

# Submitting a Proposal for External Funding in CESS

The College of Education and Social Services places a high priority on supporting faculty in external grant proposal processes. The process below provides an outline of the steps required to submit a grant proposal and is designed to ensure an efficient and supportive process from start to finish.

Following a faculty member's interest in applying for external funding, the first step in ensuring a smooth process is to contact your Department Chair, Department Business Manager and CESS Grant Administrator. Next, you will need to determine whether or not the proposal qualifies as a gift or a sponsored proposal and contact the appropriate office to begin the grant submission process. Sponsored projects must be routed through the [UVMClick](#) system, whereas proposals considered to be gifts do not.

The recommended timeline to complete the grant proposal submission and routing process through [UVMClick](#) is **10 days prior to the actual deadline**.

## Faculty Resources

The CESS Grant Administrator, Kunie Renaud, is always available to assist you in developing a budget. She is located in the CESS Business Office and can be reached at 426A Waterman Building by phone at 656-8576 or via email at [Kunie.Renaud@uvm.edu](mailto:Kunie.Renaud@uvm.edu).

For the resources available at UVM for identifying funding sources, see [Find Funding](#) on the Sponsored Project Administration (SPA) website.

For detailed information about the UVM proposal submission process, see [Prepare & Submit](#) on the SPA website.

To request help for complex proposals or new faculty grant writing efforts, see [Research Development](#) on the Office of the Vice President for Research (OVPR) website.

The UVM Foundation can assist you in identifying sources and in building relationships with foundation or corporate funders. See [Corporate and Foundation Relations](#).

## UVM/CESS Preliminary Internal Grant Routing Process

***NOTE: Until this UVM internal process is completed, an actual proposal cannot be submitted to the external sponsor.***

### STEP 1

Discuss the grant proposal opportunity with your Department Chair or Director and with your Department Business Manager:

- Begin with a discussion of the focus of the grant proposal and its relationship to your scholarship goals. Consider ways in which this proposal aligns with and will advance the goals of the CESS Strategic Plan as well as Department and Program goals.
- Discuss the impact that participation in this grant-funded project is likely to have on your workload, including the potential for a research buy-out.
- If the F & A rate differs from the [UVM Federal Negotiated Rate](#) due to the sponsor's restrictions, discuss financial implications and feasibility with your Chair and Business Manager.

Concerns and questions about the above issues that cannot be resolved at the Department level must be discussed with the Katie Shepherd, Associate Dean for Academic Affairs and CESS Grant Administrator, prior to moving on to the next step in the process.

## STEP 2

### For a Corporate or Foundation Proposal

If you have any questions concerning whether your research proposal should be classified as a sponsored project or a foundation grant/gift, please consult the CESS Grant Administrator. After reviewing the RFP and/or other documents and conditions, both the Foundation Office and SPA Office may be consulted to determine the most appropriate method to submit a grant proposal. An overview of the differences between a sponsored project and a gift can be found at [Characteristics of Sponsored Projects and Gifts](#) on the SPA website. Once it is determined to submit through the Foundation Office, you will work closely with their office, Department Business Manager and CESS Grant Administrator closely to submit a proposal.

### For an External Grant Proposal

**a. Contact your Business Manager or Kunie Renaud to initiate the process in [UVMClick](#)**

Send a completed [CESS New Proposal Intent Form](#), the RFP/proposal guidelines, and your draft budget/proposal to your Department Chair and your Business Manager, or to Kunie at [Kunie.Renaud@uvm.edu](mailto:Kunie.Renaud@uvm.edu). They will initiate the process by creating a proposal number (FP number) in the [UVMClick](#) system based on the information provided by the CESS New Proposal Intent Form. Your Business manager or Kunie will initiate the process, working with Deb Cannon, who is the SPA Administrator for CESS.

#### KEY INFORMATION:

- Complete a CESS New Proposal Intent Form accurately
- Facilities & Administrative (F&A) Rate: UVM has a Federal Negotiated Rate. If there is no F&A restriction, the UVM federal negotiated rate must be used. See [UVM's Facilities & Administrative \(F&A\) rate \(PDF\)](#)
- Cost Share/Matching Requirement
- Multiple Principal Investigator (PI)
- Subrecipient/Subcontract Requirements
- Graduate Student/Pre-Doctoral Trainee Support
- IRB Requirement

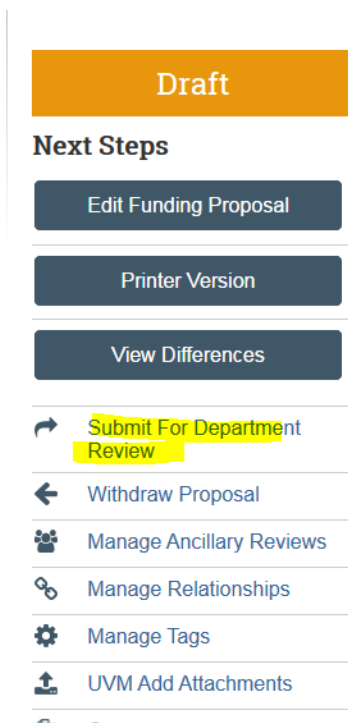
**b. Complete the Proposal Information and Upload a Proposal and other documents in [UVMClick](#)**

Based on the information [CESS New Proposal Intent Form](#), your Business manager or Kunie will create Funding Proposal in UVMClick.

You can find the UVMClick manual [here](#). Please see [Chapter 5](#) from Page 15 to Page 77.

**c. Start an internal routing in [UVMClick](#)**

Once you or your Business Manager or Kunie upload all documents including a proposal, budget narrative and other required documents and complete the budget in UVMClick, you can submit it for an internal routing by clicking “Submit For Department Review” on the first screen of proposal on UVMClick. (Note: If this is System to System submission, all required documents need to be completed in the system.)



**d. Completion of Routing and Actual Submission**

A notification will be sent to your Chair and the Dean of the primary PI’s home unit for their approvals. (Note: **This is different than the InfoEd system.** If your effort is involved with proposals from other units, your Chair and the Dean’s approvals are not required at the time of proposal submissions in UVMClick. **It is important for you to let them know your involvement in advance.**) After your Chair/the Dean approve, it will be reviewed by a SPA Administrator. Upon their approval, your proposal is ready for submission. Please confirm with the SPA Administrator who is responsible for the actual submission in advance.