Specific supplies
Putting the Pieces Together: Proposal Routing

WISPER

- At least one week prior to the deadline, route WISPER record to your dean’s office. Be sure to include/complete:
  - Proposal Due Date, Proposal title and project dates, Sponsor information, PI signature, Chair approval
  - Attachments: Call for proposals, Budget, Budget justification, Scope of Work

- Utilize the submission instructions (General tab) and Comments (Comments and Attachment tabs)

https://www.rsp.wisc.edu/WISPER/

Budget workshop

- Budget building tools
- Direct costs vs. Indirect costs
- Budget justification
Questions

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