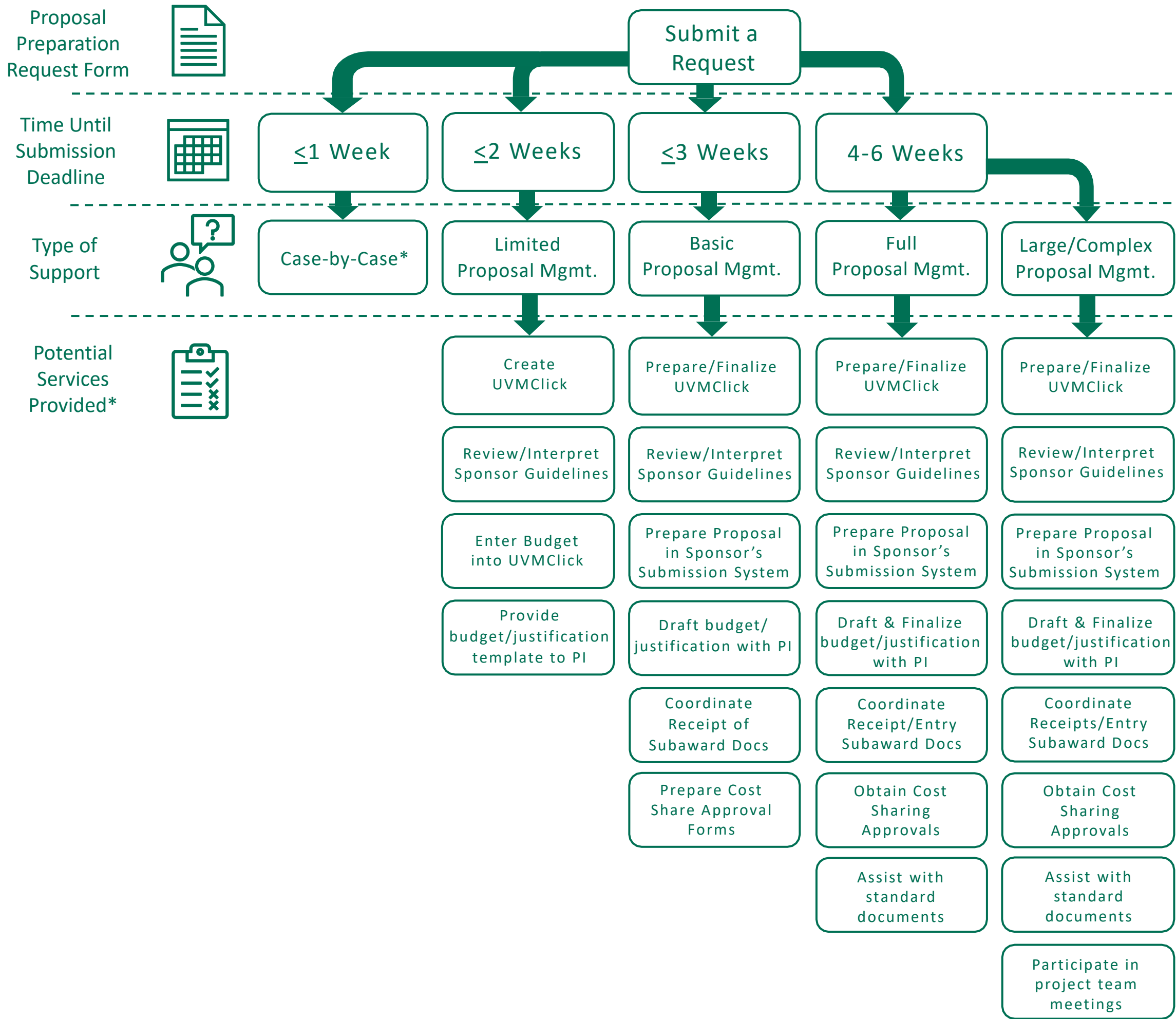


SPA 2.0 Pre-Award Service Levels



Note: PI must be responsive during this period to ensure level of service at time of request. Pre-Award Administrators will make every attempt, ***within standard business hours***, to meet submission deadlines with short timelines.

*All support is subject to the SPA 2.0 Pre-Award team's capacity at time of request.



Level of Support	Level 1	Level 2	Level 3	Level 4
	Case-by-Case Proposal Management Requestswith ≤1 week to deadline	Limited Proposal Management Requestswith ≤2 weeks to deadline	Basic Proposal Management Requestswith ≤3 weeks to deadline	Full Proposal Management *Requestswith 4-6 weeks to deadline
Notification To Deadline	Detailed tasks listed below will be completed each week until deadline by Pre-Award Administrators			
4-6+ Weeks Remaining <i>*Preferred Start for Successful Proposal Preparation</i>				+ Step 1: Create funding proposal record in UVMClick using completed proposal request form + Interpret sponsor guidelines; prepare feedback for PI + Communicate with subawards to collect required documents + Create internal budget spreadsheet; enter draft budget in UVMClick + Draft budget justification + 1-2 rounds of budget changes + Participate in project team meetings + Collaborate with Research Devel.
3 Full Weeks Remaining			+ Step 1: Create funding proposal record in UVMClick using completed proposal request form + Interpret sponsor guidelines; prepare feedback for PI + Communicate with subawards to collect required documents + Create internal budget spreadsheet; enter draft budget in UVMClick + Draft budget justification + 1-2 rounds of review/budget changes + Collaborate with Research Devel. + 1:1 Microsoft Team meetings with PI	+ Enter final budget into UVMClick and sponsor forms/system + Collect/Review/Enter subaward/s budget and materials in UVMClick and Sponsor application forms + Provide additional guidance to subaward organizations + 1-2 rounds of review/budget changes + Complete internal cost-sharing forms and obtain Chair/designee signatures + Provide guidance to PIs when new accounts are needed (e.g., sponsor portals, SciENCv) + 1:1 Microsoft Team meetings with PI
2 Full Weeks Remaining		+ Step 1: Create funding proposal record in UVMClick using completed proposal request form + Interpret sponsor guidelines; prepare feedback for PI + Create internal budget spreadsheet, if time + Provide budget justification template + Subawards: case-by-case + 1 round of review/budget changes + Provide internal cost-sharing forms and instruction to PI + 1:1 Microsoft Team meetings with PI	+ Enter final budget into UVMClick and sponsor forms/system + Collect/Review Subaward budget and materials in UVMClick. If time, will enter in sponsor system + Collect/review senior personnel docs, coordinate changes with PI + Apply final edits to budget justification and upload to UVMClick and/or sponsor system + Complete internal cost-sharing forms, and forward to PI to obtain signatures + 1 round of review + 1:1 Microsoft Team meetings with PI	+ Coordinate completion of sponsor specific forms and upload to UVMClick and/or sponsor system + Collect/review senior personnel docs, coordinate changes with PI + Apply final edits to budget justification and upload to UVMClick and/or sponsor system + Complete IBB Form and coordinate ancillary review approvals + 1 round of review + 1:1 Microsoft Team meetings with PI
1 Full Week Remaining	+ Step 1: Create funding proposal record in UVMClick using completed proposal request form + Review sponsor guidelines + Coordinate route of funding proposal for approvals	+ Enter final budget into UVMClick + Receive/review internal cost-sharing forms + Receive senior personnel docs for upload + Collect final budget justification and upload to UVMClick/Sponsor system + Complete IBB form and initiate Ancillary Reviews + Final Review Proposal + Coordinate route of funding proposal for approvals	+ Coordinate receipt and upload of signed letters + Complete IBB Form and coordinate ancillary review approvals + Final Review Proposal + Route funding proposal record for review + Coordinate any change requests from SPA with PI	+ Coordinate receipt and upload of signed letters + Final Review Proposal + Route funding proposal record for review + Coordinate any change requests from SPA with PI
Pre-Award Services Agreement		• PI agrees to internal deadlines set by Pre-Award Administrators at time of proposal engagement to ensure full suite of services. The services listed above, within each week prior to deadline, will be provided by Pre-Award Administrators. • Regardless of when SPA 2.0 is notified of a proposal, the highest level of services will be provided. If notification is during Levels 1-3, if time permits, additional services will be provided. In these cases, PIs will be informed of their pre-award responsibilities at time of proposal initiation.		