SPA 2.0 Pre-Award Administration

PROPOSAL PREPARATION PROCEDURE

UVM requires all extra-mural proposal submissions (new, renewals continuations, supplements) with federal, non-federal, state, industry, or foundation funding to be entered into UVMClick and electronically routed to collect Principal Investigator (PI) certification and institutional approvals (Department, College, Sponsored Projects Administration/SPA) prior to submission to a sponsor.

SPA 2.0 Pre-Award Administrators are responsible for coordinating all proposal submissions for PIs within partnering college/units, prior to final review by the SPA Research Administrator (RA).

Proposal submission types include:

- System-to-system submissions to grants.gov through UVMClick
- External/non-system-to-system proposals
- Subaward proposals
- Letters of intent, white papers, and/or pre-proposals when institutional signature and/or detailed budgets or cost-share commitments are required at that stage. See LOI/White Papers/Pre-Proposal Instruction Guide.

UVMClick is UVM's electronic research administration (eRA) portal where UVM researchers and administrators manage the lifecycle of Funding Proposals, Awards, IRB Protocols, IACUC Protocols, IBC Registrations, Conflict of Interest Disclosures, and Agreements.

Pre-Award Administrators will make every attempt, *within standard business hours*, to meet submission deadlines with short timelines (less than 4 weeks). Please review the SPA 2.0 Pre-Award Service Levels Matrix for more information.

Proposal Preparation Steps

1. **A minimum of four weeks ahead of the Sponsor's deadline (preferably 6 weeks):**
   The PI completes the Proposal Preparation Questionnaire Form and forwards the document to their assigned Pre-Award Admin, who will then complete the following:
   - Use the completed questionnaire to create a UVMClick Funding Proposal record.
   - Review the proposal guidelines and provide feedback to the PI, where needed.
   - Determine method of submission with PI.
   - Initiate a draft budget in UVMClick and internal budget worksheet (if needed), and send to the PI for review, comment and/or confirmation.
   - Draft budget justification for PI's review/edits.
   - Coordinate subaward documents, if applicable.

2. **A minimum of three weeks ahead of the Sponsor's deadline:**
    - Budget is finalized and the Pre-Award Admin enters it into UVMClick and sponsor portals (as access allows).
    - The Pre-Award Admin completes internal cost sharing forms and obtains Chair/designee signatures from non-submitting departments.
    - Subaward documents are received and reviewed by the PI and the Pre-Award Admin.
        - The PI will review and confirm with Pre-Award Admin that the details are as expected.
        - The Pre-Award Admin will review for accuracy and compliance and enter the final budget and materials into UVMClick and sponsor forms/system. If needed, the Pre-Award Admin will coordinate any needed changes with the subrecipient.

3. **A minimum of two weeks ahead of the Sponsor's deadline:**
    - Budget Justification is edited by PI and finalized by the Pre-Award Admin.
    - Senior Personnel documents are received and reviewed by the Pre-Award Admin, who will coordinate any needed changes with PI.
    - IBB F&A Allocation forms and Ancillary Review approvals (if needed) are prepared and finalized by the Pre-Award Admin.
    - The Pre-Award Admin will coordinate, with the PI, completion of the sponsor application as well as the upload of all required documents to UVMClick and/or sponsor's electronic submission system.

4. **A minimum of one week ahead of the Sponsor's deadline:**
    - Signed letters required for submission will be coordinated by the PI and uploaded into UVMClick and/or sponsor portal by the Pre-Award Admin (e.g., commitments, collaborations, etc.).
    - The Pre-Award Admin will draft requested letters of intent for institutional signature and upload to UVMClick once completed.

5. **A minimum of three business days ahead of the Sponsor's deadline:**
    - All required proposal documents are final and ready for submission.
    - The Pre-Award Admin notifies the department reviewers, PI and assigned SPA RA that the proposal will be routed in UVMClick for internal review/approval. The PI certifies the UVMClick Funding Proposal Record at this time.
    - The department and college level will review and approve within UVMClick before the SPA RA receives the record for their final review and approval, prior to submission to sponsor.
        - If clarification/changes are needed, the Pre-Award Admin will coordinate with the PI.

6. **A minimum of two business days ahead of the Sponsor's deadline:**
    - The assigned SPA RA completes the final review and provides feedback.
        - If clarification/changes are needed the Pre-Award Admin will coordinate with PI.
    - Once Pre-Award Admin, PI and SPA RA confirm the application is ready for submission to the sponsor, institutional signatures are provided.

- The PI must be reachable during this time for any technical problems SPA might encounter during the submission.

7. **Day of submission: Proposal is submitted, using various methods:**
   - System-to-system through UVMClick: SPA RA will submit (e.g., Grants.gov).
   - Non-system-to-system proposals: SPA RA, PI, or Pre-Award Admin will submit (determined at time of proposal questionnaire).
   - External Sponsor Systems/Portals: SPA RA or PI will submit as indicated by sponsor (e.g., Research.gov, AHA, Proposal Central).

Additional Resources:

→ Principal Investigator Eligibility

→ Budget Development Overview and Budget Category Descriptions

→ Distinguishing between a Subrecipient or Supplier or Consultant

→ Research Development Office – Find Funding/Grant Writing

→ SPA Fact Sheet

→ SPA Forms Library

→ Join SPA News and SPA News Archives