

# Grant Funding Administration

 Unknown macro: 'pageapproval'

The Office of Research and Sponsored Programs (RSP) oversees extramurally sponsored programs in two forms. Federal Grant and Contract Funding & Non-Federal Grant and Contract Funding. There are many stages in the lifecycle of an award, each as important as the others. Within the WSB, the Senior Associate Dean for Faculty and Research, **Jim Johannes**, oversees *Grant Management throughout the award lifecycle*. For assistance with the *pre-award portions of the award lifecycle (finding funding and proposal preparation)*, please contact **Belle Heberling**, Director of PhD & Research Programs or **Patrick Stevens**, PhD Admissions and Operations Manager. For assistance with the *post-award portions of the award cycle (award management and award closeout)*, please contact **Jonathan Wolf**, Budget and Financial Analyst in the Financial Management Office. The award set-up portion of the lifecycle contains both pre and post-award responsibilities and therefore, responsibility for it is shared between both offices.

Grant funding provides excellent opportunities to conduct research that may not otherwise be completed due to funding limitations. As extramurally sponsored grant funding, there are a number of sponsor and UW compliance and policy items that need to be adhered to. As such, it is important throughout the award lifecycle to allow for sufficient time and effort to find funding, prepare your proposal, set-up awards, manage awards, and closeout awards. It is important to be responsible and respectful of the funding being provided from extramural sponsors. Doing so may also help encourage future funding opportunities from other sponsors.

## Award Lifecycle Resources

1. [Finding Funding](#) - Funding may be available from a variety of resources. In addition to sources of funding identified by individual faculty/principal investigators, there are a number of databases and websites available to check for funding.
2. [Proposal Preparation](#) - Routing and approval of all proposals, contracts, and agreements **MUST** be routed through appropriate University channels. RSP has final signature authority on all extramural support grants, contracts and agreements. Keep in mind that different sponsored funding programs have different submission criteria, processes, and portals.

## Award Lifecycle

### Finding Funding

Find internal/external resources and links to funding opportunities for supporting your research.

### Proposal Preparation

Software, tools, and information on getting your proposal routed and submitted correctly and on time.

### Award Setup

Once award is accepted, this will guide you through the process to get your award set up.

### Award Management

Monitoring of expenditures, invoicing, and financial reporting, processing sponsor payments, modification of existing awards, and sub-agreements.

### Award Closeout

Ensures all appropriate expenditures have been applied and results in the closing of the account.

3. **Award Setup** - All sponsored program award acceptance and set-up is completed by RSP, as they are the only UW office legally authorized to do. This includes signing any documents that require an official signature. Before spending on an award may commence, steps must be taken to set-up an account or authorize pre-award spending. Please contact Belle or Jonathan for assistance.
4. **Award Management** - Once awards are set-up, the task of managing each award begins. There are many parts to award management and many who are involved in the responsibility for each part. From RSP to the WSB's post-award contact to the Principal Investigator (i.e. faculty member). These include but are not limited to: Monitoring and oversight of the award, modification of existing awards, sub-agreements, and sponsor payments.
  - a. For a list of the roles & primary responsibilities for the various parts of award management, go to: <https://www.rsp.wisc.edu/awardmgt/oversight.cfm>.

5. [Award Closeout](#)

- When an award is ending, RSP works with the PI & Post-Award contact at the WSB to ensure all appropriate expenses have been applied before preparing final financial reports and closing out the account. There are many things that must be completed and/or addressed before an award is closed out. Notifications to PIs from RSP about award closeouts begin with a 60-day e-mail, followed by other reminder e-mails. It is important to address and reply to these notifications when they are received.

**For guidance on where and how to route a request related to extramural funds, check the [Sponsored Projects Routing document](#)**