

Admin Use: _____

Winona State University
Transmittal Form
for Grants & Sponsored Projects and Subgrants

Any proposal submitted to an external funding source (sponsor) or any WSU subgrantee budget submitted for inclusion in another fiscal agent's application for external support, must be approved by WSU institutional officials **before** it is sent off campus. For complete information on signatory requirements and responsibilities, refer to the Transmittal Form Instructions.

Applicant Project Director _____ Phone _____
 Co-Director(s) _____ Phone _____
 Department(s) _____
Project Project Title _____

Duration Duration (start date) _____ TO (end date) _____

Fiscal agent (if not WSU) Name (if not WSU) _____
 Contact _____ Phone _____ email _____

Sponsor Name: _____
 Does any possible financial conflict of interest? No ☐ Yes ☐
 National Science Foundation or Public Health Service applicants must file a Disclosure Statement with this form per WSU Regulation 3-28 even if no potential financial conflict of interest exists. Applicants to other sponsors who may have a possible financial conflict of interest must disclose that conflict to the President as specified by the terms of appropriate collective bargaining agreement(s).

Deadline Date due (at sponsor's site) _____ OR postmark _____

Budget Complete each line. Enter NA if an item is unallowable. Enter zero if an item does not apply.

	Sponsor	WSU support	WSU approvals of commitments	
Direct costs			Approved _____	Date _____
			Approved _____	Date _____
			Approved _____	Date _____
In-kind	na		Estimated by _____	Date _____
Release time			Department approval of release time as indicated by	
			Chair _____	Date _____
			AND College approval by	
			Dean _____	Date _____
F&A (indirect)			Basis _____ % of _____	
Total				
Grand Total				

Notes (if any): _____

Are WSU funds committed beyond the grant period? No ☐ Yes ☐ If yes, explain on back.

Research **Complete only for projects involving research requiring regulatory approvals.**
 Institutional Review Board approval date for research involving human subjects _____
 Institutional Animal Care & Use Committee approval date for projects involving animals _____
 Other required approval dates (if any): _____ Describe: _____

Proposal Approval If this project is funded, it will be subject to any and/or all policies and regulations of the sponsor, within the guidelines of the State of Minnesota, the Minnesota State Colleges and Universities and Winona State University. The signatory approvals indicate that the project is consistent with university objectives at each level of responsibility and is in compliance with all governing policies, procedures, and collective bargaining contracts. For applications to NIH, in signing this document, 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 the required progress reports if a grant is awarded as a result of the application.

Project Director	Date	Director, Grants & Sponsored Projects	Date	President Provost, Vice President or Associate VP	Date
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Distribution: Original-Grants & Sponsored Projects; Copies- Dean; Chair; Business Office; Project Director