

STANDARD OPERATING PROCEDURE (SOP)
UW Oshkosh Office of Sponsored Programs

SOP Number: 3
Effective Date: 12/20/18
Last Reviewed: 04/22/2021

Title:
Unfunded Proposals

OSP Contact Information

Business Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (excluding holidays).

Main: 920-424-3215

E-mail: OSP@uwosh.edu;

Website: www.uwosh.edu/sponsoredprograms

I. Overview

Submitted proposals for which the sponsor denies funding or the **Principal Investigator (PI)** declines an award are archived in the Office of Sponsored Programs (OSP) following the [University of Wisconsin System records retention policy](#).

II. Applicability

This procedure applies to any PI who has submitted a grant proposal and received a notice of non-funding. Principal Investigators should forward the non-funding notice to OSP@uwosh.edu upon receipt so the project status can be updated appropriately in OSP tracking records.

III. Procedure

1. **Principal Investigator (PI):** The PI will notify OSP at OSP@uwosh.edu of any notice of non-funding from the sponsor. The PI will include any written communication from the sponsor, such as a notice letter or e-mail signifying the decline as documentation. The PI will also notify OSP of any decision on their part to decline a newly-funded or pending proposal.
2. **OSP:** Once OSP staff receive notice of a denied proposal they will update the status from “Pending” to “Not Funded” in their project database and tracking sheet. Physical files of denied proposals will be archived as “Not Funded.” If no response is received from the sponsor within six (6) months after the proposal is submitted, OSP staff may attempt to send an a status inquiry e-mail to the PI. If there is no response or confirmation that the project was not funded then the project will be marked as “Not Funded.” Project files will be destroyed according to the UW System record retention policy

IV. Guidance Documents/Policy Links

- Reference: [Policy 801-Record Retention](#), University of Wisconsin-Madison
- [University General Record Schedules: Campus-wide and System-Wide](#)

V. Templates/Forms

VI. Definitions

VII. **Contact Information:** For questions or comments please contact OSP@uwosh.edu or call 920-424-3215

VIII. Revision History:

Created: 12/20/18

Revised: 2/14/19, 04/22/2021