



Instruction Guide

Gifts in Support of Research

in amounts of \$25,000 or more

How to Create and Process a UVMClick - Gift in Support of Research

Version 2: 2/9/2021



The University of Vermont

Gifts in Support of Research

Effective, January 1, 2021

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- 1) Guidance Memo from the OVPR and UVM Foundation ([hyperlink](#)).
- 2) Gifts in Support of Research in amounts of \$25,000 or more must be entered into UVMClick as a Funding Proposal and submitted into workflow to collect approvals.
- 3) Gifts in Support of Research do not include gifts received from individuals or are in the form of an endowment, professorship, scholarship.
- 4) Chairs and Deans will review, seek clarifications as needed, and approve, moving the gift to the Corporate and Foundation Relations unit of the UVM Foundation.
- 5) Corporate and Foundation Relations Staff will review, approve and have the gift funds registered and released to PeopleSoft following normal UVM Foundation procedures.

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- 1) Login to UVMClick - Create a Funding Proposal
- 2) Complete the SmartForm, a Working Budget is not needed
- 3) Attach Documents (Pledge Form, Gift Letter, Budget, Correspondence)
- 4) Finalize
- 5) Submit for Review and Approval



Gifts in Support of Research

Login & Create Funding Proposal

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Navigation menu with the following items: My Inbox, Grants, Agreements, SF424 Center, COI, Funding Proposal, Complex Projects, Awards, Reports, Help Center.

Funding Proposal

Buttons for creating and managing funding proposals: Create Funding Proposal, Proposals, Draft, Internal Review, Sponsor Review, Awarded, Completed.

Gifts in Support of Research

Complete the Smartform

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General Proposal Information

1. Type of application:

New

a. * Is this application/award being transferred from another institution?

Yes No [Clear](#)

Only Gifts in the amount of \$25K or more are required to come thru UVMClick.

2. * Is this submission for a Gift in Support of Research that will be managed through the UVM Foundation and not a grant, contract, or another type of sponsored project agreement?

Yes No [Clear](#)

If a Gift, then Yes & Enter Amount
If not a Gift, then No.

3. * What is the total gift amount?

\$1,000,000.00

4. Is this submission a Pre-Proposal, Letter of Intent, or White Paper?

Yes No [Clear](#)

Do not use UVMClick for gifts received from individuals or are in the form of an endowment, professorship, scholarship.

5. * Deadline Date: ?

1/1/2021

6. * Deadline Type:

Sponsor Deadline (Hard)

Target Date (Soft)

[Clear](#)

The Highlighted answers are for illustration purposes.

Red boxes will identify helpful information.

You will complete the answers in alignment with your Gift in Support of Research.

Gifts in Support of Research

Complete the Smartform

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7. * Is this a limited competition?

Yes No [Clear](#)

8. * Short title of proposal: (Displays in Smartforms)

Gift in Support of Research

Short Title is Always:
Gift in Support
of Research

9. * Long title of proposal: (Displays in Sponsor Application)

Gift in Support of Research - To Conduct Artificial Intelligence (AI) Research

Long Title Provides
Greater Detail

10. * Principal Investigator: ?

Name

Add PI Name

11. * Select the direct sponsor (use % for wildcard search i.e. %NIH%) or select TBD if your sponsor is not listed:

Google Research

a. If TBD was selected, enter sponsor's name here:

b. If this will be a flow-through, select prime (originating) sponsor:

13. * Select the activity of the sponsored project based on the primary activity of the proposal: ?

RESEARCH - Basic - 311

RESEARCH - Applied - 311

RESEARCH - Developmental - 311

RESEARCH - Experiment Station - 351

RESEARCH - Extension - 361

RESEARCH - VCHIP - 311

RESEARCH - Training - 311

RESEARCH - Equipment / Instrumentation - 311

RESEARCH - Renovation / Construction - 311

SERVICE - Conference / Workshop - 411

SERVICE - Extension - 421

SERVICE - Public - 411

SERVICE - VCHIP - 411

SERVICE - Extension - Renovation / Construction - 421

SERVICE - Extension - Equipment / Instrumentation - 421

INSTRUCTION - 211

[Clear](#)

Always select the
appropriate
Research Activity

14. * Expected start date:

1/1/2021



Gifts in Support of Research

Complete the Smartform
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Personnel

1. Principal Investigator:
Brian Pirode

a. If System to System, add Description in pdf format:
(None) Upload

b. If System to System, if required by sponsor, add Other Support in pdf format:
(None) Upload

2. * Responsible Department:
Interdisciplinary Research Gp

3. Project personnel:
a. Add all UVM personnel other than the contact PI

First Name	Last Name	Employer	Key	Role	FOCI Required For Non-Key
There are no items to display					

b. If System to System, add non-UVM key personnel

Last Name	Key	Role
There are no items to display		

4. Department Administrative personnel:
a. Select the primary Department Administrative Contact

Last Name	First Name
There are no items to display	

b. Add team members who require proposal edit rights:

Last Name	First Name
There are no items to display	

c. Add team members who require read-only rights:

Last Name	First Name
There are no items to display	

This selection determines the approval workflow (chair/dean).

Do not enter additional project personnel

Add a Dept Administrator

Submission Information

1. Submission type:
Industry/For Profit

2. Direct sponsor:
Google Research

3. Add Submission Documents (Final Proposal):

+ Add

There are no items to display

4. Add Application Guidelines/Instructions: [Attachments Naming Conventions link](#)

+ Add

There are no items to display

5. Add any Internal Supporting Documents and Sponsor Correspondence:

+ Add

There are no items to display

Add Attachments:
Gift Letter
Pledge Document
Gift Announcement
Correspondence
Budget

Gifts in Support of Research

Budget Periods and Key Dates

1. Project Start Date:

1/1/2021

2. Project End Date:

12/31/2025

3. Project length (years):

5

4. * PHS/NIH Modular budget?

Yes No [Clear](#)

5. [Add Period](#) [Remove Period](#) [Update Periods](#)

Budget periods:

Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12	1/1/2021	12/31/2021
2	Period 2	12	1/1/2022	12/31/2022
3	Period 3	12	1/1/2023	12/31/2023
4	Period 4	12	1/1/2024	12/31/2024
5	Period 5	12	1/1/2025	12/31/2025

Only 4 is mandatory on this page. It is always a No.

The default is 5 years. Add/remove/update the periods as needed. If the gift is to be one period without an end date, simply remove the additional periods and update the one period with a end date into the future. Use the advance feature in the pop up.

Complete the Smartform

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IBB F&A Allocation

Allocation of recovered F&A to be distributed to Colleges and Schools (Responsibility Centers) is declared at time of proposal submission, following the methodology described in the Incentive Based Budgeting (IBB) Model - Algorithm 4a.

1. * Does this proposal include F&A (indirects)?

Yes No [Clear](#)

Gifts do not usually include F&A cost (indirects). Gifts are subject to the Fdn 5% gift fee.

Review and Approvals

1. * Does proposal require [PLEligibility](#) approval?

Yes No [Clear](#)

2. * Does proposal involve renovation or construction activity?

Yes No [Clear](#)

3. * Will you be requesting approval for a [F&A waiver or reduction](#)?

Yes No [Clear](#)

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Complete the Smartform Page 9 of 14

Review and Approvals

1. * Does proposal require [PI Eligibility](#) approval?
 Yes No [Clear](#)
2. * Does proposal involve renovation or construction activity?
 Yes No [Clear](#)
3. * Will you be requesting approval for a [F&A waiver or reduction](#)?
 Yes No [Clear](#)

Compliance Review

1. * Human subjects involved in this project:
 Yes No [Clear](#)
2. * Laboratory animals involved in this project:
 Yes No [Clear](#)
3. * Radioactive materials and/or radioisotopes involved in this project:
 Yes No [Clear](#)
4. * Human embryonic stem cells involved in this project:
 Yes No [Clear](#)

Additional Proposal Information

1. * Will there be [program income](#)?
 Yes No [Clear](#)
2. * Is this project cancer related?
 Yes No [Clear](#)
3. * Is this project funded by an [SBIR Small Business Innovation Research](#) funding mechanism?
 Yes No [Clear](#)
4. * Is this project funded by an [STTR Small Business Technology Transfer](#) funding mechanism?
 Yes No [Clear](#)
5. * Is this proposal being submitted to a specific COVID-19 funding opportunity, or is the project activity related to COVID-19?
 Yes No [Clear](#)

Completion Instructions:

Next Steps

1. Click Hide / Show Errors to validate that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. When proposal is complete, start the UVM approval process by clicking 'Submit For Department Review'.

Click

« Back

Save

Exit

Hide/Show Errors

Print

Jump To

Finish

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Submit for Approvals

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Draft

Next Steps

Edit Funding Proposal

Printer Version

View Differences

Submit For Department Review

PI Certify

Withdraw Proposal

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Gift in Support of Research

Proposal Information

PI:	Brian Prindle
Submitting Department:	Interdisciplinary Research Grp
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES
Direct Sponsor:	Google Research
Prime Sponsor:	
Application Deadline:	1/1/2021 Target Date (Soft)
SPA Deadline:	12/30/2020
Department Administrative Contact:	
SFA Administrator:	
SF424 Link (if applicable):	

Click and submit for Dept/College review and approval

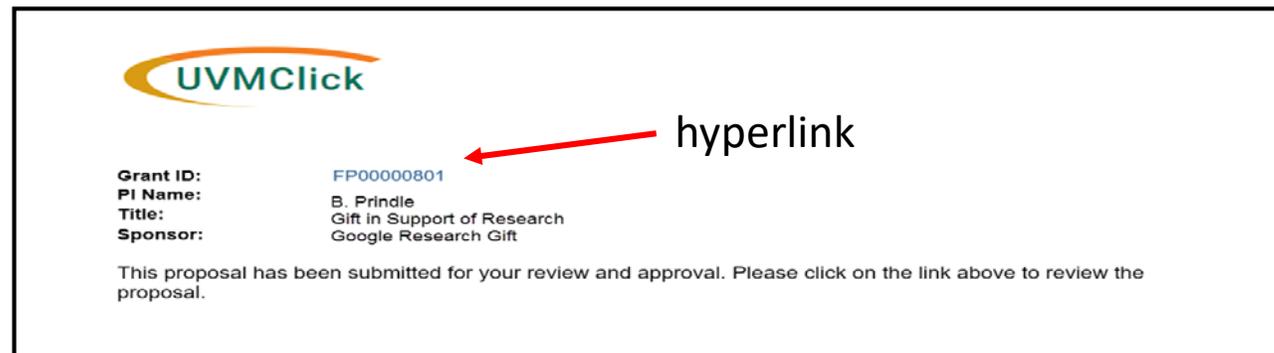
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Review and Approve
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1. There are 3 levels of approval for a Gift in Support of Research: Chair, Dean, Foundation.



2. Once the proposal has been submitted to workflow, each approver in sequence, will receive a UVM outlook email notification with a hyperlink to the UVMClick – Proposal.



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Review and Approve

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3. When the reviewer clicks the hyperlink, the UVMClick - Proposal workspace displays. Review options include;
- A. Click “View Funding Proposal” and review page by page.
 - B. Click “Printer Version” which displays the Smartform as one scrolling document.
 - C. To quickly view the Gift Letter or other attachments, go to the Blue Tab section and click “Attachments”.

The screenshot shows the 'Department Review' section for a 'Gift in Support of Research' proposal. On the left, under 'Next Step', there are three buttons: 'View Funding Proposal' (labeled A), 'Printer Version' (labeled B), and 'View Differences'. Below these is a 'PI Certify' link. The main area displays 'Proposal Information' with the following details:

PI:	Brian Prindle
Submitting Department:	Interdisciplinary Research Grp
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES
Direct Sponsor:	Google Research
Prime Sponsor:	
Application Deadline:	1/1/2021 Target Date
SPA Deadline:	12/30/2020

At the bottom right, a 'Attachments' tab is highlighted (labeled C), showing a list of attachments:

Name
Gift 50K Budget details
Gift Details and Documentation

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Review and Approve

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4. Approve or Request Changes by going to the Proposal “workspace” and on the left side menu, Click the activity.

Department Review

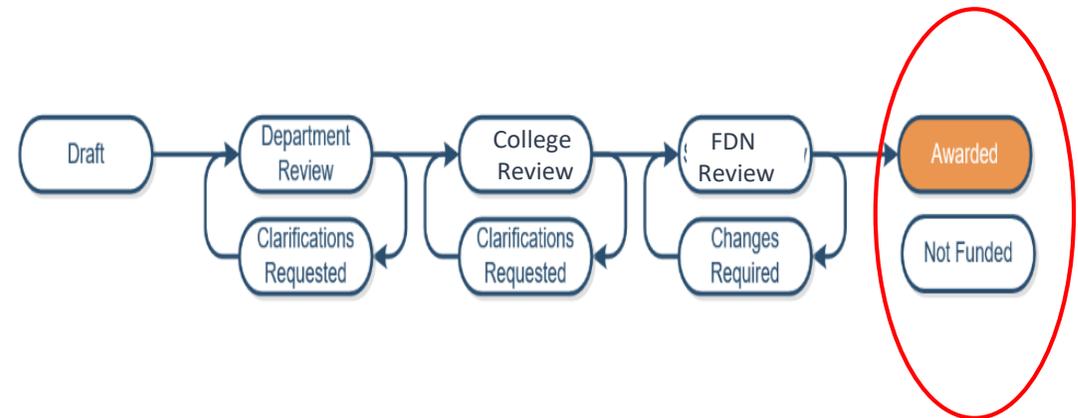
Next Steps

- View Funding Proposal
- Printer Version
- View Differences
- ✓ Approve
- ↩ Request Changes

Gift in Support of Research

Proposal Information	
PI:	Brian Prindle
Submitting Department:	Interdisciplinary Research Grp
College:	COLLEGE OF ENGINEERING AND MATHEMATICA
Direct Sponsor:	Google Research
Prime Sponsor:	
Application Deadline:	1/1/2021 Target Date (Soft)
SPA Deadline:	12/30/2020
Department Administrative Contact:	
SPA Administrator:	Julie Macy
SF424 Link (if applicable):	

5. The Foundation’s Corporate and Foundation Relations Staff are the last approvers and they will move the gift proposal to one of two states “Awarded” or “Not Funded”.

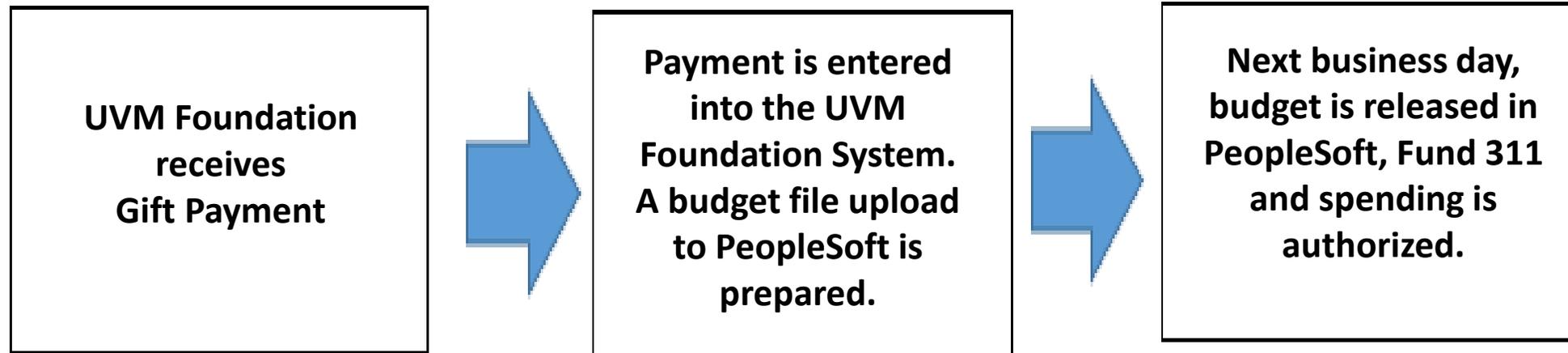


Gifts in Support of Research

Release Funds to PeopleSoft

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6. If Awarded, Corporate and Foundation Relations Staff will register the gift and have released to PeopleSoft following normal UVM Foundation procedures.



Reminder: UVM Foundation authorizes spending in PeopleSoft equal to actual payments received, authorized spending is not based on the gift amount committed.

End