Submitting a Proposal for External Funding in CESS

Supporting faculty in their grant proposal process is a high priority in CESS. The process below provides an outline of the steps required to submit a grant proposal and is designed to ensure an efficient and supportive process from start to finish. The recommended timeline to complete the grant proposal submission and routing process is 10 days prior to the actual deadline. The first step in ensuring a smooth process is to contact your Department Chair, Department Business Manager and CESS Grant Administrator as soon as a decision has been made to apply for external funding.

Faculty Resources:
The CESS Grant Administrator, Kunie Renaud, is always available to assist you in developing a budget. She is located in the CESS Business Office and can be reached at 426A Waterman Building by phone at 656-8576 or via email at Kunie.Renaud@uvm.edu

Resources available at UVM for identifying funding sources are available at: http://www.uvm.edu/spa/?Page=findfunding.html

Detailed information about the UVM Proposal Submission can be found at: http://www.uvm.edu/spa/?Page=proposals.html

The UVM Grant Proposal Manager who can assist with grant writing, project management design, and RFP/RFA requirements can be found at: https://www.uvm.edu/~ovpr/?Page=gpm_services.php

The UVM Foundation can assist in identifying sources and in building relationships with foundation or corporate funders: http://www.uvmfoundation.org/s/1690/foundation/index.aspx?sid=1690&gid=2&pgid=857

UVM/CESS Internal Grant Routing Process:
Note: Until this UVM internal process is completed, a proposal cannot be submitted to the sponsor.

Step 1: Discuss the grant proposal opportunity with Department Chair or Director and Department Business Manager

- The discussions with your Department Chair will include your future workload such as buy-out and research component.
- If the Department Chair or Business Manager has any concerns and questions, they will contact the CESS Grant Administrator and the Associate Dean, Cindy Gerstl-Pepin for Academic Affairs and Research to resolve any issues before the next step.

Step 2 For a Corporate or Foundation Proposal

If you have any questions concerning whether your research proposal should be classified as a gift or sponsored project, please consult the CESS Grant Administrator and the Foundation or Corporate Relations point person in the UVM Foundation to finalize submission. An overview of the difference between a gift and a sponsored project can be found at: http://www.uvm.edu/spa/?Page=proposalfaqss.html
Step 2 For an External Grant Proposal

a. New Proposal Questionnaire

Send a completed New Proposal Questionnaire, the RFP/proposal guidelines, and draft budget to the SPA Administrator for CESS, Josh Tyack, Joshua.Tyack@uvm.edu, your Department Business Manager, and copy Kunie Renaud. The information will be reviewed by SPA, your Department Chair and Department Business Manager, and Kunie. If there are any concerns, they may contact the Associate Dean, Cindy Gerstl-Pepin.

Key information:

- Facilities & Administrative (F&A) Rate: UVM has a Federal Negotiated Rate. The rate is listed on the SPA website http://www.uvm.edu/spa/?Page=uvmfactsheet.html. If there is no F&A restriction, the UVM rate must be used.
- Cost Share Requirement
- Multiple Principal Investigator (PI)
- Subrecipient/Subcontract Requirements
- Graduate Student/Pre-Doctoral Trainee Support
- IRB Requirement

b. Completing the Routing Packet

The SPA Administrator, Josh Tyack, will create a Routing Packet including a Routing Budget and send it back to the PI. The Routing Packet is an Excel Workbook which contains multiple tabs:

i. The first tab is a Routing Form to be reviewed and filled out by the PI.
ii. The second tab is the Routing Budget to be reviewed by the PI and Departmental Business Manager.
iii. The PI and Business Manager send a completed Routing Packet back to Josh Tyack, the SPA Administrator for CESS. (Note: Depending on the budget categories, additional forms may need to be completed.)

c. Uploading the Routing Packet

The SPA Administrator, Josh Tyack, uploads the completed Routing Packet in the InfoEd system <https://www.uvm.edu/~infoed/>. The PI then uploads all documents such as the proposal, a finalized budget narrative, a proposal application in PDF, etc. (Note: At this stage a proposal or application can be in draft form, however, the budget narrative has to be finalized and completed. If the PI route a draft version of the proposal, SPA will contact you at the end of the route and will ask the PI to send the final completed version of the proposal via email.)

**IMPORTANT** Once the SPA Administrator has uploaded the completed Routing Packet into the InfoEd system, please notify your Department Chair, the CESS Grant Administrator, and the Associate Dean for Academic Affairs and Research that an email notification for an approval request in the InfoEd system is coming to them shortly. This is very important especially when the deadline is very close. In general, at least 48 hours advance notice is required. If personnel outside CESS are involved, please also notify their Chairs and Deans.
Step by Step Instructions to start the routing process in InfoEd system

> Go to <https://spogi.uvm.edu/>
> Log in
> Click "My Proposals"
> Click "Search For"
> Enter “XXXX” (You see this proposal# in Routing Packet) in "Proposal number"
> Click the Word.doc file
> Click "Uploading Documents"

Once the documents (proposal, budget narrative, etc.) have been uploaded, please check off "Complete" box on top right corner. Then, to complete the process, please click “Finalize”

You will see a picture of Thumbs Up like below. Please click to submit the proposal.

As soon as the Submit Final Review button has been pressed, the routing starts. A routing notification will be sent to the Department Chair and the Associate Dean for Academic Affairs and Research.

d. Final Submission of the Proposal

Once SPA has completed its review and has obtained the UVM Authorized Institutional Approval, SPA will coordinate with the PI (or the designated person) to submit the approved proposal to the sponsor in accordance with the sponsor’s submission requirements (i.e. NSF (FastLane), US Department of Education (grants.gov), etc.)