







FReG: Fall 2013

- Abstract word limit & structure
 - Read the request for proposals (RFP)!
- Upload following items as one document under "proposal narrative":
 - Proposal narrative
 - Vitae summary
 - Budget justification
- Post award revised budget
 - Leave original budget upload
 - Upload revised budget below the line

Submission & Approval Process

1. Upload everything into Digital Measures (DM). Generate grant report.
2. Email DM grant report to chair, allowing enough time for review & approval.
3. Communicate with chair to confirm approval.
4. Before deadline, email approved DM grant report to grants@uwlax.edu. Copy chair and any co-PIs.

Final Report

- Completed via Qualtrics survey
- Qualtrics generates PDF
- Qualtrics emails report to Office of Research & Sponsored Programs
- PDF should be uploaded into DM below the line by PI

Tips for Success

- Use "Manage Grant Proposals" link at the BOTTOM of the DM main menu.
- Save materials as HTML files before uploading into DM.
- Check your DM grant report to make sure links work.

Tips for Success

- Consult grant program RFP for program-specific submission instructions.
- Be mindful of program-specific approval process. Allow enough time before the deadline!

Questions?

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