Start a New Proposal *(not NIH system to system)*

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## Start a New Proposal *(not NIH system to system)*

### 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 Administrators
- Jeri Anderson
- Gretchen Argraves
- Karin Bourassa
- Julie Macy
- Joshua Tyack

#### 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

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*UVM Sponsored Project Administration - InfoEd Proposal Development System - July 8, 2017*

*The University of Vermont*
### 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.

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**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.
Start a New Proposal *(not NIH system to system)*

<table>
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<th>Assemble your Proposal Information</th>
</tr>
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<tr>
<td>Before creating a proposal record in InfoEd, you should have ready some key pieces of information about your project.</td>
</tr>
<tr>
<td>This information does not need to be final.</td>
</tr>
<tr>
<td>After creating the proposal, you may continue to make changes until you are ready to submit.</td>
</tr>
</tbody>
</table>

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)

If you have preliminary answers to all of the above, you are ready to begin.
Start a New Proposal (not NIH system to system)

Login to InfoEd

https://spogi.uvm.edu/
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 the Correct Setup Template
1. For a proposal that is not an NIH system-to-system proposal, you will select “Setup Proposal Manually.”
2. If your proposal is an NIH system-to-system, please pause here, return to the SPA Web Site and fine the “Start a new proposal (National Institutes of Health - System-to-System)” Step by Step Guide.
3. Click continue

Select Your 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 the Sponsor
1. Begin typing the sponsor name. Once name appears, select it and continue.
2. If your sponsor name does not appear in the box, please contact SPA for assistance.
3. If you are not able to find your Sponsor’s name in the list, please select “Unknown”
4. SPA will then reach out to you to get the sponsor name and will add that sponsor to the InfoEd list.
5. Click Continue
Enter Your Project Title

1. Please enter your proposal title with the major words capitalized. Please be sure there are no punctuation marks or extra spaces at the end.

2. Click continue.

Project 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.
**Setup Questions Tab**

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

**What is a Flow Through Project?** A Flow Through Project means that UVM will be a subawardee/subrecipient under the Sponsor's project, which is in turn funded by another organization or by a federal agency.

**Originating Sponsor Name - Flow Through Project**

Is this a Flow Through Project? Select Yes or No.
If yes, a new window will open. Just to the right of the Originating Sponsor field, click the "Change" hyperlink.
Select the first letter of the Originating Sponsor's name.
If you are not able to find the Originating Sponsor's name in the list, please select "Unknown".
SPA will then reach out to you to get the Originating Sponsor's name and will add that sponsor to the InfoEd list.
Click Continue.

**Deadline Date**

Enter the sponsor's deadline date.
If there is no deadline, enter the date you intend to submit the proposal.

**Associate Department**

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

If the proposal should be setup up 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.

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.

Budget Setup Information

Select the Program Type
The majority of the research will be conducted

This dropbox contains list of all UVM's F&A Rate Types

Click Save and Continue. The proposal Setup Questions are now complete.
**Start a New Proposal** *(not NIH system to system)*

### Personnel Tab

Please do not add Personnel to this Tab and please do not upload CV/Biosketch or Current/Pending Support.

The SPA Research Administrator will add all the personnel names on this tab and will complete the Tab.

<table>
<thead>
<tr>
<th>Name/Role</th>
<th>Mail</th>
<th>Alert</th>
<th>Order</th>
<th>Organization / Department</th>
<th>CV/Biosketch</th>
<th>Current/Pending Support</th>
<th>Remove Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine RULEY CONDON</td>
<td></td>
<td></td>
<td></td>
<td>The University of Vermont and State Agricultural College Sponsored Project Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julie A. MARY</td>
<td></td>
<td></td>
<td></td>
<td>The University of Vermont and State Agricultural College Sponsored Project Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barry TRACY</td>
<td></td>
<td></td>
<td></td>
<td>The University of Vermont and State Agricultural College Research Integrity &amp; Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary L. KERR</td>
<td></td>
<td></td>
<td></td>
<td>The University of Vermont and State Agricultural College Sponsored Project Administration</td>
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<td></td>
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</tbody>
</table>
Internal Documents Tab

There are typically 3 or 4 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.

4. Proposal (required)
   The Principal Investigator (PI) or PI delegate will upload the proposal document in keeping with the below requirements.

Once all required documents are uploaded, click the "Complete" box at the top right corner to the tab.
Start a New Proposal (not NIH system to system)

**Finalize Tab - Submit for Internal Review**

All proposals must be approved by Chair and Dean of all people listed on proposal.

InfoEd’s electronic routing system will direct emails to Chairs and Deans who need to approve this proposal.

All Tabs must be "Completed" with top right corner "Completed" box checked.

To start that process, click the “Submit for Internal Review” thumbs up icon.

---

**Finalize**

BUILD PDF / FORM PAGES

ASSEMBLE APPLICATION

SUBMIT FOR INTERNAL REVIEW

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a “thumbs up” on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

<table>
<thead>
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<th>Components for Initial Application</th>
<th>Current Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Proposal.docx (Proposal)</td>
<td>Completed</td>
</tr>
<tr>
<td>SPA Budget Worksheet Period 1.docx (Budget - Requested)</td>
<td>Completed</td>
</tr>
<tr>
<td>Sponsor Guidelines.docx (Proposal Guidelines)</td>
<td>Completed</td>
</tr>
<tr>
<td>Assembled Doc</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Add Institution Forms/Supporting Documents

Submit Final Review
Start a New Proposal *(not NIH system to system)*

**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.

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)
Start a New Proposal (not NIH system to system)

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.
Final Steps

Once the proposal routing process has started, the InfoEd record is no longer editable.

We expect that the Principal Investigator will make final tweaks to the proposal, even after the route is started.

When the route is completed, the SPA Research Administrator will notify the Principal Investigator that the route is completed.

Then, once the proposal document is in its final form, the Principal Investigator will email the final version to the SPA Research Administrator.

Or, if the proposal is being built in the sponsor’s web based system, the Principal Investigator will let the SPA Research Administrator know when the proposal is final and ready for final review, approval and submission to sponsor.

The SPA Research Administrator will review the final proposal and will coordinate the final submission to the sponsor with the Principal Investigator.

Final Proposal Document is Uploaded to InfoEd Attachments Tab by SPA Research Administrator

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