Federal Grant Submissions Protocol

Provided by the Grants and Research Office (GRO)

The Grants and Research Office (GRO) works with faculty and staff to achieve successful grant submissions. If your grant proposal is to a federal agency more than likely your grant will need to be submitted through grants.gov or NSF fastlane.

As the campus Authorized Representative for federal submissions, I perform the following services for each submission:

1. I prepare all federal forms for your submission. I review the request for proposals (RFP) and the application package completely. I provide you an electronic copy of the full application package to so you can review each page for accuracy (see #4 below).

2. I conduct a compliance review of your proposal to ensure it responds to the technical requirements of the RFP. This includes review of the narrative, the budget, the budget justification and all documents needed to complete your application.

3. Additional services as requested. Please let me know what other services you may need to support your application. See the full range of services on the GRO's Proposal Development webpages.

In order to ensure a successful federal submission, I will need the following help and cooperation from you:

1. A copy of the complete proposal and all attachments **10 business days prior to the agency deadline** for review, revisions, approvals and submission. (http://www.uwsuper.edu/research/proposal-development/process.cfm).

2. UW-Superior internal Grant Routing form completed and signed by you, the Principal Investigator, and signed by department chair or Dean as required. I can help you fill out the form. See http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm.

3. Signed, original copy of the Conflict of Interest form (required). See http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm. Please speak with Provost Hensrud or me if you have questions.

4. Your timely review of the final application package completed by the GRO. **The federal submission process itself can take a few hours or as long as a few days**. I need you to review and approve on the entire submission package 2-3 business days in advance of the deadline.

I look forward to working with you towards a successful submission. Please contact me with questions.
Kaelene Arvidson-Hicks, Grant and Research Administrator for UW-Superior, x8488.

GRO
Grants & Research Office
Old Main 103 & 101
University of Wisconsin-Superior
karvids1@uwsuper.edu; (715) 394-8488