

**From:** Archnews <[archnews@UGA.EDU](mailto:archnews@UGA.EDU)>  
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**To:** <[ARCHNEWSFACULTY@LISTSERV.UGA.EDU](mailto:ARCHNEWSFACULTY@LISTSERV.UGA.EDU)>  
**Subject:** OSP transmittal forms mandatory as of Jan. 1, 2013

October 5, 2012

MEMORANDUM

**TO:** All UGA Faculty  
**FROM:** David Lee, Vice President for Research  
**RE:** OSP Transmittal Forms Mandatory as of January 1, 2013

Effective January 1, 2013, the Office for Sponsored Programs will require routing of the online Transmittal Form to the appropriate OSP grants administrator prior to the approval and submission of a proposal for extramural funding. A proposal lacking a Transmittal Form will no longer be submitted. This is a change from the current UGA practice, which allows submission of proposals without this required internal documentation. UGA requires the information obtained from the Transmittal Form in order to solicit all necessary approvals, collect data on faculty activities and for reporting requirements, yet too often Transmittal Forms have not been submitted in a timely fashion or at all (e.g., when proposals are not funded).

The new policy is in line with longstanding practices at many of our peer or aspirational institutions.