

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

SOP Number: 3  
Effective Date: 12/20/18  
Last Reviewed: 2/14/19

Title:  
**Non-Funded 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](mailto:OSP@uwosh.edu);

Website: [www.uwosh.edu/sponsoredprograms](http://www.uwosh.edu/sponsoredprograms)

## I. Overview

Submitted proposals for which the sponsor denies funding or the **Principal Investigator (PI)** declines an award are removed from the list of pending proposals maintained by the **Office of Sponsored Programs (OSP)**. The OSP strives to maintain an accurate, up-to-date listing of proposals in “pending” status. Non-funded proposals are archived in 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 receive notice of non-funding. Principal Investigators should forward the non-funding notice to [OSP@uwosh.edu](mailto:OSP@uwosh.edu) upon receipt so the project status can be updated appropriately.

## III. Procedure

1. **Principal Investigator (PI):** The PI will notify the OSP at [OSP@uwosh.edu](mailto: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 will send an 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](mailto:OSP@uwosh.edu) 920-424-3215

## VIII. Revision History:

Created: 12/20/18

Revised: 2/14/19