

University of Vermont
Sponsored Programs News

From the Office of Sponsored Programs

Pre-Award Services

**231 Rowell Building, 656-4067
 340 Waterman Building, 656-3360**

Research Protections Office

**245 South Park, Colchester
 656-5040**

Welcome

The Office of Sponsored Programs would like to welcome new and continuing faculty, staff and students to a new academic year. We are available to provide services for identifying grant funding sources, for assisting in grant budget preparation, for guidance through the electronic grant submission process and for facilitating the administrative proposal review and approval process. Please refer to the "OSP Staff" link on our homepage <http://www.uvm.edu/osp> for appropriate contact personnel.

New faces

As we say goodbye with well wishes to Data Manager, Kristie Bennett and Research Administrator, Eugenie Chao, we would like to introduce and welcome Leslie Ermolovich, Sylvie Butel, Lynn Tracy and Amy Parry.

Leslie is the Database Manager for Pre-Award Services in our Waterman office. She worked for many years at IBM and most recently ran her own pet sitting business.

Sylvie has filled the vacant Pre-Award Services' Research Administrator position in

Waterman. Sylvie was previously employed at Florida Atlantic University as a Research Coordinator.

Lynn Tracy has accepted the position of InfoEd Implementation Team Member. This position will be split between OSP's Pre-Award Services and Research Protections Offices so she will be traveling between OSP's Rowell and Colchester offices.

Amy Parry joins the Tech Transfer Office as their Business Manager. Amy is not new to UVM having worked most recently in the Biology Dept. as the Business Manager and previous to that on the Peoplesoft Implementation team.



Grant Writers Workshops

On October 25 and 26, OSP along with several other campus units is co-sponsoring with the College of Arts and Sciences, two days of workshops for Grantsmanship. Click here for details.

(<http://www.uvm.edu/~ospuvm/LowmanWorkshophop1007.pdf>)

Policy & procedure

NEW OSP DEADLINES

Applications using the federal on-line proposal submission portal, **Grants.gov**, are due in OSP's Pre-Award Services Office (OSP/PAS)

About Sponsored Programs News

This newsletter is a publication of the University of Vermont, Office of Sponsored Programs. It is issued periodically throughout the academic year to provide grant-seekers information about potential sponsors, agency updates, grant policy changes, and University proposal submissions and awards.

Questions or comments should be directed to the editor: Hilda Alajajian, Grants Resources Specialist, Hilda.Alajajian@uvm.edu.

in two phases. OSP/PAS requires a draft of the electronic application two weeks prior to the sponsor deadline. The final, submission-ready application file is due in OSP/PAS one week prior to the sponsor deadline, along with the signed routing form.

For all non-grants.gov applications, the final submission-ready application is due at OSP three days prior to the sponsor deadline, along with the signed routing form.

An initial contact with your OSP/PAS Research Administrator to prepare the usual routing forms must be made prior to these deadlines. We encourage making an initial contact with your OSP/PAS Research Administrator as early as possible and recommend a minimum of one week prior to the OSP/PAS final application deadline.

We absolutely understand that Principal Investigators need as much time as possible to prepare grant applications, but recent experience has shown us that we don't have the flexibility we once had and the danger of a missed deadline is great when we receive proposals at the last minute.

EXPORT CONTROLS

The University recently developed and implemented a policy to help faculty, staff and students consider if/when and how they must comply with federal export control laws and regulations as they relate to their research activities. Export control regulations come into play when working with certain defense-related or dual-use items, or when working in or with individuals from U.S. Sanctioned Countries.

OSP has created a checklist to assist in determining whether or not export control regulations apply to technology used in your projects and can guide you through the assessment process. Note that the term "export" does not simply mean technology and information leaving the shores of the United States. The term "export" also means

transmitting the technology or information within the United States to an individual other than a U.S. citizen or permanent resident.

Some examples of activities that might require an export control license or other actions to comply with these regulations include: traveling for any purpose to a U.S.-sanctioned country; taking laptop computers, GPS systems, or their associated software to another country, sharing information about controlled items in the U.S., or conducting research where the dissemination of results or nationality of research personnel is restricted by the sponsor. Click here for more information. (our website-Export controls) <http://www.uvm.edu/~uvmppg/ppg/grants/export.pdf>. These regulations are complex and violations carry large penalties and fines.

Agency updates

NATIONAL SCIENCE FOUNDATION

published its new guidelines effective June 1, 2007 in the new publication *NSF Proposal & Award Policies & Procedures Guide (PAPPG)*. One of the important changes in the new guidelines specifies fonts and format which if not followed could result in a proposal being returned without review. Take a look at the new Guide under Grant Proposal Guide/ Chapter II – Proposal Preparation Instructions: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=papp

Also in the PAPPG is a link to an NSF website document that discusses and gives examples of the "Broader Impact" criterion which all proposals must explicitly address for the review process. See:

<http://www.nsf.gov/pubs/gpg/broaderimpacts.pdf>

Details from the NSF 2008 Budget Request Priorities can be found at

http://www.nsf.gov/about/budget/fy2008/pdf/01_fy2008.pdf Some priority investments

include: a) Cyber-enabled Discovery and Innovation; b) Interagency National Nanotechnology Initiative; c) Cybersecurity

Research and Development; d) Ocean Research; e) International Science and Engineering; f) EPSCoR funding; g) increased funding for Major Research Instrumentation (MRI) program; and h) increased funding for Graduate Research Fellowships.

GRANTSMANSHIP TIP

Looking for a sponsor to support your project? OSP subscribes to a variety of tools including the SPIN Database of Funding Opportunities which is comprehensive in its subject coverage and includes federal as well as nonfederal sponsors. Contact Hilda Alajajian at 656-3360 for help in using this tool or to do a search for you.

News from OSP's Research Protections Office (RPO)

RPO Committees and InfoEd Proposal Numbers -- or the challenge of matching grants to protocols!

Funding agencies generally require the appropriate RPO review committee to review the specific research procedures outlined in a grant application. Each protocol submitted to the RPO for review, therefore, **must** be linked to the corresponding grant application. This is a requirement for all of the RPO Committees (the IRBs, IACUC and IBC).

This also means that a new protocol must be submitted for Committee review and approval for every new funding proposal and every competitive renewal submission.

Pre-Award Services must have assurance from the applicable committee that the protocol corresponding to the specific grant application has received the appropriate clearances from RPO when accepting your grant award. The task of matching grants to protocols over the years has been extremely difficult because it

was done manually and, unfortunately, the system has been less than perfect.

Now, with the implementation of InfoEd, the electronic proposal and protocol management system, we are able to link the protocol to the grant electronically and both PAS and RPO will have access to the corresponding materials.

However, in order to link correctly we need your assistance.

Each of our Committees has revised their protocol forms to include a field for the InfoEd Proposal Number. We have been piloting this field on the Biosafety Committee forms for six months and have found that most protocols have inaccurate or incomplete information. Problems typically include a proposal number for a proposal in which the project period has ended or for a project that was never funded.

We wanted to take this opportunity to remind you of this requirement and to assist you in becoming familiar with this very important number. Below is a copy of the grant routing form with the InfoEd Proposal ID Number circled. This is the required number for all initial and continuing review forms.

The screenshot shows a 'University of Vermont Sponsored Project Routing Form'. The 'Proposal ID' field is circled in red and contains the number 21689. Other fields include Project Director (Mickey Mouse), College (COM), Department (Neurology), and Program (Neurology). The form also includes sections for funding agency, grant contract number, and various review criteria.

If there is any uncertainty, please contact a staff member from either PAS or the RPO to assist you in determining the appropriate InfoEd proposal number. This will make the entire

process much smoother for everyone and prevent delays in your protocol review.

IACUC – Revised IACUC protocol form required effective September 1, 2007

In accordance with the email message sent out in July to investigators using animals in research, use of the new version of the IACUC Protocol Form is now required.

The new form has been available on our forms page for approximately four months. Our beta testing was completed in July and the old form has been removed from the website.

Effective 9/1/07, any submissions must be on the new form.

InfoEd corner

UVM has completed Phases I, II and III of its implementation of the InfoEd Proposal Development system (InfoEd PD).

We are now using InfoEd PD to develop and submit electronic proposals to NIH. Over the next six months we will expand the use of InfoEd PD.

Phase IV will involve configuration and testing of the system for proposals to all other sponsors. This will be followed by a pilot test in a few departments and then will be deployed across all UVM departments. We anticipate completion of Phase IV by June, 2008.

InfoEd Proposal Development System Implementation Progress

Phase I	InfoEd PD system Configuration and Testing completed
Phase II	NIH electronic proposal - pilot completed
Phase III	NIH electronic proposal - deployment completed
Phase IV	All sponsors' electronic proposals - pilot/deployment underway

The deployment of InfoEd PD for all of UVM's proposals will move us closer to our goal of electronic research administration. Here is what we are working toward in Phase IV.

- Bring all of UVM's sponsored project records together in a single unified enterprise system (InfoEd).
- Electronically route proposals for approvals
- Store all proposal records electronically
- Link proposals to associated Research Protection protocols
- Electronically transmit award data to Grant & Contract Administrative Services to aid in establishment of new PeopleSoft project accounts

DID YOU KNOW: OSP posts a monthly report and summary of all **AWARDS RECEIVED** as well as Annual Reports on award information back as far as FY2001. This is available on the OSP homepage <http://www.uvm.edu/osp> left side menu "Reports" tab.

FEATURED TOPIC

By Kerry Swift, Technology Licensing Officer

Material Transfer Agreements (MTAs)

What is an MTA?

A Material Transfer Agreement (MTA) is a written contract between UVM and an outside party setting forth the terms and conditions for the transfer of tangible materials or research tools from one investigator/entity to another for use in the receiving investigator/entity's research programs. Such materials and research tools are most often biological materials, such as transgenic animals, cell lines, cultures, proteins, human or animal DNA, nucleotides, but can also be chemical compounds, research equipment, prototypes, and in some cases, even software.

Typically three types of MTAs cover most of the exchanges that occur at UVM: transfer between UVM and other academic or research institutions, transfer from UVM to industry, and transfer from industry to UVM.

Because of the wide range of possible terms and conditions, negotiation between the parties to the agreement may be necessary, but in all cases UVM makes best efforts to ensure that the processing and execution of these agreements is done quickly and efficiently.

To learn more about MTAs and help your MTA process go smoothly, please see more about this issue's featured topic at <http://www.uvm.edu/~ospuvvm/Forms/MTAGuide.pdf>

For questions, contact the UVM MTA Coordinator, Kerry Swift: 656-9964 or at kswift@uvm.edu.

EVENTS and OSP CALENDAR

Next IBC (Institutional Biosafety Committee) submission deadline (completed Risk Assessment due prior to submitting to IBC) (view full mtg. schedule) http://www.uvm.edu/~ibc/uvminfo/meetdate_IBC_07-08.doc	October 30, 2007
Next CHRBS (Committee on Human Research in the Behavioral Sciences) submission deadline (view full mtg. schedule) http://www.uvm.edu/irb/reference/sect16-meet-dateBS.pdf	October 31, 2007
Next National Science Foundation (NSF) Regional Grants Conference (view upcoming conferences and details) http://www.nsf.gov/bfa/dias/policy/outreach.jsp	October 22-23, 2007
UVM Grantwriting Workshop	October 25-26, 2007
Next CHRMS (Committee on Human Research in the Medical Sciences) submission deadline (view full mtg. schedule) http://www.uvm.edu/irb/reference/sect16-meet-dateMS.pdf	November 7, 2007
Next IACUC (Institutional Animal Care and Use Committee) submission deadline (view full mtg. schedule) http://www.uvm.edu/iacuc/iacucforms/MEETDATE.707.doc	November 12, 2007
Next Departmental Administrators' Meeting	November 13, 2007
Next National Institutes of Health (NIH) Regional Seminar (San Antonio TX) (view upcoming seminars and details) http://grants.nih.gov/grants/seminars.htm	March 25-27, 2008