

## GRANTS AND RESEARCH OFFICE (GRO)

### External Funding Submissions Practices and Mandatory Protocol at UW-Superior

#### Grants and Research Office (GRO) Services

The GRO offers support and guidance at the beginning, middle and final submission phases of the grant development process to the best of its availability. If you have specific ways that you would like the GRO to assist with your proposal development or submission, please be in touch with Kaelene (x8488) months before the submission deadline. Examples of GRO services include: grant development advice, and one-on-one coaching with proposal development, budget design, help finding funding opportunities, preparing letters of support and locating sample funded proposals. See the full menu of services here: <http://www.uwsuper.edu/research/loader.cfm?csModule=security/getfile&pageid=1424567>.

#### Grant Submission Policies

##### UW-Superior Internal Deadline “The 10 Day Rule”

All external grant applications are due to the Grant and Research Administrator *ten* working days prior to the day the proposal is due to the funding organization (10-day rule). This allows the time needed for review, revisions and final submission. *This is Provost initiated policy for grant proposals and sub award proposals and is expected of all campus departments and as well as research centers and institutes.* (<http://www.uwsuper.edu/research/proposal-development/process.cfm>).

You need to include *all* elements of the grant submission at this time: narrative, budget, any attachments or appendixes, letters of support, etc. Also, due at this time is the internal routing form signed by Principal Investigator, Department Chair(s), and/or Director of the Research Institute. GRO will secure the signature of Gigi Koenig, Director of Business Services, provided you have complied with the 10-day rule. If you are providing the GRO your grant less than 10 working days before a deadline, you must secure a budget review with Rob Waksdahl, Controller, the signature of Gigi Koenig, and the signature of your department lead and Kaelene Arvidson-Hicks on the routing forms prior to submission <http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm>.

#### Levels of Review

If you are planning to develop a grant, think about your plans months in advance. The GRO offers many ways to assist you during the grant development to final submission phases. For each grant proposal, the GRO will ask if you would like a “compliance review” or a “competitive review.”

- *Compliance Review* - This level of review is *mandatory* for all UW-Superior external proposals (including UW System grant proposals). It ensures the proposal meets the requirements of the sponsor, or funding agency, the solicitation, UW-Superior and the UW Board of Regents. You need to provide your completed proposal and attachments 10 days prior to the date of submission.
- *Competitive Review* - The “competitive review” is optional. If you choose the competitive review the GRO will offer feedback on the strengths and weaknesses of your proposal and offer suggestions and re-writes to strengthen the proposal. The GRO typically needs two weeks ahead of the agency due date to provide this level of review but can sometimes make exceptions. If the grant is a federal research proposal, four weeks is needed, if it is a TRIO or Title III submission drafts are needed 4 months, 2 months and 1 month prior to the anticipated submission date to secure this level of strategic review and assistance from the Grants and Research Office.

- If a full edit is needed to bring the proposal to a professional presentation, the GRO will submit the proposal to a professional edit, to redress editing issues such as typos, readability, etc. *This may then result in the delay in the approvals and submission.*

### Authority for Submission

- The GRO decides when a proposal is ready for submission in coordination with the Principal Investigator, the Provost and/or Vice Chancellor or Research Institute Director responsible for the proposal. Both grants *and* contracts are held by the Grant and Research Administrator for Provost but approval process is different. Grants are submitted when the Grant and Research Administrator, the Department Chair and the Director Business Services have provided signature authority to do so. Contracts are submitted only when the Department Chair, the Provost and the Director of Business Services have provided signature authority to do so. Please find UW-Superior internal routing forms on the UW-Superior Research webpage: <http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm>.
- All *federal* grants must be submitted through Kaelene Arvidson-Hicks in the Grant and Research Office. The person preparing a grant (Principal Investigator) may submit any *non-federal* grant or contract bid to the funding agency or sponsor *but only* after all signatures are secured and delivered to the Grant and Research Office.

### Roles and Responsibilities in Submission

A Principal Investigator may submit a non-federal grant or contract *only* when all signature approvals are secured and delivered to the office of Grants and Research (OM 101 or OM 103). The Principal Investigator must provide to the GRO within 10 days of submission:

- A complete copy of the submission, including all attachments and letters of support to the GRO.
- A copy of the scope of work (or other deliverables) if not included in the submission. This is particularly needed for contracts.
- Proof of submission to the funding agency through either: 1) copy of the cover letter, signed and dated and 2) an electronic copy of the email submission with attachments forwarded to [karvids1@uwsuper.edu](mailto:karvids1@uwsuper.edu) and [GRO@uwsuper.edu](mailto:GRO@uwsuper.edu).
- Signed routing form. The UW-Superior Grant Routing Forms are found at: <http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm>. The “Contract Form” is produced on green paper. A “Grant Routing Form” is produced on yellow paper.
- Signed Conflict of Interest Form (federal submissions only): <http://www.uwsuper.edu/research/resources/grant-and-contract-routing-forms.cfm>.

### Post-Award Activities and Effort Reporting

The GRO provides a complete copy of the grant together with the award letter and scope of work to the UW-Superior Business Office. All grant and contract awards are provided a “cost center” through the Controller, Rob Waksdahl (x 8017, OM 202, [rwaksdah@uwsuper.edu](mailto:rwaksdah@uwsuper.edu)). All invoices, effort and post award management issues are also currently handled by Rob Waksdahl.

The Grants and Research Office seeks to offer you the highest level of customer service possible with limited staff. *Thank you for letting us serve you and support your aspirations for teaching, scholarship, research and student success.*