

New PI Grant Information and FAQs

A. Research Administration for new PI's

- 1) Create &/or update eRA Commons ID for all NIH profiles, & SciENcv, and Orcid ID
- 2) Create &/or update NSF/Research.gov or Fastlane profile
- 3) Prior to or in conjunction with any grant submission it is important to create a protocol for the use of all animals covered under the Animal Welfare Act (first stop shop)
https://www.rarc.wisc.edu/protocols/what_all_pis_need_to_know.html &
https://www.rarc.wisc.edu/services/training/getting_started.html
- 4) Check out the PI Portal to keep track of all of your proposals:
<https://research.wisc.edu/pi-portal-frequently-asked-questions/>
- 5) Biosafety: All researchers who are using biological materials in their labs are required to have an approved Biosafety protocol prior to conducting research in their labs.
- 6) MTA Information -
<https://rsp.wisc.edu/contracts/mta.cfm/rsp.wisc.edu/contracts/mta.cfm> and contact Julie Larson jalardo2@wisc.edu.

FAQ's for New Faculty in iBIO

1. What resources are available and/or where can I find information on early career awards?
 - a. <https://www.rsp.wisc.edu/funding/>
2. What administrative support is available to new faculty for proposal preparation submission and management of grants? iBIO contact for all non-federal/federal sponsored grant needs (133 & 144) is Julie Larson jalardo2@wisc.edu for all other internal awards and support contact Michelle Kirch Michelle.Kirch@wisc.edu
3. Who can assist me in creating a budget for my new sponsored proposal? Are their tools available?
 - a. Contact Julie Larson jalardo2@wisc.edu.
 - b. Online tools for budget development are available at <https://www.rsp.wisc.edu/forms/budgettools.cfm>
4. What is the proposal submission process at UW Madison?
 - a. WISPER is the UW's internal routing application for all external submissions
 - b. Prior approval of the Chair, the department, the Dean's office and final review and submission by (Authorized Organizational Representative) (AOR) at Research and Sponsored Programs (RSP) is required prior to submission of any proposal. <https://www.rsp.wisc.edu/proposalprep/proposalsub.cfm>
 - c. The PI's grant administrator (Julie Larson) will guide you through the process.
 - d. All proposal budgets and budge justifications are **DUE to Julie 5 days prior to the submission deadline for approval at the Dean's office.**

- e. Dean's office hours are 8:00 AM to 4:30 PM. Anything arriving after 4:30 will be processed the next business day.
- f. All final proposal submissions are due to the Dean's office and RSP 2 days before due date of final submission. The L&S Submission Policy is below

L&S Research Services Policy for Proposal Submissions

Effective January 1, 2022

A budget approval request must come by close of business FIVE BUSINESS DAYS, via WISPER, before the proposal deadline. This allows the Division time to review the budget and assist in correcting errors and omissions.

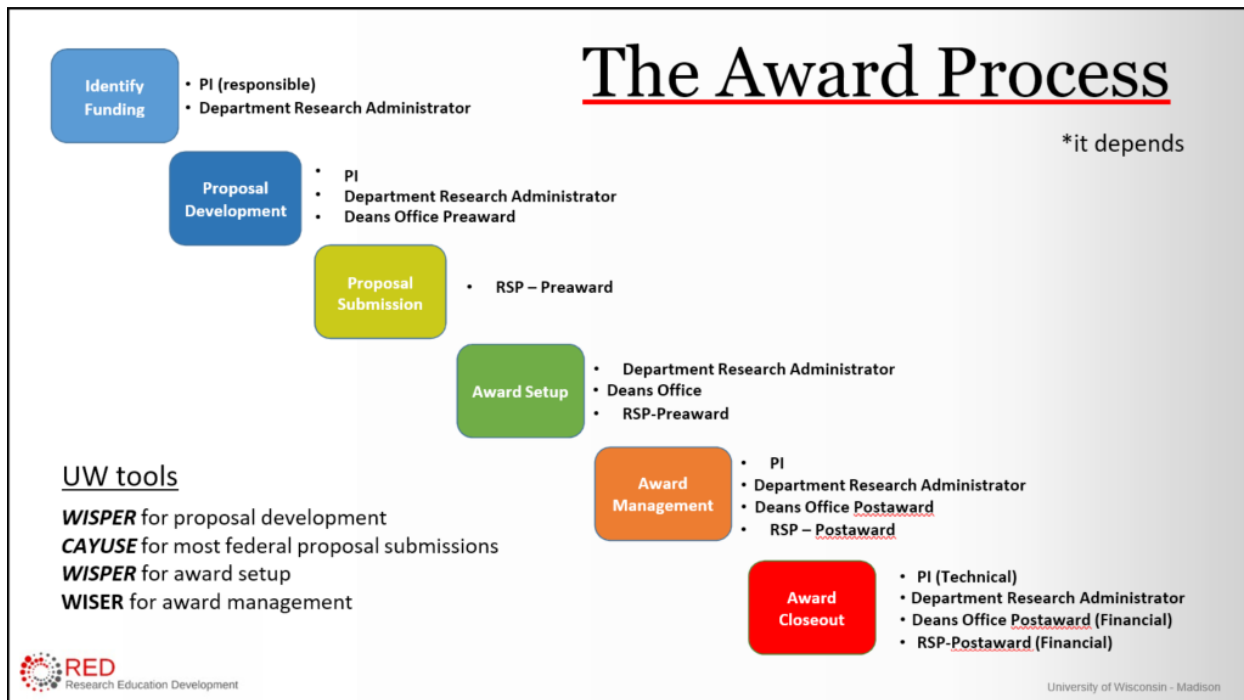
A proposal needs to be ready to be submitted and WISPER record routed to the Division by close of business TWO DAYS BEFORE the sponsor deadline. This allows the Division and RSP the necessary time to review, correct errors, navigate any technical problems, and submit the proposal on time.

If any unforeseen circumstances arise and the proposal will be submitted on the day of the deadline, then the Division needs to be notified 24 hours in advance. This will allow the Division time to notify RSP that the proposal will be a last-minute submission.

The Division will attempt to submit late proposals but cannot guarantee that they will make the submission deadline.

- 5. Where can I find up-to-date Fringe and F&A rates for my proposal?
 - a. <https://www.rsp.wisc.edu/rates/>
- 6. What do I use to submit my proposal to NIH, NSF, or other agency?
 - a. NIH uses [Cayuse](#) to submit as well as other federal agencies, check your FOA.
 - b. NSF uses [Research.gov](#) to submit proposals to NSF, check you FOA for details.

PROPOSAL PREPARATION AND SUBMISSION.....



IDENTIFYING FUNDING

- Sponsor solicitations (FOA-Funding Opportunity Announcement), (PA-Program Announcement), (RFA-Request for Proposals).
- Developing a proposal in compliance with sponsor guidelines
- Understand the proposal submission process and approval at UW-Madison
- [Finding funding](#)