

**Winona State University | Grants & Sponsored Projects
Transmittal Form for Proposals to External Funding Sources**

Any proposal submitted to an external funding source (sponsor), or any sub-grantee budget submitted for inclusion in another fiscal agent's proposal for external support, must be approved by Winona State institutional officials **before** it is sent off campus ([Reg. 2-8](#)). Refer to the Transmittal Form Guidelines for complete information on signatory requirements and responsibilities. **Include with this form a copy of the proposal or proposal summary, detailed budget, and any other documentation noted below.**

Project Director or Principal Investigator Information

Project Director:	Dept.:	Email:
Co-director(s):	Dept.(s):	Email:

Project, Sponsoring Agency Information (include proposal with this form)

Project title:	
Project start date:	Project end date:
Submission deadline date:	Award notification date:
Sponsoring agency:	
Fiscal agent (if not WSU):	Fiscal agent contact name, email:

Budget Summary (included detailed budget with this form)

Item	Year 1 Total	Project Total	Authorized Signature and Date
1. Direct costs			
2. F&A (Indirect) costs			
Total request from agency (1 + 2)			
3. WSU in-kind match			
4. WSU hard cash match			
5. Other source match			
Total project costs (1 + 2 + 3 + 4 + 5)			

Compliance

Does the project present a possible financial conflict of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>NSF, PHS proposals require Disclosure Statement with this form (Reg. 3-28)</i>
Will the project involve research with human subjects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	IRB protocol number:
Will the project involve research with animal subjects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	IACUC protocol number:

Other Considerations (deans, chairs, directors must approve where indicated)

Does the project involve release time, reassignment, overload, buyout, or other payment of salary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, specify amounts for each year of award and provide department chair recommendation: Dept. recommendation: _____ Dean recommendation: _____
Are F&A (indirect) costs provided at WSU's federally negotiated rate ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, provide documentation from sponsor indicating indirect rate. G&SP approval: _____
If funded, would Winona State incur costs beyond the end of the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, specify costs: Dean approval: _____ Chair approval: _____
Will the project propose additional space or facilities, or renovation or modification of buildings, space, or facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, specify details: AVP, Facilities & Finance, approval: _____
Does the project involve the use of materials that are biohazards, radioactive, or otherwise hazardous?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, provide a description of handling and/or disposal procedures.
Does the proposal include proprietary or classified information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, is this potential patent <input type="checkbox"/> , copyright <input type="checkbox"/> , or other <input type="checkbox"/> material?
Will the grant or contract terms limit the right of faculty, staff, or students to publish findings? (See IFO Master Agreement 2013-15 , Article 27, Section B)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, approval by dean and VP, Academic Affairs, required. Dean approval: _____ VP approval: _____

Proposal Approval

If funded, this project will be subject to any and/or all policies and regulations of the sponsor, within the guidelines of the State of Minnesota, Minnesota State Colleges and Universities, and Winona State University. The signatory approvals indicate that the project is consistent with university objectives and is in compliance with all governing policies, procedures, and collective bargaining contracts. For applications to NIH, the PI certifies that the information submitted within the application is true, complete, and accurate to the best of the PI's knowledge; that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and that the PI agrees to accept responsibility for the scientific conduct of the project and to provide required progress reports if a grant is awarded.

Project Director: _____ Date: _____

Grants & Sponsored Projects Director: _____ Date: _____

President, Vice President: _____ Date: _____