

Proposing for Extramural funding as part of a Department/Unit in the College of Letters & Science, UW-Madison

WHAT	WHO	WHEN	HOW
FIND/SELECT AN ANNOUNCEMENT/ RFP	PI	Early is good	www.grants.gov or other search engine
LET YOUR DEPT. SUPPORT STAFF KNOW	PI	Right away	
CREATE A WISPER RECORD	PI or Dept.	Right away	www.rsp.wisc.edu/WISPER
WRITE/BUILD PROPOSAL	PI		Check solicitation and/or e-submission system for most efficient methods
WRITE/BUILD BUDGET – useful links: www.ls.wisc.edu/research www.rsp.wisc.edu/forms/budgettools.html	PI and/or Dept.		Several Options, depending on sponsor: <ul style="list-style-type: none"> <li>○ Build/Upload spreadsheet/budget form in WISPER</li> <li>○ Build/Upload budget in Fastlane</li> <li>○ Build budget in Cayuse</li> </ul>
GET BUDGET PRE-APPROVED BY THE DIVISION (L&S)*	PI or Dept sends to Division	Prefer at least 3-5 days prior to deadline	<ul style="list-style-type: none"> <li>● Create a WISPER APPROVAL – request “Division Budget Review” – include any unusual details, budget location (if not in attachments) in the comments field</li> </ul>
MAKE SURE WISPER RECORD HAS ALL REQUIRED INFORMATION, SIGNATURES AND APPROVALS	PI Dept. Division	Prefer at least 2-4 days prior to deadline	<ul style="list-style-type: none"> <li>● Create a WISPER APPROVAL of type “CHAIR approval”</li> <li>● Use “Request PI Signature” hyperlink at the top left of the “General” tab to request PI Signature</li> </ul>
ROUTE THE WISPER RECORD TO DIVISION 48/L&S *	PI Dept.	Prefer 1-2 days prior to deadline	<ul style="list-style-type: none"> <li>● ROUTE to DIVISION 48 when ready</li> <li>● Division will sign, ROUTE to RSP/SPO at the appropriate time</li> </ul>
TAKE CORRECT STEPS FOR SUBMISSION OF PROPOSAL TO FUNDING AGENCY	PI Dept. Division RSP	Play it safe: 3-5 days prior to deadline	Options: <ul style="list-style-type: none"> <li>○ Paper: to RSP/SPO either via attachments in WISPER (before Routing to Division) or hand deliver to 21 N. Park St. Suite 6401</li> <li>○ NSF/Fastlane: allow SRO access to submit in Fastlane</li> <li>○ Cayuse: route to DIVISION 48 who will route to RSP</li> <li>○ Grants.gov (non-Cayuse): AdobeForm uploaded as attachment in WISPER record</li> <li>○ Via email and other e-systems: steps vary (put clear/explicit submission instructions on WISPER general tab)</li> </ul>
ENSURE PROPER SUBMITTAL OF PROPOSAL BY DIVISION AND/OR RSP	PI Dept. Division	On/before deadline	<ul style="list-style-type: none"> <li>● Watch WISPER</li> <li>● Watch e-submission system (Fastlane, Cayuse, other)</li> </ul>

\* DIVISION 48 pre-award contacts are Linda Neusen & Tisha Kawahara; but, do not “Route” to them individually; always route to DIVISION 48