Start a New Proposal - National Institutes of Health (System-to-System)

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## Get Started

### 1. Contact SPA Research Administrator

SPA recommends you contact your assigned SPA Research Administrator at least four (4) weeks ahead of your sponsor deadline.

**SPA Research Administrator - Departmental Assignments**


### 2. SPA Research Administrator Services

- Interpret the sponsor guidelines
- Provide information for some of the application pages
- Prepare the SPA Budget Worksheet (excel document)
- Upload the sponsor guidelines to InfoEd (if there are any)
- Convert final version of SPA Budget Worksheet to pdf format and upload to InfoEd
- Preliminary review and approval of proposal at the start of the route
- Final review and approval of final version of proposal at end of the route
- Obtain UVM institutional approval signature

### 3. SPA InfoEd Support Team Services

- How to upload your proposal document to InfoEd
- How to complete the on-line Routing Form
- How to electronically route the proposal
- Provide help and training for InfoEd Proposal Development and Proposal Tracking systems

### 4. SPA Web Site

- Submit Proposal steps can be located on SPA web site
**InfoEd Version 15 Upgrade - Three New Features**

UVM’s InfoEd system was upgraded to Version 15 in June, 2017. This upgrade provide three new features that will help to reduce redundancy and streamline the proposal development and submission process.

1. **Investigators can start their own proposal records in InfoEd**

Principal Investigators and Department Administrators can now start their own proposal records in InfoEd.

SPA expects that most Principal Investigators and Department Administrators will choose to start their own proposal records. However, this is not a requirement.

Feel free to ask your SPA Research Administrator to start the proposal, if that is easier.

Once a new proposal is started, the SPA Research Administrator will contact the person who started the new proposal record to plan and coordinate the proposal development and submission process.

2. **The SPA Routing Form will become an electronic form within InfoEd**

The SPA Routing Form is no longer part of the excel Routing Packet. It is now an electronic form embedded within InfoEd.

3. **NIH Pre-Submission Validations from NIH eRA Commons**

This upgrade will provide a new pre-validation feature for NIH proposals which will allow us to “pre-test” the submission before we submit the final proposal to the NIH eRA Commons.

This will help us to identify and eliminate any potential errors or warnings before the proposal is submitted to the NIH eRA Commons.

No training is required for PIs and DAs as this step will be performed the SPA RA at time of proposal submission.

**What Does Not Change?**

SPA Research Administrators will continue to provide their usual services for their assigned units, and will continue to work closely with Investigators in the budget preparation process using the excel Budget Worksheet.

Chairs and Deans will continue to review and approve proposals in Review Dashboard. The process remains unchanged.
## Assemble your Proposal Information

Before creating a proposal record in InfoEd, you should have ready some key pieces of information about your project. This information does not need to be final. After creating the proposal, you may continue to make changes until you are ready to submit.

To start your proposal in InfoEd, you must provide the following details:

- **Principal Investigator**
- **Proposal Department**
- **Proposal Center/Program (if applicable)**
- **Proposal Type**: New Proposal or Competitive Renewal
- **Sponsor Name**
- **Originating Sponsor Name** - If your proposal is a flow-through project, you need the name of the originating sponsor.
- **Project Title**
- **Project Start and End Dates**
- **Submission Deadline**
- **F&A Rate Type** (Research on Campus, for instance)

### Additional information specific to National Institutes of Health proposals

- Will your proposal involve the use of human subjects?
- Will your proposal involve the use of laboratory animals?
- Will your proposal involve human embryonic stem cells?
- Do you wish to include the PHS Assignment Request Form?
- Will this proposal be using a Modular budget?
- Is this proposal funding a clinical trial?
- If yes, is this proposal an NIH-defined Phase III Clinical Trial?

If you have preliminary answers to all of the above, you are ready to begin.
Start a New Proposal - National Institutes of Health (System-to-System)

Login to InfoEd

https://spogi.uvm.edu/

Enter your UVM Net ID and password to InfoEd to login

Show List - shows list of proposals where you are the PI.
Search For - search for a specific proposal.
Create New Proposal - start new proposal record.
Create New Proposal

1. Login to InfoEd using the link on the UVM SPA Home Page - https://spogi.uvm.edu
2. Click the "Proposals" button at top left corner (see below).
3. Click the "Create New Proposal" button (see below).

If you do not have a "Proposal" button or a "Create New Proposal" button, please contact SPA for assistance.
New Proposal Questionnaire

The New Proposal Questionnaire takes you step-by-step through the essential details of your proposal.

Answer each question with the most current information you have, then click “continue” to go on to the next question.

Remember, you may still correct or change this information after you create the proposal.

Principal Investigator

The PI name will default to the name of whoever has logged in to InfoEd to create the proposal. If you are a PI starting your own proposal, your name should appear correctly at the top of the page (see below). If you are a Department Administrator creating a proposal on the PI’s behalf, you will need to change the name as follows:

1. Click the “Change” hyperlink.
2. Begin typing the PI’s name until the name appears in the drop-down list.
3. Select the name and click “Continue.”
4. If the PI name does not appear in the drop-down list, please contact SPA for assistance.
5. Click continue
Select from Grants.Gov Opportunities

1. Pick "Select from Grants.gov Opportunities" in pick list
2. Click Continue.

Enter your NIH Funding Opportunity Number and Click Search (S2S box must be checked)

1. Enter your NIH Opportunity Number here
2. Make sure the S2S box is checked
3. Click Search.
4. This will open a live web services link to Grants.gov web site where you will be able to identify and select your funding opportunity.

Select Opportunity Number

1. The Search will bring up all opportunities that fit your criteria
2. Identify the right funding opportunity and then click the "Select" hyperlink to select your Opportunity Number

Select Proposal Type

1. Most proposals will be either a New Proposal - Master Record or a Competitive Renewal - Master Record.
2. Select the appropriate type and click "Continue."
3. Note: If you are working with a Continuation or a Supplement on an existing award, please contact your SPA Research Administrator.
4. Click Continue
Select Sponsor

1. A list will appear for all relevant NIH Institutes
2. UVM's preferred practice is to always select "National Institutes of Health/DHHS" even though a more relevant Institutes may appear
3. The selection you make HAS NO BEARING on which Institute will be selected to review your proposal
4. If an award is made, SPA will update the Sponsor name to reflect the awarding Institute name
5. Click Continue
**Enter Project Title**
1. Enter proposal title with the major words capitalized. Please be sure there are no punctuation marks or extra spaces at the end.
2. Click continue.

**Enter Project Start and End Dates**
1. Enter the anticipated start and end date for your proposal and click “Continue.”
2. Be sure that your proposed start and end dates fall within the sponsor’s guidelines.
3. Click continue.
Confirm the Number of Budget Periods You Would Like

1. Confirm the number of budget periods is correct
2. Click continue

Is all the above Information Correct?

1. Review the information you provided in Questions 1 through 7
2. Use Back button at top right corner to step back though responses for any needed corrections.
3. Confirm the information you have entered or use the "Step back through responses" button to make corrections. Click Create Proposal button.

InfoEd Proposal Number Assigned

1. InfoEd will assign a new proposal number.
2. Write down the proposal number so you can easily find it later on.
Start a New Proposal - National Institutes of Health (System-to-System)

Setup Questions Tab

The InfoEd "Setup Questions Tab" will prompt you for responses to the questions

**Submission Mechanism / Form Information**

1. Proposal Sponsor: Leave sponsor name set to National Institutes of Health/DHHS
2. Is this a Flow Through Project? Leave radio dial set to "No"
3. Please select a Submission Mechanism/Screen Template: Leave it set as 424 R&R NIH Dynamic (electronic submission)

**Grants.gov Submission Information**

1. Do not change the information in this section
2. Scroll down to Form section - The forms will auto populate based on the subsequent questions, with the exception of one of the questions

3. Decide if you wish to use the PHS Assignment Request Form and if you do, click the button on the left column.

For more information about the PHS Assignment Request Form, visit the NIH website
https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.600-phs-assignment-request-form.htm
**Deadline Information**

1. InfoEd will guess at the right date, and is often wrong.

2. Enter the NIH deadline for submission

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**General Proposal Properties**

1. Answer Yes or No to these questions.

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**Associate Department**

The Associated Department will automatically default to the Principal Investigator's Home Department.

If the proposal should be setup in a department other than the Principal Investigator's home department, click the Add button to add the correct department.

Then save the page, using the save button at top left corner.

Then click the radio dial to change the Associated Department to the new Department. Save the page again, using save button at top left corner.

Finally, use the "remove" button next to the incorrect department to remove it. There should only be one department listed here.

**Associate Centers/Programs**

The Associated Centers/Programs will automatically default to "None Identified".

For most proposals, you need not do anything else with this field. Leave it as "None identified."

However, if you intend to use the PeopleSoft "Program" Chartfield, click the Add button and locate the Center/Program from the list.

Then save the page, using the save button at top left corner.

If you cannot find the appropriate Center/Program, please contact SPA for assistance.
Because you indicated this proposal is to PHS/NIH

1. Answer Yes or No to these questions.

Because you indicated that this proposal is to PHS/NIH

- Will this proposal involve human embryonic stem cells?  ○ Yes  ○ No
- Is this proposal funding a Clinical Trial?  ○ Yes  ○ No
- Is this proposal an NIH-defined Phase III Clinical Trial?  ○ Yes  ○ No
- Will this proposal be using a Modular budget?  ○ Yes  ○ No

Budget Setup Information

Program Type - UVM F&A Rate

Select Program Type - Select from drop box the appropriate F&A Rate to be used.

If you don’t know which F&A Rate Type to pick, contact SPA for assistance

Indicate whether the majority of the work will be done On Campus or Off Campus.

This should match the F&A Rate you selected above.

Save and Continue

Your proposal record is now set up and you can begin completing the rest of the tabs.

Click Save and Continue. The proposal Setup Questions are now complete.
SF424 (R&R) Tab

This is the NIH Cover Page.

Most of the information is automatically populated from the Principal Investigator's InfoEd Profile and from the InfoEd Institutional Data. Populate the remaining fields and when done, click the "Completed" box at top right corner of Tab.

Use drop box to select your COLLEGE which will appear in Capital Letters on drop box list

Select SPA RA Name from pick list

Leave as is - do not change this data

Select Yes or No
When the data is completed, click the "Completed" checkbox at top right corner of Tab.

Update your project title here if necessary.

PI information pulls out of the InfoEd Profile. Click on the Person's name and it will open a box that allows you to edit this data.

The SPA Research Administrator will enter the budget data on the Budget Tab, which will populate this data.

Do not change this data.

Leave this blank.

Select Sonya Stern's name from the pick list.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Complete the questions on this Tab.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Performance Sites Tab

List Performance Sites here

When the data is completed, click the "Completed" checkbox at top right corner of Tab.

This Tab will automatically with UVM information. If you have subcontracts, when the SPA Research adds the subcontracts to the Budget Tab, the Subcontract Performance Sites will be automatically added here too.

If you have additional Performance Sites, add them here.
Upload your Project Summary here

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
When the data is completed, click the "Completed" checkbox at top right corner of Tab.
When the data is completed, click the "Completed" checkbox at top right corner of Tab.
References Cited Tab

Upload your References Cited here

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Resources Tab

Upload your "Facilities and Other Resources" Document and your "Major Equipment" Document here

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When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Upload your "Other Attachments" Document(s) here

**Other Attachments**

Upload documents must conform to NIH Standards

**FONT**
- Use font of at least 11 points.
- Font color of black
- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
- Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.
- No more than 6 lines of type within a vertical space of one inch.

**PAGE MARGINS**
- Use standard size 8.5" x 11".
- Use at least one-half inch margins (top, bottom, left and right) for all pages.

Upload Other Attachments (optional)

Browse... No file selected.  Upload

All uploaded documents will be automatically converted to PDF.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Personnel Tab

After the SPA Research Administrator has entered the budget data on the Budget Tab, the Personnel tab will show a list of personnel. Please do not add personnel to this tab.

Instead, ask your SPA Research Administrator to add people, as necessary.

Once the personnel appear on this tab, please upload the CV/Biosketch for all Key Personnel and Other Significant Contributors.

Please do NOT upload CV/Biosketch for Non-Key Personnel as the CV/Biosketch will NOT be included in the file that gets sent to NIH.
This are 16 locations for uploads on this Tab.
Upload only required documents.
Your SPA Research Administrator will enter the budget details on this tab. The Principal Investigator will upload the Budget Justification on this Tab.

Your SPA Research Administrator will populate the Budget Tab with data from the SPA Budget Worksheet. Once the Budget Tab is done, and the Budget Justification is uploaded, complete the Tab by clicking the "Complete Budget" button.
Complete the data on this Tab.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.
Internal Documents Tab

There are typically 2 or 3 documents uploaded at the bottom on this Tab.

1. Sponsor Guidelines (optional)
   The SPA Research Administrator will upload the Sponsor Guidelines (if there are any) at the bottom of this Tab.

2. SPA Budget Worksheet (required)
   The SPA Research Administrator work closely with Principal Investigator and Department Administrator to develop the proposal budget using the below excel SPA Budget Worksheet. Once the budget is completed, SPA will upload a pdf version of the spreadsheet to InfoEd.

3. SPA Routing Form (required)
   The Principal Investigator or the Department Administrator will open and complete the SPA Routing Form, which is now an electronic form embedded within InfoEd on the Internal Documents Tab.

Once all required documents are uploaded, click the "Complete" box at the top right corner to the tab.
Finalize Tab - Submit for Internal Review

All Tabs must be "Completed" to Build PDF/Form Pages and to Assemble Application

1. Build PDF/Form Pages - this will take a few moments to complete

2. Assemble Application/Build Grants.gov Application - This will create a single pdf representation of the proposal called "Assembled Doc"

3. Click the "Submit Final Review" Thumbs Up to start the route
Principal Investigator Certification

PI reads PI Certification - clicks "Accepted" - enters UVM Net ID at prompt - clicks Continue button

If a PI Delegate starts the route, the PI is obligated to send the PI Certification to SPA via email.

The PI Certification must be received in SPA before the proposal may be submitted to the sponsor.
Submit to Internal Route

After a few moments, a list of the required approvers will appear.
PI clicks Submit button to start internal route.
Once the route is successfully started, the PI will see a new window open on Finalize Tab that shows "Active Routing Progress. The PI can check here to see progress of internal approvals.

Submit to Route - Click Submit button to start route

Once route is started, this new box opens so that the Principal Investigator can monitor the routing progress.
Lock Down - When Proposal is In Route, it is in “Lock Down” mode

While the proposal in in route for approvals, it is in lock down mode and the Principal Investigator will no longer be able to edit the proposal in InfoEd.

We expect that the Principal Investigator will continue to tweak the proposal documents outside of the InfoEd system.

Electronic Routing System - Review Dashboard - This is how Deans and Chairs Approve Proposal

Chairs and Deans receive notification to review and approve your proposal in three different ways

1) UVM Email system
2) InfoEd My Messages (a back up method if the email is accidentally deleted)
3) InfoEd Action Items (another back up method if the email is accidentally deleted)
Routing System Email to Deans, Chairs, SPA and Other Approvers

From: System Administration, UVM InfoEd [mailto:catherine.ruley@uvm.edu]
Sent: Friday, August 12, 2016 2:57 PM
To: Cathy Ruley Condon <Catherine.Ruley@uvm.edu>
Subject: PROP APPRVL needed for Catherine Ruley Condon -31583

Principal Investigator Catherine Ruley Condon
Proposal 31583
Project Title "Demonstration Proposal"
American Lung Association
Sponsor Deadline 30-Aug-2016

Dear Reviewer/Approver:

Catherine Ruley Condon needs your approval to submit the proposal referenced above. This email is coming to you via the UVM InfoEd Electronic Proposal Routing System. You will receive this email in your InfoEd My Messages inbox as well.

1) Click Reviewer Dashboard link to access Review Dashboard
2) Login with your UVM Net ID (your COM IS login will not work for InfoEd)
3) The Review Dashboard will appear in separate window
4) Click HELP Tab for instructions (if needed - optional/informational)
5) Click REVIEW Tab to review and approve proposal documents. After you have reviewed all documents, click the DONE box next to each item. Then click the SAVE icon located at top right corner. You will not be able to approve the proposal unless you save the DONE changes.
6) Add Comments: Add comments if you wish. Click the SAVE icon at top right corner when you are finished adding comments.
7) See Comments: View other reviewer comments at top right corner of screen. Click the SAVE icon at top right corner.
8) My Decision is: Select "Approve Proposal Submission" or "Return to PI for Changes." For approvals, you will must click the Accept button for the Approver Certification. Then click SAVE icon at top right corner. You will be prompted for your Username and Password (UVM Net ID). Then click ACCEPT to finish.
9) Click ROUTE Tab to see route path and to confirm your decision has been recorded. You are now done and you may "X" out of the Review Dashboard.

Sponsored Project Administration
217 Waterman Building
802-656-3360

[text updated 12-13-12]
Review Dashboard

Review Tab

1. Comments are optional.
2. If you wish to add comments, please type our comments in one of the four boxes.
3. Then click “Save” icon at top right corner page

IMPORTANT: Comments do not “go” anywhere. They are meant as “notes to the file” and to inform reviewers who come after you in the route path. If you have important comments for the Principal Investigator, for SPA or for other reviewers who have already reviewed the proposal, you are advised to email of call with your comments.
### After the Route is Completed

While the proposal is in route for approvals, it is in lock down mode
The Principal Investigator will not be able to edit the proposal
We expect that the Principal Investigator will continue to tweak the proposal documents
Once the route is approved, the SPA RA will update the proposal status and the Principal Investigator will be able to replace any draft documents with the final documents

The SPA RA will NOT submit the proposal to NIH until the Principal Investigator confirms that all uploaded documents and data is in final form.

### SPA Research Administrator Final Review & Submission to Grants.gov

Once the PI notifies the SPA RA that the proposal is done and final, the SPA RA performs a detailed review of the final version of the proposal
The SPA RA notifies the PI of any final edits or corrections that need to be made
The SPA RA ensures that all COI disclosures are up to date
Then the SPA RA clicks the “Submit to Grants.Gov” button

Note: Only SPA RA role has authorization to click this button. If anyone outside of SPA tries to submit to Grants.gov, an error message will appear.

### NIH Validations and Submission - New in InfoEd version 15

Before the SPA Research Administrator submits the proposal to NIH, he/she will run the NIH Validations which will let us know if there are any NIH Errors or Warnings.

If any Errors or Warnings appear, the SPA Research Administrator will work with the Principal Investigator to make any needed corrections.

Once all corrections are made, the NIH Validation will be run once again, and if there are no Errors or Warnings, the SPA Research Administrator will submit the proposal to NIH.

Then the SPA RA clicks the “Submit to Grants.Gov” button

### Grants.gov Validation Emails

Grants.gov receives the proposal, assigns it a Grants.gov Tracking number, and sends a series of four emails to SPA
1. GRANT12021024 Your application has been received by Grants.gov, and is currently being validated.
2. GRANT12021024 Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.
3. GRANT12021024 Your application has been retrieved by the Grantor agency.
4. GRANT12021024 Grantor agency has assigned the following Agency Tracking Number to your application: 3872345.

These emails are NOT sent to the PI - Just to SPA
It typically takes about 10 minutes to receive all four emails
These emails will let us know if there is a failure at Grants.gov
The final email will indicate that the proposal was retrieved by the NIH

### NIH eRA Commons Emails
Once the proposal is retrieved by the NIH eRA Commons, an email is sent to the PI and to the SPA RA. These emails indicate if there are any errors or warnings.

Error - During the process of submitting a grant application electronically, applicants may receive a notification of errors from the eRA Commons. Errors are critical problems with the application such as significant inaccuracies, inconsistencies or omissions. Errors stop the application from processing and must be corrected by the submission deadline in order for the application to move forward in the submission process.

Warnings are notices that alert an applicant to pay particular attention to specific instructions in the funding opportunity announcement or the application guide. The applicant may choose whether or not they wish to correct the issue that prompted the warning; the application will move forward in the submission process even if the warning is not corrected. If the application does not comply with the instructions, the applicant may be notified of the problem later in the review process and the application may not be considered for review.

Final NIH eRA Commons Proposal added to InfoEd Attachments Tab by SPA RA

Once the proposal submission process is completed, the SPA RA will copy the final submitted document from the NIH eRA Commons to InfoEd.

Both the “Draft” that was routed for internal approvals and the “Final” proposal submitted to NIH will be available on the InfoEd Attachments Tab in the Proposal Tracking (PT) system.