The University of Vermont
Sponsored Project Administration

Contact Data Required for Non-UVM Personnel   11-20-17

When constructing a proposal in InfoEd, you will need the following data for all Non-UVM employees who will be listed on the proposal.

This data is required for these personnel types:

- External Other Significant Contributors
- External Consultants
- Subcontract Personnel

Please send the below data to SPA as early as possible in the proposal development process so that we can properly enter the data into InfoEd, which in turn, populates the Key Persons page of your NIH proposal.

Required Data for Non-UVM Personnel

Salutation *not required
First Name
Middle Initial of Name *not required
Last Name
Suffix *not required

Degrees
Title (*for example, Professor*)

Address
City
State
Zip
Country

Phone
Fax *not required
Email

Institution (for example University Name)
Department (for example, University Department name)