Guidelines for Requesting and Adding Sponsors to RAMP and Workday

An **extramural sponsor** is an external organization or entity that provides funding to support research, training, or other scholarly activities conducted by a university or research institution. These sponsors are **outside** the institution and can include:

- **Federal agencies** (e.g., NIH, NSF, DOE)

- **State or local governments**

- **Foundations and nonprofits**

- **Corporations and industry partners**

- **Other universities or research institutions** (when acting as a prime recipient or pass-through entity)

Extramural funding is typically awarded through grants, contracts, other transaction authority, or cooperative agreements and is subject to specific terms, conditions, and reporting requirements set by the sponsor.

Specific Sponsor Types Definitions:

- **International Government:** International and Tribal government organizations
- **US Federal Government:** US Federal agencies
- **Wisconsin State Government:** Wisconsin State agencies, boards, commissions and offices
- **Other Government:** States other than WI, all county, city, towns and school districts
- **Universities of Wisconsin:** UW System and all UW Campuses
- **UW Foundations and Affiliates:** UW Campus Foundations and affiliated organizations
- **Higher Education Institution:** Universities and Colleges not part of UW System
- **Non-Profit Organization:** Organizations that exist for purposes other than generating profit. Includes Foundations, Trusts, Professional Associations, Cooperatives.
- **Company:** Organizations that exist to earn a profit. Includes, Corporations, Partnerships and Sole Proprietors.

General Guidelines for Sponsor Additions

- Sponsors are required in Workday for all funded awards.

- Sponsor additions are at the entity level. Specific programs, grant/funding opportunities are not listed as sponsors.
  - For example, an "Emerging Therapies" grant opportunity funded by the American Cancer Society would not be added as a sponsor. American Cancer Society is the sponsor.
- Sponsors are added at the logical entity level. Subunits or departments are generally not added as sponsors.
  - Institutes or directorates of federal sponsors are not added as sponsors. For example, the National Cancer Institute is an institute within the NIH. DHHS, PHS, National Institutes of Health is the sponsor.
  - Sea Grant funding coming from UW – Madison's Sea Grant Institute would not be added as a sponsor. University of Wisconsin – Madison is the sponsor.
- New US Federal Government sponsor additions are rare. Use the "Check if Sponsor Exists" utility under "Related Links" on New Sponsor Request form to double check if sponsor already exists.

Service Expectations for Sponsor Adds

- All sponsor requests must be submitted through the New Sponsor Request form on the UW-Madison Office of Research and Sponsored Programs website.
- Any requests for clarification or notification that sponsor already exists will be sent to the requestor.
- Sponsor adds will be set up within 2 business days of requesting.
- Allow for overnight processing to load sponsors from Workday into RAMP.
- All sponsors are vetted and screened prior to being added to Workday. Vetting and screening involves the following:
  - Sponsors are screened against federal prohibited, debarred, and restricted lists using Visual Compliance.
  - If Visual Compliance returns any results, UW-Madison Export Controls office reviews the details and makes a determination if UW can do business with the entity.
    If sponsor cannot be added, requestor will be informed.
  - If Visual Compliance returns positive results, this can delay or prevent the creation of the sponsor in Workday.
- Addition of sponsor contacts or additional addresses for billing are managed by the Central Grant Accountants.