

e-RAP Chronicles

First Edition of e-RAP Chronicles

Welcome to the first edition of e-RAP Chronicles. The Office of Sponsored Programs will issue periodic editions of the Chronicles in order to communicate important information about UVM's transition to electronic research administration, including electronic proposal preparation and submission. We welcome your comments, questions and suggestions for future articles. This newsletter will be sent electronically to UVM faculty and staff business managers and will be posted on the e-RAP web site.

Introducing e-RAP

What is e-RAP?

e-RAP is the name chosen to represent UVM's electronic Research Administration Portal. From this portal you will be able to create and manage all your proposal and protocol data.

What is InfoEd?

InfoEd International is a leading provider of software solutions for sponsored programs administration. UVM's InfoEd implementation will include modules for Proposal Development, Proposal Tracking, Technology Transfer, Funding Search and Alerts, and Research Protection (IRB, IACUC and IBC) solutions.

These modules are fully integrated with administrative systems to streamline all aspects of research administration. Though most of the modules are available as stand-alone solutions, significant efficiencies are gained by using a combination of the modules in concert with each other.

Why is this necessary?

The field of Research Administration continues to evolve in response to technological change and governmental and institutional mandates. UVM is implementing this system as part of a comprehensive plan to coordinate all aspects of the research process, from seeking sources of funding, through the application procedure, including the handling of IRB certifications, and onward through the acceptance and administration of awards. One key element is UVM's response to the federal government transition to the Grants.gov model. With the integrated modules provided by InfoEd, UVM will be able to bring together all the important data required by federal agencies.

InfoEd Implementation Plan

SPIN and SMARTS

The funding information (Sponsored Programs Information Network or SPIN) and automated funding alert service (SMARTS) is fully implemented at



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UVM and many faculty and staff are already using these modules. To learn more about all of UVM's funding information tools, click on Office of Sponsored Programs web site and navigate to the "Funding Opportunities" link.

Proposal Tracking (PT) was implemented in 2001. Department administrators can now access PT to see proposal documents, award letters, proposal status and budget details.

Proposal Development (PD) is under development and will be piloted in late 2006. The PD system is designed to reduce effort required for proposal development, routing and submission. This system will move us forward in several key areas. It will provide a means for collaborative on-line proposal development and will allow for electronic routing for approvals prior to submission. PD will allow us to automatically transmit proposals from the UVM system directly to Grants.gov without uploading or reformatting.

Research Protection Modules for Lab Animals Management, Human Subjects, Recombinant DNA and Infectious Agent use are in beginning development with expected roll out to investigators in late 2007 or 2008.

How can I learn more?

Visit the e-RAP website at <http://www.uvm.edu/~infoed/> for project implementation, module information and training schedules.



Fran Carr on the InfoEd Implementation Project

If we are to sustain our excellence as a research institution, it is important that our faculty researchers have the best tools and support, including in their grant seeking endeavors. It is for this reason I am extremely pleased with the University's decision to purchase Grants Management Software from InfoEd, International. InfoEd's Proposal Development (PD) module promises to provide us with collaborative capabilities and a centralized application submission process that guards against many Grants.gov technical and form errors. Of particular note is that InfoEd's product is web-based and platform-independent. It is vital that we not leave our Mac faculty underserved. It is our duty to assist all of you in the ability to remain competitive for U.S. federal awards based on the worthiness of your proposed science, education, and service programs rather than on your operating system choices.

Many of you have already become involved in InfoEd PD implementation planning and I am deeply impressed with the insight you bring to the process. Over the next several months I expect that many more of you will become involved and it is through an active partnership that we will realize the benefits this software will bring our institution.

We are building many training opportunities throughout our InfoEd implementation plan to help you with this transition and I encourage you to take advantage of those described in this newsletter and look for more to come. As always, we welcome your feedback as we begin introducing InfoEd to the university community.

— **Frances Carr, Ph.D., Vice President for Research and Graduate Studies**

Russ Tracy on Grants.gov and InfoEd

The federal transition to the electronic submission process known as Grants.gov is no small matter for the College of Medicine. The National Institutes of Health (NIH) are heavily involved in this transition now for certain types of grants (R21, R03, and others), with a target date of February 1, 2007 for electronic submission of all R01 applications. Grants.gov's selection of PureEdge software presents significant challenges for us. PureEdge is only available on Windows at the present time and Grants.gov is restricted to Microsoft Internet Explorer (although they have said they are in the process of developing a PureEdge application for Macintosh).

Alternatively, we may be able to avoid the use of PureEdge and use the built in systems of InfoEd, OSP's new comprehensive information management system.

I believe InfoEd will deliver what we need for the College's transition to Grants.gov. While we expect a learning curve, I'm convinced that once we have fully implemented InfoEd it will provide a useful, high quality tool for the efficient and rapid submission of federal applications.

The University has made the investment for the best electronic grant submission solution and it is up to us to take full advantage of it – this will require work on all our parts. At a minimum, this will require PIs to finalize proposals well in advance of the sponsor deadline so that proposals may be submitted in a timely fashion. In the initial phase of this implementation there will be many issues to resolve. While we expect to anticipate most, some will be unanticipated, so I am asking for your participation and help through this transition.

The Office of Sponsored Programs is working hard for a smooth InfoEd implementation. I encourage all of you to participate, providing input when needed, educating yourselves through the project's web site and training activities, and being an active partner.

— **Russell P. Tracy, Ph.D., Senior Associate Dean for Research & Academic Affairs**

InfoEd Training

The Office of Sponsored Programs kicked off its initial InfoEd training at the 2006 Mastering the Maze. Hands on lab trainings are now scheduled for department administrators to learn the InfoEd basics. Come learn how to access the system, how to query and report on proposal data, and how to use the funding information and alert services to locate funding opportunities. While trainings are primarily targeted to department administrators, any interested UVM employee is welcome to attend. Training on the Proposal Development module will be scheduled and announced in late fall, 2006. Visit the e-RAP web site at <http://www.uvm.edu/~infoed/> and click on "Training" link.

NIH Transition to Grants.gov

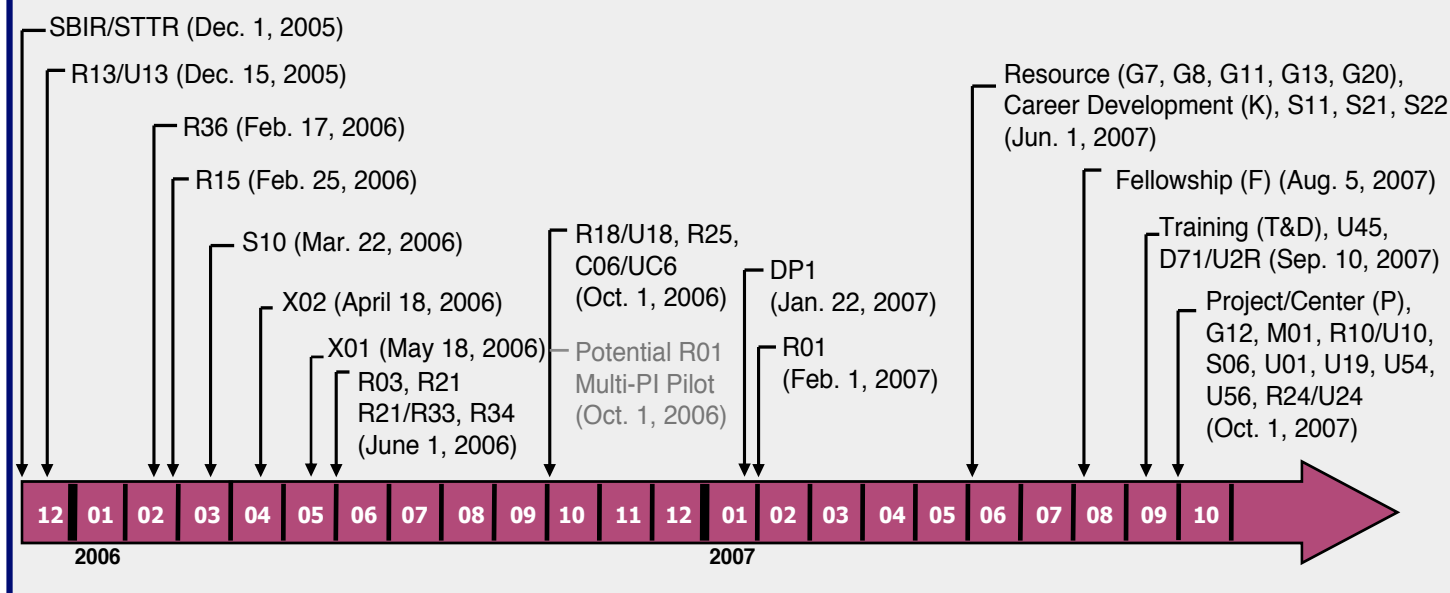
Many of you may already be familiar with the federal government's electronic proposal submission initiative called Grants.gov. This web-based grant submission system was developed in response to "The Federal Financial Assistance Management Improvement Act of 1999" (also known as Public Law 106-107) in order to improve the effectiveness and performance of federal grant making agencies.

Grants.gov is now operational and the 26 federal agencies that award grants are transitioning to the Grants.gov system for funding announcements and for electronic proposal submissions.

The National Institutes of Health has already begun its transition to require electronic submission via Grants.gov for specific funding mechanisms. The Planned Transition Dates are shown below. UVM plans to have the InfoEd PD system available for the February 1, 2007 "R01" deadline. Grants.gov submissions due prior to February 1, 2007 must be done via the Grants.gov web site.



NIH Planned Transition Dates of Mechanisms for Electronic Submission using the SF424 (R&R)



- NIH will transition to the SF424 family of forms and electronic submission through Grants.gov by research program or funding mechanism.
- As mechanisms are transitioned, Funding Opportunity Announcements will be issued in the NIH Guide and posted in Grants.gov. NIH's goal is to post an opportunity a minimum of **60 days** before the submission date.
- **ALL** applications in response to these announcements will **require** electronic submission through Grants.gov.

Mechanism Abbreviation Key:			
C06/UC6	Research Facilities Construction Grants	R21	Exploratory Development Research
DP1	NIH Director's Pioneer Award Program	R21/R33	Exploratory Development Research/Phase II
D71/U2R	International Training Cooperative Agreement/ Phase 2 of FIC mechanism D71	R24/U24	Resource Related Research Projects
G	Resource Program	R25	Education Projects
P	Research Program Projects and Centers	R34	Clinical Trial Planning Grant Program
R01	Research Project Grant Program	R36	Research Dissertation Grant Program
R03	Small Grant Programs	SBIR	Small Business Innovation Research
R10/U10	Cooperative Clinical Research Grants	STTR	Small Business Technology Transfer
R13/U13	Support for Conferences & Scientific Meetings	S06,S10,S11	Biomedical Research
R15	Academic Research Enhancement Awards (AREA)	S21,22	Health Disparities Endowment Grants
R18/U18	Research Demonstration and Dissemination Projects	U	Cooperative Agreement Awards
		X01	High Throughput Screening
		X02	Pre-application for Interdisciplinary Research Consortium

Training Schedules

RSVP required due to space limitations

Visit the e-RAP web site at <http://www.uvm.edu/~infoed/>. Click on "Training."

Grants.gov - Introduction

Wednesday, June 28, 2006 2:00 - 3:30 pm John Dewey Lounge

July, 2006 dates and times to be scheduled and announced

InfoEd Proposal Tracking - access, queries, reports

Friday, July 21, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab
Friday, August 18, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab
Friday, September 15, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab
Friday, October 20, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab
Friday, November 17, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab
Friday, December 15, 2006	2:00 to 3:00 pm	Dana Medical Library Computer Lab

InfoEd Funding Search (SPIN) and Alert Service (SMARTS)

Friday, July 21, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab
Friday, August 18, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab
Friday, September 15, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab
Friday, October 20, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab
Friday, November 17, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab
Friday, December 15, 2006	3:00 to 4:00 pm	Dana Medical Library Computer Lab

InfoEd Proposal Development System To be scheduled in the fall, 2006

Preparing for Grants.gov at UVM

UVM's preparation for Grants.gov is a two-phased process. In the first and current phase, we are submitting proposals using the federally-provided software, PureEdge. For this phase, the Office of Sponsored Programs has scheduled a series of Introductory Sessions for investigators and administrators whose proposals must be submitted electronically through Grants.gov. You will be introduced to the Grants.gov registration process, software requirements and application package. You will learn all the steps required to complete and submit an electronic proposal now. OSP strongly encourages you to attend a session if you have a Grants.gov proposal in your future. Plan to attend well in advance of your Grants.gov deadline in order to ensure sufficient time to learn the system and to coordinate with OSP staff in the submission process.

The Office of Sponsored Programs requires that completed Grants.gov application package files be routed and submitted to your OSP Research Administrator at least five (5) days prior to the Grants.gov proposal submission deadline to ensure adequate time for review and for making any necessary revisions to the proposal application.

Visit the e-RAP web site at <http://www.uvm.edu/~infoed/>. Click on "Grants.gov" for updates.

The second phase will be to submit proposals electronically directly from InfoEd's proposal development system. We are working hard on this phase now and will be rolling this option out to you later in 2006. Please contact Sarah Cooley at Sarah.Cooley@uvm.edu with any questions you have about Grants.gov.

Frequently Asked Questions

How does InfoEd Proposal Development relate to Grants.gov?

Grants.gov is the federal government's web based electronic portal for federal funding announcements and for electronic proposal submissions. The National Institutes of Health (NIH) has begun to transition to the Grants.gov electronic proposal submission requirements and we expect that by the end of 2007, all NIH applications will be submitted in this manner. In time, all of the 26 federal grant making agencies will require proposals be submitted via the Grants.gov portal.

In response to this shift toward mandatory electronic submissions, UVM has purchased InfoEd International's Proposal Development (PD) software, which is one of ten modules included in the suite of research administration software. PD will be available at UVM in late 2006 or early 2007 to create proposals and to submit proposals electronically via PD's built in system-to-system interface to Grants.gov. The PD system offers several distinct advantages. The InfoEd system automatically provides all the "form" data about UVM and the proposal personnel, which easily flows into the proposal. PD can be used from any computer, Mac or PC. PDF software is not required as it is bundled within the application. Multiple users can work on a proposal simultaneously. PD offers the ability to electronically route the proposal for approvals. All data is maintained in the InfoEd database for access by investigators and research administrators.

Once the PD system is implemented at UVM, faculty will no longer need to use the Grants.gov system. All proposals at UVM will eventually be developed, routed and submitted directly through the PD system.

What is a User Profile?

The InfoEd system stores data about its users in the User Profile. In order to access the system, employees must have a User Profile which contains minimal required data such as user name, primary department, email address, contact information, username and password. At this time User Profiles are minimally maintained by OSP staff, and users need not enter any additional information. As we move closer to implementation, we will provide additional training.

Where can I get more information?

To learn more about InfoEd at UVM, contact Cathy Ruley who serves on the InfoEd Implementation Team in the Office of Sponsored Programs at Catherine.Ruley@uvm.edu or (802) 656-5560.

How does the InfoEd implementation relate to the PeopleSoft implementation?

While the InfoEd implementation is separate from the PeopleSoft implementation (different enterprise software system), it shares the same mission: To advance the strategic mission of the University by redesigning operating policies and processes for greater effectiveness and efficiency through the successful implementation of PeopleSoft and integrated applications. The implementation of each of these systems will include electronic interfaces so that personnel and budget data are easily and efficiently shared across applications.



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