



The
UNIVERSITY
of **VERMONT**

**PRE-AWARD SERVICES
OFFICE OF SPONSORED PROGRAMS
BURLINGTON, VT 05405**

To: UVM Faculty
From: Beverly Blakeney, Director of Pre-Award Services
Re: Electronic Routing System for Grants to be launched March 1, 2011
Date: January 11, 2011

We are pleased to announce that the internal routing process for sponsored projects can now be performed electronically. We plan to launch the InfoEd electronic routing system for all proposals with deadlines on or after March 2011.

InfoEd Electronic Proposal Routing System

Some of you may be familiar with InfoEd, the electronic system that OSP's Pre-Award Services uses for its award reports, and for proposal submission to the National Institutes of Health (NIH).

The InfoEd electronic proposal routing system provides a simple template into which users can upload the routing form, budget worksheet and proposal documents. Once the PI is ready to route the proposal for approvals, he/she clicks a button to send the proposal to the electronic routing system.

The system sequentially emails the "Review Dashboard" first to department chairs and then deans for review and approval (or rejection). Once the department chairs and deans have all approved the proposal, it moves electronically to OSP's Pre-Award Services for final review, approval and UVM institutional signature.

We are excited about this new electronic process and we believe that you and your faculty will greatly appreciate the move to electronic routing.

Training

Principal Investigators will receive instruction as they need it on a just-in-time basis. When they notify OSP's Pre-Award Services of intent to submit a proposal, our office will reach out to offer PI instruction in four ways:

- 1) InfoEd web site <http://www.uvm.edu/~infoed/> Power-Point Demo of Electronic Routing System
- 2) InfoEd web site <http://www.uvm.edu/~infoed/> Proposal - Step by Step Guides
- 3) One on one training session in your office at a time convenient to you
- 4) On the phone training at a time convenient to you

Timeline

- Chair and Dean training on how to electronically review and approve proposals – January to March, 2011
- Department Administrators group training sessions – January 2011
- Principal Investigator individualized training – starts in late January for proposals with March 1 or later deadlines

Please feel free to contact or Beverly Blakeney at Beverly.Blakeney@uvm.edu or Cathy Ruley Condon at Catherine.Ruley@uvm.edu with any questions.

We look forward to working with you as we implement this new electronic routing system.

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