



ROLES AND RESPONSIBILITIES IN DEVELOPING AND MANAGING EXTRAMURAL AND SELECTED INTRAMURAL SPONSORED PROJECTS

UWM Office Of Sponsored Programs

March 1, 2021

1. Proposal Development, Review, and Submission				
Task	Responsibility ¹			UWM Resources
	PI/Division/ Dept. ²	OSP	Other	
<i>Narrative Development</i>				
Advise on the best approach to proposal development and application process		X		
Help interpret program announcement for draft development		X		
Develop timeline for proposal development and submission to meet sponsor and internal deadlines	X			
If multiple PIs, identify a contact PI	X			
Develop and draft the proposal narrative with members of project team, as applicable	X			
Obtain internal scientific/content review, as applicable	X			
Obtain external scientific review by content scientific experts, as applicable	X			
Revise proposal based on reviews, as applicable	X			
Review proposal drafts for adherence to formatting and other sponsor requirements	X	X		
Edit proposal drafts	X			
Proofread final proposal draft	X			RDS
<i>Budget Development</i>				
Develop project budget and budget justification appropriate to the scope of work	X			
Request and obtain from subrecipients their institutional letters of commitment, scope of work, and budget/budget justification	X			
Document in WISPER approval of F&A split arrangements from all UWM divisions for proposals that involve multiple UWM investigators, as applicable	X			
Provide documentation of approval of cost-share/matching	X			

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2. The term "Division/Dept." includes administrative positions, activities, and/or functions in individual schools/colleges, including Associate Dean of Research, Effort Coordinator, information technology staff, financial management staff, and/or other roles involved in the review and approval of proposals, awards, non-financial agreements, etc. on behalf of the division/department.

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Identify costs involved with leasing space and facilities, as applicable	X			CPM and UWMREF
Confirm F&A rate	X			
Include program income, as applicable	X			
Verify budget items are in accordance with Uniform Guidance, including cost accounting standards		X		
Compliance				
Complete Financial Conflict of Interest (FCOI)	X			
Complete Outside Activities Report (OAR)	X			
Complete effort reporting	X			
Disclose human subjects research	X			IRB
Communicate with IRB to identify need for single IRB, if relevant	X		IRB	
Disclose animal research	X			IACUC
Disclose export control involvement	X			OSP and OLA
Identify intellectual property disclosures	X		UWMREF	
Disclose any known restrictions regarding open research	X			OR and OLA
Disclose use of materials, biological agents, or other that may require review and assurances	X			SHP and EPP
Ensure all project personnel have satisfied all compliance requirements as applicable (e.g., Responsible Conduct of Research, effort reporting, OAR, and/or FCOI).	X	X		
Full Application Development, Review and Submission				
Inform OSP Pre-Award of intent to submit application to external sponsor within 30 days of submission deadline	X			
Initiate WISPER record for external submission (by the contact PI)	X			
Complete checklist of requirements per the funding agency guidelines (NIH, NSF, foundations, other)	X			
Obtain agreement for on or off campus space needed in addition to that already assigned to the PI or MPis	X			CPM and UWMREF

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Obtain approvals from division/dept for non-budget components, as required, via WISPER or other means as appropriate	X			
Complete components of the application not included in the proposal narrative, budget, and budget justification as required by sponsor (e.g., biosketch, list of current and pending grants, data management plan, letters of collaboration, multiple PI plan)	X			OR (for internal proposals)
PI signs the WISPER record and routes to Division for approval	X			
Route and submit WISPER record to OSP	X			
Confirm the application package meets all sponsor formatting requirements (e.g., page length, font, margins) and that all necessary commitments with subrecipient institutions have been secured		X		
Route complete application package to be submitted electronically through grants.gov (workspace), other federal agency or other sponsor to OSP five business days in advance of deadline	X			
Troubleshoot issues with sponsor or internal electronic systems as it relates to application submissions within 2 business days of routing application package to OSP.		X		
Make revisions and corrections to the administrative components within 1 business day .	X	X		
Finalize non-administrative (scientific/programmatic) components (e.g., proposal narrative) 1 business day in advance of deadline for applications that are submitted to sponsor by OSP	X			
Confirm WISPER record is complete and approved by all UWM departments and divisions involved in the project		X		
Submit the application to sponsors that require institutional authorization by the sponsor deadline and sponsor submission method		X		
OR After OSP approval, submit the application to sponsors that <i>do not</i> require institutional authorization by the sponsor deadline and sponsor submission method	X			
Provide final proposal documents as submitted, if submission is not completed by OSP	X			
Update WISPER to reflect final proposal submission		X		

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ACRONYM LIST

CPM	Campus Planning and Management
IACUC	Institutional Animal Care and Use Committee
EPP	Environmental Protection Program
IRB	Institutional Review Board
OLA	Office of Legal Affairs
OR	Office of Research
OSP	Office of Sponsored Programs
SHP	Safety and Health Programs
RDS	Research Development Services
UWMREF	UWM Real Estate Foundation
UWMRF	UWM Research Foundation

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