UVMClick-Grants Email Notification Reference Guide

On April 18, 2023

Number	UVMClick Module	Email Notification Subject	Email Message	Email Recipients	Description
1	Funding Proposal	Action Required: Please certify your proposal	If you have yet to PI Certify the Funding Proposal, now is the time to do so. Description: Please select the hyperlink above to access the funding proposal record. Once inside the proposal record, please execute the "PI Certification" activity on the left hand side.	Principal Investigator	Created when PI Submits for Department Review
2	Funding Proposal	Advance Account Request	An advanced account request has been submitted for the funding proposal above. Please access the workspace to view the request.	To spa@uvm.edu email box	Request Award Modification Activity
3	Funding Proposal	Ancillary review notification	A Funding Proposal has been assigned to you for ancillary review. Click the link above to access and review the submission.	Person(s) assigned to perform Ancillary Review	Manage Ancillary Review
4	Funding Proposal	Email (Generic) - Subject Line entered by sender	Comments entered by Sender	Reviewers designated by sender	Send Email Activity
5	Funding Proposal	FP0000xxxx Includes Individuals from your Department	One or more individuals from your department have been added to the funding proposal listed above. If you have any questions, please contact the individual identified within your department. (Shows list of Investigators - Name, department, Role, % Commitment, $ Amount Budgeted)	Step 1 Reviewers for Nonsubmitting Departments (employees' effort commitments)	Nonsubmitting Department Notification - Send when PI Submits for Department Review
6	Funding Proposal	FP0000xxxx: Advance Account	This email was sent from FP0000xxxx: SHORT NAME	Recipients designated within the email notification activity	Email Notification
7	Funding Proposal	FP0000xxxx: An Award Letter Has Been Received	Sponsored Project Administration (SPA) has received an award for the referenced funding proposal. A member of the Award Acceptance team assigned to review the award will be in touch shortly. There is no further action needed from you at this time. To view the award document click on the Grant ID hyperlink above.	Principal Investigator, Dept Admin Contact and Step 1 Reviewers	An Award Letter Has Been Received Activity
8	Funding Proposal	FP0000xxxx: Changes made. Resubmitted to Department Reviewer	Requested changes have been made. Please click on the link above to review and approve the proposal. If you have any questions, please contact the author of this request.	Step 1 Reviewers	Submit Changes
9	Funding Proposal	FP0000xxxx: Department Reviewer is requesting changes from PI	There are changes that need to be made to the proposal. Please click on the link above to open your proposal and click on the "History" tab to see the reviewer comments. If you have any questions, please contact the author of this request.	Principal Investigator	Changes Requested By Department Activity
10	Funding Proposal	FP0000xxxx: Notification of Ancillary Review Completion	Ancillary review has been completed for the Funding proposal. Click the link above to access and review the submission details.	SPA Specialist	When Ancillary Review is Completed
11	Funding Proposal	FP0000xxxx: Notification of JIT Completion	Additional information has been provided to submit to the sponsor to support this request. Click the link above to access and review the submission details.	Assigned SPA RA	JIT Response Submitted Activity
12	Funding Proposal	FP0000xxxx: Post Submission/JIT Changes are Requested	The sponsor has requested additional information. Click on the Grant ID hyperlink above and then click on the "History" tab to see the post submission update request/comments. If you have any questions, please contact the author of this request.	Principal Investigator and Dept Admin Contact	Post Submission Changes Required Activity
13	Funding Proposal	FP0000xxxx: Proposal Needs Re-Review	This proposal has been submitted for re-review and approval. Please click on the link above to review the proposal.	Principal Investigator, Dept Admin Contact and Step 1 Reviewers	Department Notification Re-Review
14	Funding Proposal	FP0000xxxx: Proposal Requires your Review and Approval	The above proposal has been submitted for your review. Click the link to review the funding proposal and take any needed actions. Contact the PI with any questions.	Step 2 Reviewers	Submitted for Department Review (after Step 1 Review is completed)

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15	Funding Proposal	FP0000xxxx: Proposal Reviewed and Ready to Submit	Message is added by sender.	Recipient designated by sender	Send Email Activity
16	Funding Proposal	FP0000xxxx: Proposal Submitted	This proposal has been submitted for your review and approval. Please click on the link above to review the proposal.	Step 1 Reviewers	Submitted for Department Review
17	Funding Proposal	FP0000xxxx: SPA Research Administrator is requesting changes from PI	There are changes that need to be made to the proposal. Please click on the hyperlink to open your proposal in UVMClick and navigate to the "History" tab to see the reviewer comments.	PI, FP Department Administrative Contact	Specialist Requests Changes Activity
18	Funding Proposal	Post Submission Activity Needs Attention	Post Submission Activity is being provided to SPA in response to sponsor's request. SPA needs to take next steps to prepare and submit to sponsor. Please pay attention to any deadlines. Click on the hyperlink above to view the Post Submission Activity information.	SPA Assigned Specialist	SPA Admin Notify on Submit JIT Response Activity
1	Award	Award Data Collection Completed	The department data collection step has been completed for the above award. Please access the Award and continue with the next steps in the processing.	SPA Specialist	Send Data Collection Form to SPA
2	Award	Award Setup Review Required	SPA is in the process of award and chartstring set-up. Please click on the hyperlink provided and access the Award record. To review click the activity "Printer Version" and review the smartform details to ensure set-up is correct. Upon completion of your review, execute the "send to SPA" activity. This allows SPA to complete the set-up and release budget to Peoplesoft. If we do not hear from you within 3 business days, SPA will complete the set-up.	Award Department Administrative Contact:	Sent for Department Review Activity
3	Award	Award Setup: Complete Data Collection Form and return to SPA	SPA is in the process of award acceptance, negotiation and set-up. Upon completion of the award setup, the awarded budget will be released to a chartstring/s in PeopleSoft and spending can begin. To assist SPA with the correct set-up in PeopleSoft please complete the Award Data Collection Form (link below) and return to SPA by using the UVMClick activity 'Send Data Collection Form to SPA'. This activity is located on the left side menu on the UVMClick Award workspace. To help expedite the award set up process, please complete and return the Award Data Collection Form as soon as possible. If you are not the correct person to complete this activity, please forward it to the appropriate person for completion.	Award Department Administrative Contact	Sent for Dept Data Collection Activity
4	Award	AWD0000xxxx: Award assigned for final review	You have been assigned as the Final Reviewer for this Award. Use the link above to navigate to the Award. If no changes are required, please complete the "Activate" Award activity. If you have any questions or concerns, please return it to the SPA Administrator using the "Request Changes" activity.	SPA Award Approver	Submitted for Final Review Activity
5	Award	AWD0000xxxx: Award Department Review Completed	The department review step has been completed for the above award. Please access the Award and continue with the next steps in the processing.	SPA Specialist	
6	Award	AWD0000xxxx: Award withdrawn	This award was withdrawn.	Principal Investigator, Department Admin Contact and SPA Assigned Specialist	Withdrawn Award Activity
7	Award	AWD0000xxxx: SPA Administrator Reassigned	The SPA Administrator for this award has been reassigned from Unassigned Unassigned to Kerry Lavalette. Use the link above to navigate to the Award.	SPA Specialist	Specialist Assigned Activity
1	Award Mod Request	AMR0000xxxx: Award Mod Request Clarifications Requested	The Specialist has requested clarifications on this award modification request. Use the link above to navigate to the Award Modification Request and submit the requested clarifications.	Person Requesting Clarification	
2	Award Mod Request	AMR0000xxxx: Award Mod Request clarification submitted	The Submitter has responded to your request for clarifications and re-submitted this award modification request for review. Use the link above to navigate to the Award Modification Request and submit your review.	Person Requesting Clarification	Clarifications Submitted Activity
3	Award Mod Request	AMR0000xxxx: Award Mod Request SPA Administrator Assigned	You have been assigned as the SPA Administrator to review this award modification request. Use the link above to navigate to the Award Mod Request.	SPA Specialist	

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4	Award Mod Request	AMR0000xxxx: Award Mod Request submitted for review	You have been assigned as the SPA Administrator to review this award modification request. Use the link above to navigate to the Award Mod Request for your review.	SPA Specialist	
5	Award Mod Request	AMR0000xxxx: Award Mod Request submitted for review	You have been assigned as the SPA Administrator to review this award modification request. Use the link above to navigate to the Award Mod Request for your review.	Assigned SPA RA, AA or FA	Request Submitted to Specialist Activity
6	Award Mod Request	AMR0000xxxx: Award Mod Request Under Review	This award modification request has been assigned to a SPA Adminstrator for review and further processing. No further action needed from you at this time. Use the link above to navigate to view the modification request on the Award workspace.	Award Dept Admin Contact	Approved Activity
7	Award Mod Request	AMR0000xxxx: Award Mod Request Withdrawn	This award mod request has been withdrawn. Use the link above to navigate to view the mod request on the Award workspace.	SPA Specialist	
8	Award Mod Request	AMR0000xxxxx: Award Mod Request Clarifications Requested	The Specialist has requested clarifications on this award modification request. Use the link above to navigate to the Award Modification Request and submit the requested clarifications.	Person Requesting Clarifications	Sent by Assigned SPA FA
9	Award Mod Request	AWD0000xxxx-MOD002: Award Department Review Completed	The department review step has been completed for the above award. Please access the Award Mod and continue with the next steps in the processing.	Person who initiated the Dept Review Request	Sent to SPA Activity

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1	Award Modification	0000xxxx-MOD006: Award Mod changes requested	A reviewer has requested changes for this Award Mod. Use the link above to navigate to the Award Mod and submit any necessary changes.	Assigned SPA RA, AA or FA	Assigned SPA RA, AA or FA
2	Award Modification	0000xxxxx-MOD003: Award Modification Status Update	This award modification is now with SPA's set-up specialist who will complete the setup in the UVM accounting system, PeopleSoft. The next email you receive will be the official Award Setup Notification from spa@uvm.edu indicating the modification has been setup in PeopleSoft.	PI, Award Department Admin Contact, SPA Specialist	
3	Award Modification	0000xxxxx-MOD007: Award mod approved	This Award Mod has been approved. Use the link above to navigate to the Award Mod.	Award Department Administrative Contact	Award Change Approved Activity
4	Award Modification	AMR0000xxxx: Award Mod Request Withdrawn	This award mod request has been withdrawn. Use the link above to navigate to view the mod request on the Award workspace.	Assigned FA on Parent Award	Withdraw Activity
5	Award Modification	Award Modification Review Required	SPA is in process of setting up the above Award Modification. Please access the Award Modification and review the details to ensure they are correct within the next 3-business days. Once completed with your review, execute the "Send to SPA" activity so that SPA may continue with processing of the Award. If we do not hear from you within the 3-business days, SPA will move forward with the award set-up process.	Award Dept Admin Contact	Sent for Department Review Activity
6	Award Modification	AWD0000xxxx-MOD001: SPA Administrator Reassigned for this Award Mod	You have been assigned as the SPA Administrator for this Award Mod. Use the link above to navigate to the Award Mod.	SPA Specialist	Specialist Assigned Activity
7	Award Modification	AWD0000xxxx-MOD002: Assigned as Award Mod Reviewer	You have been assigned as the Designated Reviewer for this Award Modification and will be required to submit a review once it reaches the Designated Review state. Use the link above to navigate to the Award Modification.	Assigned SPA RA, AA or FA	Assign Designated Reviewer Activity
8	Award Modification	AWD0000xxxx-MOD002: Award Department Review Completed	The department review step has been completed for the above award. Please access the Award Mod and continue with the next steps in the processing.	Person who initiated the Dept Review Request	Sent to SPA Activity
9	Award Modification	AWD0000xxxx-MOD002: Award Mod assigned for final review	You have been assigned as the Final Reviewer for this Award Modification. Use the link above to navigate to the Award Mod. If no changes are required, please complete the "Approve" Award Mod activity. If you have any questions or concerns, please return it to the SPA Administrator using the "Request Changes" activity.	Award Approver	Submitted for Final Review Activity

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1	Agreement	DUA00000xxx agreement activated	The Agreement is now in active status, fully-executed. If the Agreement provides funding, SPA will continue the process of award set-up thru UVMClick - Awards. You will be notified when funds are released to PeopleSoft. If this Agreement provides no funds it is now complete and you may proceed with the activity. To navigate to the Agreement workspace click on the link above.	Principal Investigator	Activated Activity
2	Agreement	DUA00000xxx: SPA Specialist Assigned	SPA Specialist/Owner has been assigned. No action is needed from you at this time but if you have any questions on this agreement then contact your assigned SPA Specialist/Owner. To navigate to the Agreement workspace click on the link above.	Principal Investigator and SPA Specialist	Assign Owner Activity
6	Agreement	DUA0000xxxx has expired	This agreement has expired. Click the link above to see the details and create an amendment.	Principal Investigator	Contact Owner Activity
7	Agreement	DUA0000xxxx nearing expiration	No message - just link in body of message	Principal Investigator	Contact Owner Activity
3	Agreement	NDCA00000xxx agreement activated	The Agreement is now in active status, fully-executed. If the Agreement provides funding, SPA will continue the process of award set-up thru UVMClick - Awards. You will be notified when funds are released to PeopleSoft. If this Agreement provides no funds it is now complete and you may proceed with the activity. To navigate to the Agreement workspace click on the link above.	Principal Investigator	Activate Agreement Activity
4	Agreement	NDCA00000xxx: Agreement Terms and Conditions have been Finalized	Agreement terms and conditions have been finalized. No action is needed from you at this time. To navigate to the Agreement workspace click on the link above.	Principal Investigator	Approved Language Activity
5	Agreement	OTNM00000xxxx: SPA Specialist Contacted	Message is added by sender.	Principal Investigator	Automated Process one day after Expiration Date