Frequently Asked Questions - Submitting Proposals to Private Funders

1. What is a GC1?

A GC1 form is the UW internal routing form that must accompany a grant application as it makes the rounds for internal review and sign-off before submission to the granting agency. As of July 1, 2003, all proposals submitted at the UW must use the electronic version of the GC1, the eGC1. SAGE is a web-based tool that supports the UW’s internal compliance process by enabling the electronic submission, routing, review, and approval of grant applications and subcontracts and their related Grants and Contracts forms (GC1s).

Those required to approve the eGC1 form include, at a minimum, the Principal Investigator (P.I.), his/her Department Chair, Dean of the P.I.'s School or College, and the Office of Sponsored Programs. Other departments, schools or colleges (for most schools), offices and agencies within UW may also need to review the proposal and sign the eGC1 form, depending on the inclusion of co-investigators from other units, the scope and content of the proposed work, and the rules of a particular School.

See SAGE Quick Start to learn more about the eGC1


2. Do I need to complete the eGC1 prior to submitting a proposal to a private funder?

In general, requests for scholarships/fellowships/student support, event sponsorships, unrestricted general operating/program support, and endowments do not require an eGC1 prior to submission.

The following conditions always require an eGC1 prior to submission:

- The funder requires cost sharing from the University
- Fellowships or funding for a specific student/faculty member or that limit transfer to another student/faculty member once awarded
- Clinical Trials
- Research involving intellectual property
- Contractual obligations

Completing an eGC1 prior to submission does not mean that the award will automatically be considered a grant. In many cases, determination of whether an award is a gift or a grant cannot be made until after the funder has sent the award agreement. A review of the award agreement by OSP and Advancement Services based on Grants Information Memorandum 34 (GIM 34) will determine whether an award ultimately is considered a gift or a grant. In those
cases where it is determined the award is a grant but an eGC1 has not been completed prior to submission, the eGC1 must be completed post award. Please contact Corporate & Foundation Relations if you have any questions about your specific proposal.

You should submit your proposal to OSP at least 10 business days prior to the funder’s proposal deadline. If the proposal is being submitted on behalf the UW Foundation, please allow extra time for signatures.

3. **What about research involving human subjects or animals and other compliance issues?**

   The presence of compliance issues alone does not make an award a grant and therefore does not by itself require an eGC1. However, regardless of whether the support is ultimately processed as a grant or a gift, proposals for research must adhere to all regulatory requirements with respect to the conduct of research and other compliance matters. This includes but is not limited to the Institutional Review Board (IRB) for the Protection of Human Subject, Institutional Animal Care and Use Committee (IACUC), Radiation Safety, Biosafety, and Disclosure of Significant Financial Interests. See the Office of Research website for more information on compliance issues (click on “Compliance” on the top toolbar).
   

4. **How do I submit a proposal if the funder requires applicants to be a 501(c)(3) non-profit organization?**

   In general, you should apply for funding as the University of Washington. However, if the funder requires non-profit applicants, the University of Washington Foundation is a 501(c)(3) and can accept grants on behalf of the University of Washington. We will gladly process the contribution through the UW Foundation, but it needs to be clear that any work called for in the grant will be performed by the University of Washington, not the Foundation.

   Submit proposals as the University of Washington Foundation and use tax id number 94-3079432. If requested, supporting documents for the UW Foundation, including audited financial statements, IRS Form 990, and other documents, can be found on the UW Advancement intranet at [https://depts.washington.edu/uwadv/administrative-resources/working-with-the-foundation-board/uw-foundation-documents/](https://depts.washington.edu/uwadv/administrative-resources/working-with-the-foundation-board/uw-foundation-documents/)

   Use the UW Foundation mailing address:

   407 Gerberding Hall
   Box 351210
   Seattle, WA 98195-1210

   All proposals from the UW Foundation must be submitted under signature of Connie Kravas as President of the UW Foundation. Please coordinate signature of these proposals through Michelle Barnett in the Office of Corporate & Foundation Relations. If you are working with OSP
and are completing an eGC1, we cannot obtain Connie’s signature until the assigned grant officer has notified Corporate and Foundation Relations of their approval. Please remember to factor in time for this step when preparing your proposal.

5. **Can I still submit a proposal if the funder states in their application materials that they do not pay indirect/F&A costs or that their maximum percentage is below the UW indirect cost rate?**

Yes. Private funders that have a published and consistently applied policy regarding their payment of F&A costs are exempt from payment. In cases where OSP is not familiar with the funder, OSP may require you to provide them with a copy of the policy before submitting the proposal. If there is no stated policy, you will need to get an F&A waiver from OSP. Complete the F&A Waiver request form located at [http://www.washington.edu/research/main.php?page=prepareProposal](http://www.washington.edu/research/main.php?page=prepareProposal).

6. **If the funder uses the term “grant” in its application documents, does this mean I need to complete an eGC1?**

No. Many organizations refer to their philanthropic awards as grants. The fact that the funder refers to the award as a grant does not make it a grant under University guidelines as outlined in GIM 34. In general, requests for scholarships/fellowships/student support, event sponsorships, unrestricted general operating/program support, and endowments do not require an eGC1 prior to submission as these are considered gifts under GIM 34. However, as stated in item 1 above, if after review of the award letter it is determined the award is a grant, the eGC1 must be completed post award.