Good Afternoon,

Please find below frequently asked questions related to Pre Award proposal submission and award adminstration

Q1: I am planning to have at least one GRA (Graduate Research Assistant) on this grant. What do I need to know to develop my proposal?

A: It is important to know that when working with a GRA, UVM covers at least partial tuition costs as well as comprehensive fees so make sure you have room in your budget. Also, make sure you know if the GRA is working in the AY or summer, and what % effort they are committing. Graduate Stipends and other information can be found on the SPA Develop Budget page (#3).

Q2: How do I figure out how much I should budget for a GRA stipend, tuition, and fees?

A: SPA's budget development page is an excellent resource for this, check out #3 via this link:
https://www.uvm.edu/spa/develop-budget-0

Q3: Where can I find the SPA 2.0 Request for Proposal Submission form?

A: Each college participating in the SPA 2.0 program can be found on the SPA website's SPA 2.0 page. Scroll down to select the appropriate college, and then click on the 'Pre-Award Services' dropdown. Select 'Proposal Submission and Preparation' and you will find a link to the form under the SPA 2.0 Timeline. Please submit this form to your Pre-Award Administrator as soon as you know you'll be applying for a grant.

Q4: I've just sent a proposal for review in UVMClick. How can I tell where it is in the route/who needs to approve next?
A: Every Funding Proposal workspace has a "Reviewers Tab." This tab has information about all contacts currently associated with a funding proposal record, including the reviewers assigned to each stage of department review. If a funding proposal record has been routed, the Reviewers section will also indicate the current step that record has reached within the route. If a funding proposal record has ancillary reviews associated with it, the status of those reviews can also be found within this tab. This information can be useful if you would like to alert your reviewers that they'll soon have something to review, or if a route has stalled and you need to

know who to touch base with to keep things moving.

It is important that departments and colleges periodically review their list of reviewers at each step and make updates to accommodate staff changes. A list of current reviewers can be found here.

Q5: I am in touch with a potential funder who is interested in providing research support dollars as a gift instead of as a grant. Does this still have to go through SPA?

A: While gifts in support of research are managed through UVM's Foundation rather than SPA, it is very important to first determine whether incoming monetary support is more appropriately classified as a gift or as sponsored funds. It's always better to verify than to assume. Even though a potential funder may call something a "gift," UVM must ensure support is classified and managed correctly to fulfill its compliance requirements. We recommend learning more about the distinctions between **sponsored funds** and **gifts in support of research** at this link: Characteristics of Sponsored Projects and Gifts | Sponsored Project Administration | The University of Vermont (uvm.edu), and reaching out to the appropriate contacts if you have any uncertainty regarding a specific case.

Q6: Do I have to go through SPA/UVMClick if I'm submitting a pre-proposal that does not require an institutional signature, but does require a budget outline?

A: If a sponsor requires a line-item budget or categorical breakdown, with or without an institutional signature requirement, the pre-proposal will need to route through UVMClick. Please use the following chart to help with future determinations:

	Budget Detail or Cost Sharing **IS** provided:	Budget Detail or Cost Sharing **NOT** provided:
Institutional Signature **IS** Required	Route through UVMClick - Grants	Route through UVMClick - Grants
Institutional Signature **NOT** Required	Route through UVMClick - Grants	PI may submit directly to sponsor

Q7: If I do not have available capacity in my workload to apply effort in my sponsored project budget, can I apply for a course buyout?

A: Course buyouts are a mechanism used by departments to free up research time, however the course buyout cannot be added to a budget as a line item nor should course buyout be language used in the budget justification; and the amount of effort released from a course buyout is not typically equivalent to the effort needed to complete the scope of work. For example, if your department chair approves a course buyout equivalent to 12.5%, but the scope of work only requires 10% effort to complete the project, it would not be reasonable, allocable, or allowable to apply the total effort released by the course buyout.

It is a ***best practice to communicate with your department chair to determine your workload capacity*** before working with your Department or Pre-Award Administrator.

Q8: What is UVM's UEI number?

A: UVM's Unique Entity Identifier (UEI) is Z94KLERAG5V9. You can find this along with other UVM information (e.g., legal entity name, F&A rate agreement, congressional district number, etc.) on the [SPA Fact Sheet](#)

Q9: What are my responsibilities as a Principal Investigator (PI) on a sponsored project?

A: While UVM is the legal recipient of all grants and contracts made in support of sponsored projects and SPA administrative staff are here to support the process, the PI has responsibility for overseeing and developing proposals and budgets, and when funded, is responsible for project execution, award management, fiscal monitoring, and compliance with all rules and regulations that govern sponsored projects. Learn more about the responsibilities of PIs on the [UVM SPA site](#).

Q10: How do I know what Purpose/Activity Code to use for my funding proposal?

A: Purpose/Activity Codes are used to define the type of work being performed during the project. The different classifications will affect the F&A rate used in the budget. Their definitions can be found here: (https://www.uvm.edu/spa/purpose-and-activity-codes).

Q11: Are there exceptions to UVM's 1% minimum PI effort policy?

A: Yes, there are a few exceptions to the 1% PI Minimum Effort: These types of sponsored agreement may be proposed and awarded (set up) without PI effort:
- Equipment and instrumentation grants
- Doctoral dissertation grants
- Student augmentation grants
- Individual fellowships
- Travel awards which provide funding to defray the cost of attending academic or professional conferences.
- Conference awards that only support institution conference costs
- Individual training grants or institutional training grants

Q12: I have a milestone-based budget, how should I translate this into a UVMClick budget?

A: Milestone budgets outline what activities need to be completed prior to receiving payments.   Click budgets should address what would be required to meet the milestones. This could include **but are not limited to** personnel effort/fringe,

supplies, contracted services, and indirect costs.   Based on what is allowable you should define how the monies would be spent and enter it into UVMClick as you would any other budget. **Note:** you may need to separate milestone budgets from other budget components based on the complexity of your proposed project.

Q13: I have patient enrollment costs at a fixed price inclusive of indirect costs. How do I put these into a UVMClick budget?

A: You should calculate what the indirect costs will be, then define what direct costs will be required to enroll one patient. Once you have those figures you should make a reasonable calculation of how many patients you could potentially enroll during the enrollment period.   Then multiply your costs based on total target patients (within the parameters of the opportunity). This would then be entered like any other UVMClick budget using categories that include **but are not limited to** personnel effort/fringe, supplies, service costs, consultants, and indirect costs. **Note:** patient enrollment budgets are separated from the main budget (if there are other costs associated with the project) as patient enrollment budgets require their own chartstring in PeopleSoft.

Example of a per patient cost – total compensation is $100 per patient; Indirect rate for this example 53%. This would equate to $65 in direct and $35 in indirect.

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