

Proposal Submission Reminders

- Please carefully read the application guidelines and instructions to ensure the correct forms are being used and include all necessary information.
- Please provide **clear and concise** submission instructions for the RSP Proposal Team; Please complete the "submission instructions" field in the RAMP system. This will help specify what and how the RSP Proposal Team should finalize and submit the proposal.
- Please try to reduce the number of files the RSP Proposal Team needs to send by combining all application files into a single PDF while following the sponsor application guidance.
- It would be greatly appreciated if any documents that require an RSP signature are clearly indicated by specifying the relevant document/page(s) in the submission instructions, as well as the RAMP attachment naming convention (i.e., RSPSign).
- **Submit as far ahead of the deadline as possible.** While electronic submission times are not guaranteed, if you are submitting on the day of the deadline, especially late in the day, please inform the Proposal team of your intention to submit the proposal via emailing preaward@rsp.wisc.edu
- Proposal documents (forms, terms & conditions, Reps & Certs) needing review or signature while the RAMP record is still in draft, please contact the proposal team via the RAMP 'Send Email' activity and select the RSP Proposal Team as the recipient.
- If you need a form signed that will be compiled into an electronic system for an application, please contact the proposal team via the RAMP 'Send Email' activity and select the RSP Proposal Team as the recipient.

RAMP Checklist

Attachments needed on a RAMP record for a successful review of a proposal:

- ✓ Funding Announcement
- ✓ Scope of Work
- ✓ Budget & Budget Justification
- ✓ For internal limited competitions (OVCR) approval to submit to the sponsor
- ✓ For Subawards, please include SOW, budget, justification, and LOI
- ✓ All other required documents per sponsor guidance

Reminders:

- ✓ Necessary approvals are in place
- ✓ Sponsor deadline (**proposal due date and time if not by close of RSP business, 4:30 PM CST**)
- ✓ Detailed submission instructions (required documents for signing by RSP, sponsor contact details)
- ✓ Submit for Department Review to route to the Dean's Office, who will process the record to RSP via RAMP.