SPA Pre-Award Service Levels

Proposal Preparation Request Form	Submit a Request			
Time Until Submission Deadline	≤2 Weeks	≤3 Weeks	≤4 Weeks	5+ Weeks
Type of Support	Case-by-Case*	Limited Proposal Mgmt.	Basic Proposal Mgmt.	Full Proposal Mgmt.	Large/Complex Proposal Mgmt.
Potential Services Provided*	Create UVMClick	Prepare/Finalize UVMClick	Prepare/Finalize UVMClick	Prepare/Finalize UVMClick
	Review/Interpret Sponsor Guidelines	Review/Interpret Sponsor Guidelines	Review/Interpret Sponsor Guidelines	Review/Interpret Sponsor Guidelines
	Enter Budget into UVMClick	Prepare Proposal in Sponsor's Submission System	Prepare Proposal in Sponsor's Submission System	Prepare Proposal in Sponsor's Submission System
	Provide budget/justification template to PI	Draft budget/ justification with PI	Draft & Finalize budget/justification with PI	Draft & Finalize budget/justification with PI
		Coordinate Receipt of Subaward Docs	Coordinate Receipt/Entry Subaward Docs	Coordinate Receipts/Entry Subaward Docs
		Prepare Cost Share Approval Forms	Obtain Cost Sharing Approvals	Obtain Cost Sharing Approvals
			Assist with standard documents	Assist with standard documents
				Participate in project team meetings

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 Pre-Award team's capacity at time of request.

Level of Support / Notification To Deadline	Level 1 **Case-by-Case Proposal Management** Requests with ≤2 week to deadline	Level 2 **Limited Proposal Management** Requests with ≤3 weeks to deadline	Level 3 **Basic Proposal Management** Requests with ≤4 weeks to deadline	Level 4 **Full Proposal Management** *Requests with 5+ weeks to deadline
	Detailed tasks listed below will be completed each week until deadline by Pre-Award Administrators			
5+ Weeks Remaining ***Preferred Start for Successful Proposal Preparation***				+ **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.
4 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
3 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
1-2 Full Weeks 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 Pre-Award 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.**			