

The Mid-Career Faculty Experience of... Grant Writing at UVM

Presented by:

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Sponsored Project
Administration

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Grant Proposal Developer
Research Development



The University of Vermont

Housekeeping & Ground Rules

- **All forms of participation are okay**

- Video on or off
- Speak, type in chat box, gesture, emoticons/reactions, mix/match
- Walk, move around, fidget, eat/snack, take breaks

- **We affirm all aspects of identity**

- neurotypes, gender, sexual orientations, race, disability, ethnicity, and all other forms of diversity

Purpose of the Presentation

Participants will:

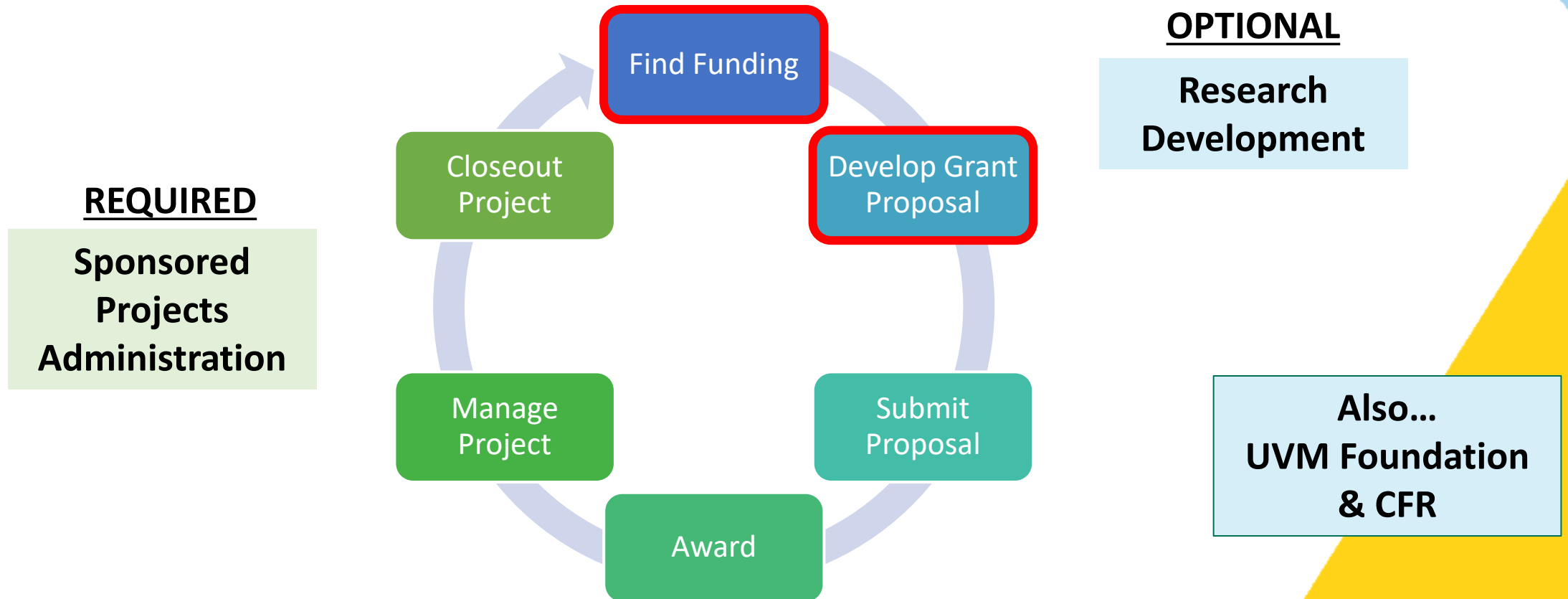
- Learn about UVM services and tools to support you in finding funding, writing, and submitting grant proposals
- Refresh re: the concept of a “sponsored project”
- Roles and responsibilities of key stakeholders involved in research administration at UVM
- Strategies and best practices for developing grant proposals

Getting to Know You...

What has **your experience** been so far with grant writing or developing proposals?

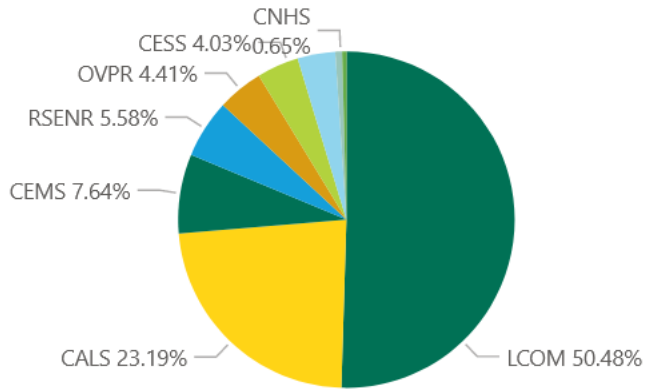
What are the most **intimidating or stressful** aspects of writing grant proposals for you?

The Sponsored Project Lifecycle



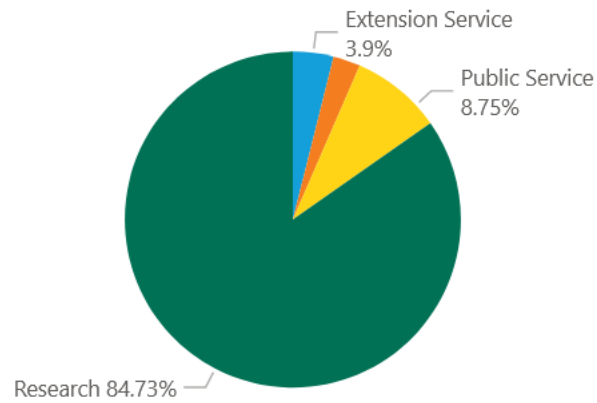
UVM FY22 Sponsored Research Snapshot

College/Unit



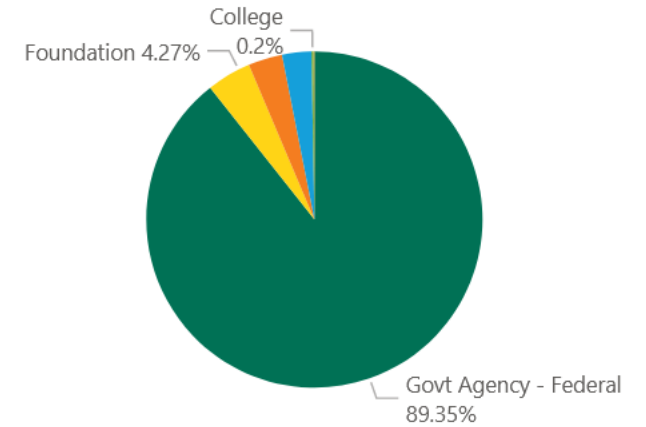
Unit	Count	Award Total	% Total
LCOM	400	108,086,556	50.5%
CALS	140	49,644,086	23.2%
CEMS	74	16,350,145	7.6%
RSENR	66	11,952,361	5.6%
OVPR	8	9,434,215	4.4%
CESS	22	8,621,290	4.0%
CAS	62	7,768,115	3.6%
CNHS	15	1,396,222	0.7%
OTHER	10	860,867	0.4%
Total	798	214,118,85	100.0%

Purpose



Purpose	Count	Award Total	% Total
Research	683	181,425,291	84.7%
Public Service	70	18,731,959	8.7%
Extension Service	36	8,349,806	3.9%
Instruction	9	5,611,801	2.6%
Total	798	214,118,85	100.0%

Sponsor Category



Sponsor Category	Count	Award Total	% Total
Govt Agency - Federal	589	191,322,121	89.4%
Foundation	126	9,144,230	4.3%
State Government	40	7,024,304	3.3%
Industry	37	6,023,746	2.8%
College	4	429,456	0.2%
Local Government	2	175,000	0.1%
Total	798	214,118,85	100.0%

Research Development Support

Research Development: Our Team



Jeralyn Haraldsen, PhD
Director



Gagan Bajaj, PhD
LCOM: Proposal Developer



Ingrid Barcelo, PhD
Grant Proposal Developer



Erin McConnell, MS
CEMS/CAS: Proposal Developer



Heidi Malaby, PhD
Grant Proposal Developer



Jeannine Valcour, MA, MBA
Gund Institute: Proposal Developer



Cailey Biles, MLIS
Grant Resources Coordinator



Jessica Waite, PhD
RSENR: Grant Proposal Developer

Coming soon: CESS and CALS Grant Proposal Developers

Research Development

- Communicate funding opportunities
- Manage Limited Competition process
- ★ • Provide Grant Proposal Development Support
- Develop Grant Writing Resources, Programs, Tools

Research Development

- **Grant proposal review and grantsmanship critique**
 - Annotated feedback and suggestions
 - Review for responsiveness to RFA, and/or reviewer critiques
- **Grant proposal writing assistance and editing**
 - Substantive editing of draft text
 - Editing to improve clarity and flow, formatting and presentation
 - Assist with drafting non-technical proposal components
- **Project Management for proposal preparation – *Limited service***

RD Project Management for Proposals

- For first-time applicants, and those applying to a new agency, or pursuing large, complex proposals:
 - Tailored checklists
 - Tailored timelines
 - Custom outlines for the main proposal document
 - Templates for supporting documents

Date	Deliverable(s)
March 19 – April 1	Write Specific Aims
April 2	Specific Aims (1st Draft) Completed
April 3 - 29	Write Research Strategy
By April 20	Begin budget development with business manager support
April 30	Research Strategy (1st Draft) Completed
May 3 - 19	Iterative revisions to Research Strategy (<i>as needed</i>)
By May 7	Enter grant information into UVM Click
May 10 - 24	Write/update Supporting Documents
By May 11	Complete first draft of full budget (in UVM Click)
May 19	Revise Budget if needed, write Budget Justification
May 20	Full, "near final" Project proposal completed
May 21 - 26	PI, grant developer, colleagues review of text
May 26	All final, signed Letters of Support due (<i>if applicable</i>)
May 26	All final biosketches and Other Support due
May 26 – June 1	Finalization of all documents
Wed, June 2	Upload all final documents into <u>UVMClick</u> and ROUTE proposal
On or before Fri, June 4	GOAL: proposal submission
Mon, June 7	NIH Proposal submission deadline

Strategic Resources – Research Development!



The screenshot shows the website for the Office of the Vice President for Research (OVPR) at the University of Vermont. The page is titled "Research Development" and provides information about services for faculty seeking extramural funding. It includes a navigation menu, a list of services, and a search box for Pivot-RP funding opportunities.

APPLY **SEARCH** **MYUVM**

 The University of Vermont

MENU OFFICE OF THE **VICE PRESIDENT FOR RESEARCH (OVPR)**

Research Development

Research Development offers a suite of services to support faculty efforts to obtain extramural funding for their research, scholarship, and creative activities.

- [Communication of Funding Opportunities](#) ▾
- [Limited Competition Management](#) ▾
- [Research Proposal Development and Project Management](#) ▾
- [Grant Writing Tools, Resources, and Workshops](#) ▾

 **Research Development - Request for Support**

Search for funding using Pivot-RP. Try a quick search below or [log in](#)

Pivot-RP
funding opportunities

<https://www.uvm.edu/ovpr/research-development>

Finding Funding

- Tools for finding funding opportunities
- Limited Competitions
- Concept of solicited vs unsolicited funding opportunities

Tools for Identifying Funding Opportunities

- UVM Internal funding opportunities (OVPR and college websites)
- Funding Databases
 - **PIVOT** (UVM subscription – SPA website, Res Dev website)
- Funding agency announcements, e-alerts, **social media**
 - Grants.gov - Funding opps for 26 federal agencies
 - Individual federal agency websites (e.g., NIH Guide for Grants and Contracts, National Science Foundation Update)
 - Philanthropy News Digest (Candid.)

Pivot Database

- Searchable – funding database and expertise
- Updated daily
- Sources:
 - Federal and regional governments
 - Foundations
 - Professional societies, associations
 - Corporations
- Can create customized, saved searches, e-alerts
- Claim and keep your **profile** updated!
- **PIVOT training available through Research Development**

<https://www.uvm.edu/ovpr/research-development>

<https://www.uvm.edu/spa/pivot-funding-collaboration-tool-searchable-databases>



UVM Res Dev Funding Opportunities Newsletter

- **Weekly Funding Opportunities Newsletter**
 - Highlights new opps, diverse disciplines (NOT comprehensive)
 - Announcement of **UVM *Limited Competitions***
 - Links to curated searches – by broad discipline
 - Links to federal agency funding websites
 - Self-subscription – Click on “Communication of Funding Opportunities”

<https://www.uvm.edu/ovpr/research-development>

Limited Competitions

Limited Submission: Funders sometimes **restrict the number** of applications an institution can submit to a particular program.

UVM Internal Competition: Internal process to ensure we do not exceed a stated limit, jeopardizing multiple applications.

- Announced in weekly funding opps newsletter
- Brief LOI
- Convert to pre-proposal and internal review, if needed

<https://www.uvm.edu/spa/active-limited-competitions>

<https://www.uvm.edu/ovpr/research-development>

There are Two “Flavors” of Federal Funding Opps

Solicited Opportunities:

- RFAs or RFPs requesting projects in response to a **specific** topic of interest
- May have only **one** deadline (or a few)
- Can have short “drop” between announcement and submission deadline

Unsolicited (investigator-initiated) Opportunities:

- Recurring opportunities with relatively predictable submission deadlines
- Broad areas of interest
 - “Core” programs
 - Broad Agency Announcements (BAAs)
 - “Parent” Announcements



Foundation Opps come in MANY “Flavors”

Unsolicited Opportunities (most common and most challenging):

- Typically only fund pre-identified entities
- Will not accept proposals unless invited

Solicited Opportunities:

- RFAs or RFPs requesting proposals for research or projects
- Often require a Letter of Intent first
- Deadlines may be annual, rolling or anything in between
- May or may not be recurring



Takeaway:

You May Not Need to Find a “Specific” RFA

Many funding agencies have a mechanism for accepting **unsolicited (investigator-initiated)** grant applications

- “Core” programs
- Broad Agency Announcements (BAAs)
- “Parent” Announcements

You need to understand that process at the funding agency of interest

- Full proposal?
- Pre-proposal or white paper?

Develop a Process for Identifying Funding Opps

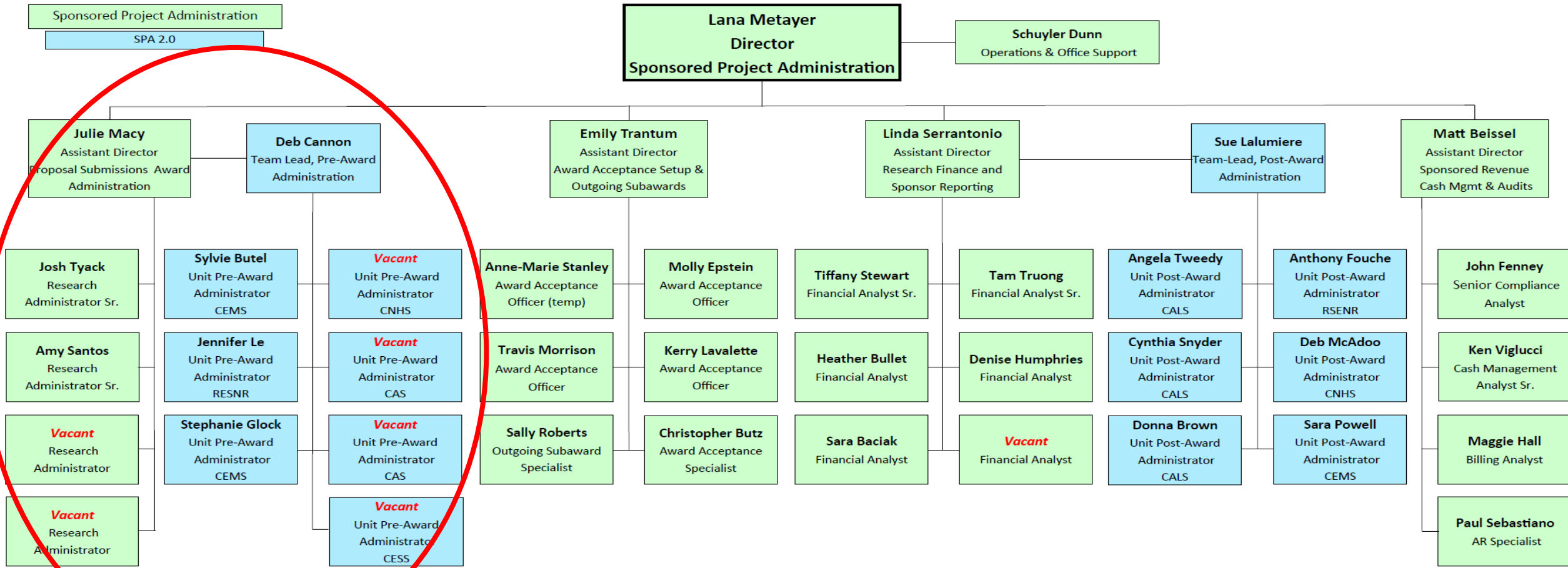
Many funders have recurring opportunities with relatively predictable due dates

Process should:

- provide **early/timely** notification
- cover your target funding agencies
- cover a range of other potential funders
- meet your needs (i.e., doesn't overwhelm)

Sponsored Project Administration (SPA) & SPA 2.0 Support

Sponsored Project Administration (SPA) Offers Both Pre-Award AND Post-Award Support



What Is A Sponsored Project?

- Externally-funded activity in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into by recipient (UVM) and Sponsor (e.g. federal, state, other universities, industry)
- Supports research, public service, or instructional efforts

Characteristics of Sponsored Projects

- Statement of work
- Detailed financial accountability
 - Project plan with a line-item budget, including budgetary restrictions at the line item level
 - Specified period of performance
 - Frequent use of cost reimbursable accounting, with the requirement to return any unspent funds at the end of the period of performance
 - Detailed financial reporting
 - Accountability under the terms of the Uniform Guidance
 - Effort reporting requirement
- Regulatory compliance requirements, potentially including:
 - Export controls, financial conflict of interest, human and animal subjects
- Restrictive provisions related to intellectual property rights or publications

Fundamentals

- Whose grant is this?
 - Awards are made to the **institution**
- Who gets to call the shots?
 - A Principal Investigator (PI) is the lead researcher for the grant project
 - PIs and Central and Department administrators form a partnership
 - ✓ PIs direct the science
 - ✓ Administrators manage the business processes and compliance functions
- Who answers to whom?
 - Science without administration would not receive grant funding
 - Administrators without science would not receive grant funding

Proposal Development and Submission

- Collaboration between:
 - Principal Investigator, Business Unit Administrator, and SPA Research Administrator (RA)
 - SPA/RA Contact: <https://www.uvm.edu/spa/departmental-assignments>
- Determining Principal Investigator (PI) eligibility:
 - Faculty or professionally qualified staff
 - Emeriti faculty, with Department & College approval
 - <https://www.uvm.edu/spa/principal-investigator-eligibility>

Proposal Development and Submission Continued

- **PI responsibilities**

- Writing the proposal, scope of work
- Budget development and justification
- Responsible for the successful routing and approval of the proposal
- Ultimately responsible for proposal submission
- Coordinating with sub awardees
- Get the **approval of Dean/Chair** on:
 - ✓ Levels of effort
 - ✓ Staff on the project
 - ✓ Cost share
 - ✓ Space
 - ✓ Multi PI plans
 - ✓ IBB allocation

Individual Roles and Common Goals of Administrators

- **Unit (College/SPA 2.0) Administrators:** serve the faculty on a more individual and personal level and act as a liaison between the faculty and the central team
- **Central Administrators (SPA):** facilitate the submission of proposals and financial reports; review and negotiation of sponsored research agreements; signatory officials for sponsored projects
- **Common Goal:** to provide a full range of assistance to faculty in obtaining and administering funding to support creative and scholarly activities

SPA 2.0 Staff are your “First Stop”

- **Unit (College/SPA 2.0) Administrators:** serve the faculty on a more individual and personal level and act as a liaison between the faculty and the central team
- **Participating units (more to come soon...)**
 - ✓ CAS (2 to be hired)
 - ✓ CESS (to be hired)
 - ✓ CNHS (to be hired)
 - ✓ CALS (post-award)
 - ✓ RSENR
 - ✓ CEMS

Pre-Award Services, Proposals, Award Administration

Unit/SPA 2.0 or **YOU as the PI**

- Proposal Development Assistance
- Budget Development Assistance
- Coordination with SPA Central
- Prior Approval Request Initiation
- Advance Account Requests
- Subaward Documentation Coordination

Central

- Proposal Review
- **System-to-System Proposal Submission**
- Prior Approval Requests Approval and Submission
- No Cost Extensions Approval Authority
- Signature Authority

Systems for Managing Sponsored Projects Continued

PeopleSoft

- System of record for financial & human resources data
- Source of internal control
 - Award limits
 - Approved budget categories
 - Dates of performance
- Used for
 - Accounting & tracking expenses
 - Reporting of these expenses using various tools
 - Approval of subaward invoices

Systems for Managing Sponsored Projects

PI Portal

Project Summary | Payroll Information | Transaction Detail | Financial Documents | Personnel Commitments

Project Summary

PS Project 038299 UPenn PCORI LITE Study
 Project Mgr **Piette, Evan**
 PM Home Dept
 College COM
 Status ACTIVE Cost Share? Y
 Start Date 12/15/2020 End Date 03/31/2023
 Includes 90 Day Pre-award spending:

PS Award AWD00000348
 Award PI **Piette, Evan**
 Award Title A pragmatic trial of home versus office based narrow
 Award Dept Med-Dermatology
 Sponsor University of Pennsylvania
 Sponsor Award ID PCS-1608-35830
 Prime Sponsor PCORI Patient Cntrd Outcomes Res Inst
 Prime Award ID
 F+A Rate (%) 0.00
 F+A Base Modified Total Direct Cost
 Contract Type Fixed
 Award Purpose RESEARCH - Developmnt/ClinTrls

Sponsored Total Direct Remaining 316.28

Search
 Sponsored Budget/Expenses Cost-Share

Go to Search Page

Budget Summary / Chartstrings | Download Results to Excel | First 1-14 of 14 Last

Account	Account Description	Budget	Open Encumbrances (Thru 6/30)	Expenditures	Remaining Amount
1 F5000	Personnel Salary			2,592.35	-2,592.35
2 F5990	Fringe Benefits			506.37	-506.37
3 F6000	Other Expenses and Services	3,415.00			3,415.00
4 F6002	General Supplies & Services				
5 F6004	Lab Research Supplies & Serv				
6 F6011	Publication Costs				
7 F6020	Computer Services				
8 F6021	Computer Devices				
9 F6050	Domestic Travel				
10 F6104	Research Subject Costs				
11 F6120	Consultant & Contract Services				
12 F6510	Equipment Maintenance				
13	TOTAL DIRECT	3,415.00		3,098.72	316.28
14	TOTAL	3,415.00		3,098.72	316.28

Notes

1. Data is refreshed nightly.
2. Source of the expenditure data is the General Ledger.
3. Keep in mind current unspent balances do not include expenses that are in progress. For example, PurCard purchases take 30-45 days before they are posted as an expenditure. Travel reimbursements are posted as an expenditure when paid.

Notify

Systems for Managing Sponsored Projects Continued



- UVM's electronic research administration and compliance system where Principal Investigators and staff manage the lifecycle of:
 - IRB Protocols
 - IACUC Protocols
 - IBC Protocols
 - Conflict of Interest Disclosures
 - **Proposal Submission**
 - Award Management
 - Agreements

Systems for Managing Sponsored Projects

UVMClick

- Proposal Development is used by Principal Investigators (PIs) to:
 - Initiate proposal in UVMClick
 - Prepare budgets
 - Upload proposal documents
 - Route proposals for internal approvals
 - System-to-system proposal submissions
- Proposal Tracking is used by the PI & business unit administrators to:
 - Track & report – current & pending support data
 - Storage of finalized documents relating to proposals, awards and subawards

What is an “On Time” Submission?

On Time Proposals - Two (2) Business Days Before Sponsor Deadline

A submission-ready proposal should be received in SPA no later than two (2) **business days** before the sponsor’s published deadline. This gives department, college and SPA time to provide a review, fix issues and ensure a successful submission.

Late Proposals

Proposals are considered late if they arrive in SPA with less than two business days before the sponsor’s published deadline.

Routing (aka approval) Process for Proposals

- Four Steps to the approval process:
 - PI Certification
 - Signing the proposal certifying to the truth, completeness and accuracy, agreeing to accept sponsor terms and conditions and University policies and procedures
 - Step 1 – Chair/Home Department
 - Step 2 – Dean/Home Department
 - Quality, Consistency with unit mission, Effort, Cost share commitments, Space, IBB allocations
 - All other Departments with Personnel are notified but not part of the approval process.
 - SPA

Proposal Development Best Practices

- Contact SPA/RA **early** and **often**. Communication is key!
 - Intent to apply
 - Sponsor guidelines
 - Funding restrictions
 - Answer question on draft budget & proposal requirements and review and submit final proposal
- Budget development: <https://www.uvm.edu/spa/develop-budget>
- Subawards: <https://www.uvm.edu/spa/outgoing-subawards>
- Interpretation of university federal and sponsor regulations
- Completion of agency forms and certifications

Proposal Development Resources

- **SPA Fact Sheet** - <https://www.uvm.edu/spa/spa-fact-sheet>
 - *commonly requested info for federal forms
- Regulatory research requirements (use of human subjects, animals, recombinant DNA, etc.)
 - Research Protections Office – <https://www.uvm.edu/rpo>
- Financial conflicts of interest
 - <https://www.uvm.edu/ovpr/research-integrity-financial-conflict-interest-sponsored-research>
- University policies & operating procedures
 - <http://www.uvm.edu/policies/>

Educational Resources Available – SPA Website and SPA News

Visit www.uvm.edu/spa and Subscribe to SPA News!



The University of Vermont

APPLY

SEARCH ▾

MYUVM

MENU

SPONSORED PROJECT ADMINISTRATION



Sponsored Project Administration is a full-service research administration and compliance office committed to assisting faculty, staff, and sponsors navigate the lifecycle of a sponsored project. SPA provides institutional approval for all proposal submissions, accepts awards on behalf of UVM, and facilitates award administration.

For assistance in any one of the following areas [please contact us.](#)

RESEARCH
ADMINISTRATION



UVMCLICK



JOIN SPANews



Grant Proposal Development

What do you think are typical reasons that proposals don't score well?

What Drives Success?

- Knowing your “audience” – who are your reviewers?
- Alignment between your goals and the funder’s goals/mission
- Significance/relevance of your idea
- FEASIBILITY and technical approach
- YOU as an investigator
 - Credentials and track record (publications, scholarly productivity, awards)
 - Expertise of you and your team
- AND... Leaving enough TIME to write – it takes longer than you think!

It Starts with a Good Idea!



when I think it



when I say it



when I try to write it down

Ideas are the product of preparation

Mid-Career: Can be both Exciting and Overwhelming

- What do your next 5 years look like?
- **Expanding or growing** research/scholarship you're already engaged in?
 - Could be a good time for a New Direction, or
 - Move into a completely new research/scholarly direction
- Take on areas of research that you have been interested in for a while, but have been postponing
- Have different type of responsibilities that may allow new explorations
- At a point in your career when you can afford to take on bigger and riskier projects

Create a Strategic Plan for your Research

Grants for Mid-Career Faculty

- They focus on professional development at a mid-career level
- They provide protected time that sometimes can be used to buyout teaching, to develop/learn new techniques that the PI would like to explore
- They provide support during longer periods of time
- They provide support during sabbatical periods

How Can an Award Database Help Me?

- Compare your work with funded projects – assess “fit” and competitiveness
- Has something similar been funded already?
- Where is my “home” within the funding agency?
- Identify funded colleagues
- Determine number of grants awarded in the previous funding cycle

Before You Write You Must Understand Your Audience



- Reviewers take the role seriously, but... busy, over-committed, tired
- Inherently skeptical and critical mindset
- Perhaps only peripherally interested in your research

Make Their Job Easy



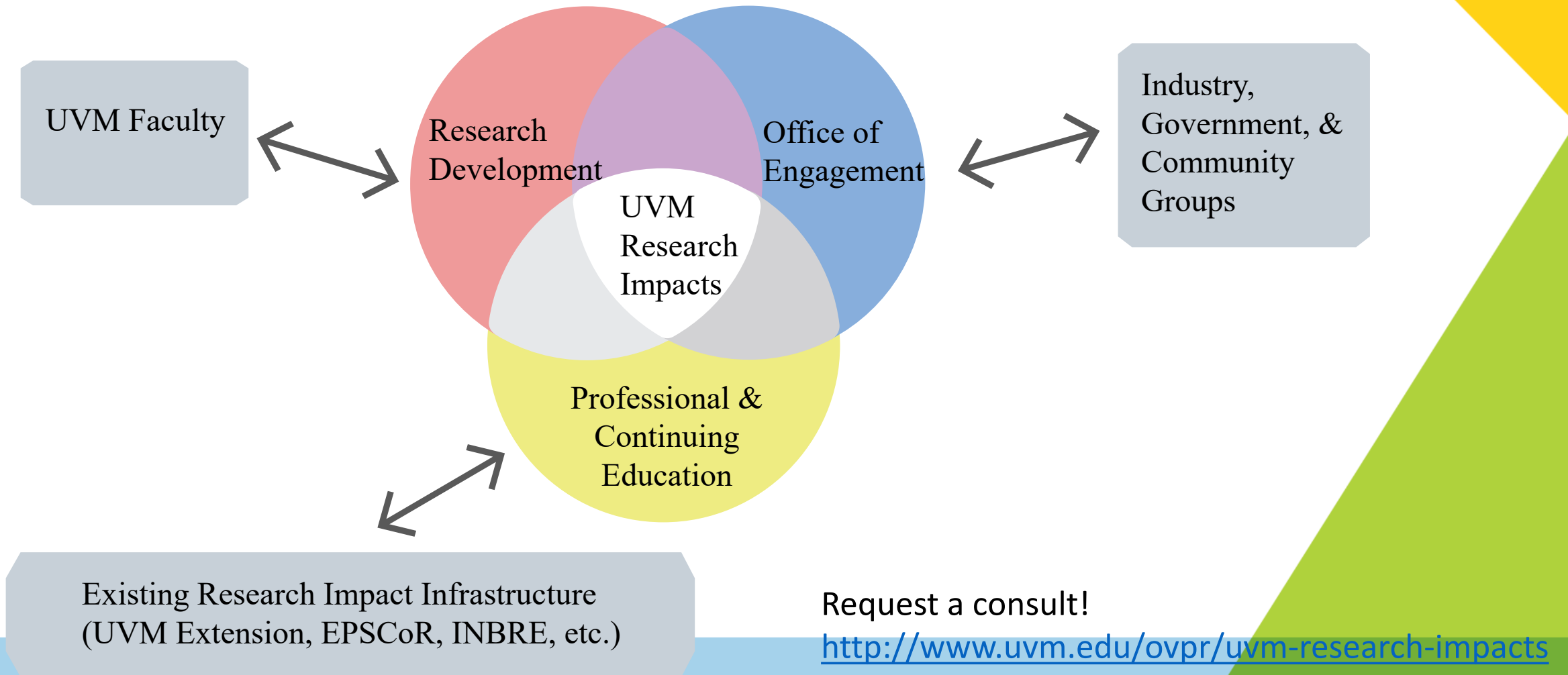
- Understand the review criteria and give the reviewers the words they need to defend your proposal to the rest of the panel
- **Explicit** statements
- Clear and concise writing

What Are They Looking For? Review Criteria

NIH	USDA	NEH	NSF
Significance	Relevance	Significance	Intellectual Merit
Investigators	Investigators	Applicant	Broader Impacts
Approach	Scientific Merit	Feasibility	
Environment	Facilities	Design and Work Plan	
Innovation		Cost	
		Clarity of Expression	



Strategic Resources – UVM Research Impacts Hub



Everyone who does research has a *RESEARCH IDENTITY*

It is (or will someday be) your research legacy

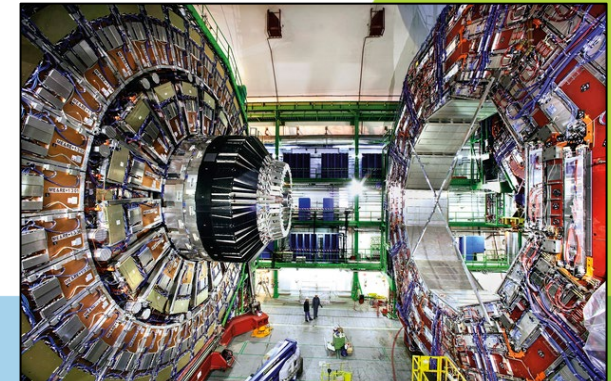
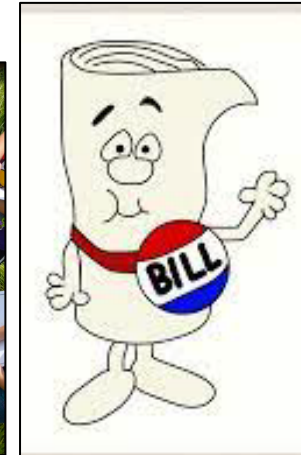
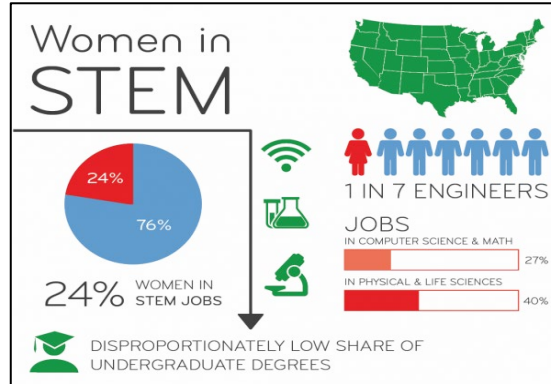
Whether consciously, or not, you spend a lot of time thinking about your *RESEARCH IDENTITY*

But.. What about the impacts of your research? Who will know or care about your research outside of your field? What you do to disseminate your research is your **BROADER IMPACT IDENTITY.**

RESEARCH IDENTITY + BROADER IMPACT IDENTITY = CAREER LEGACY

What are broader impacts?

The potential of a research project to benefit society and contribute to the achievement of specific, desired societal outcomes.



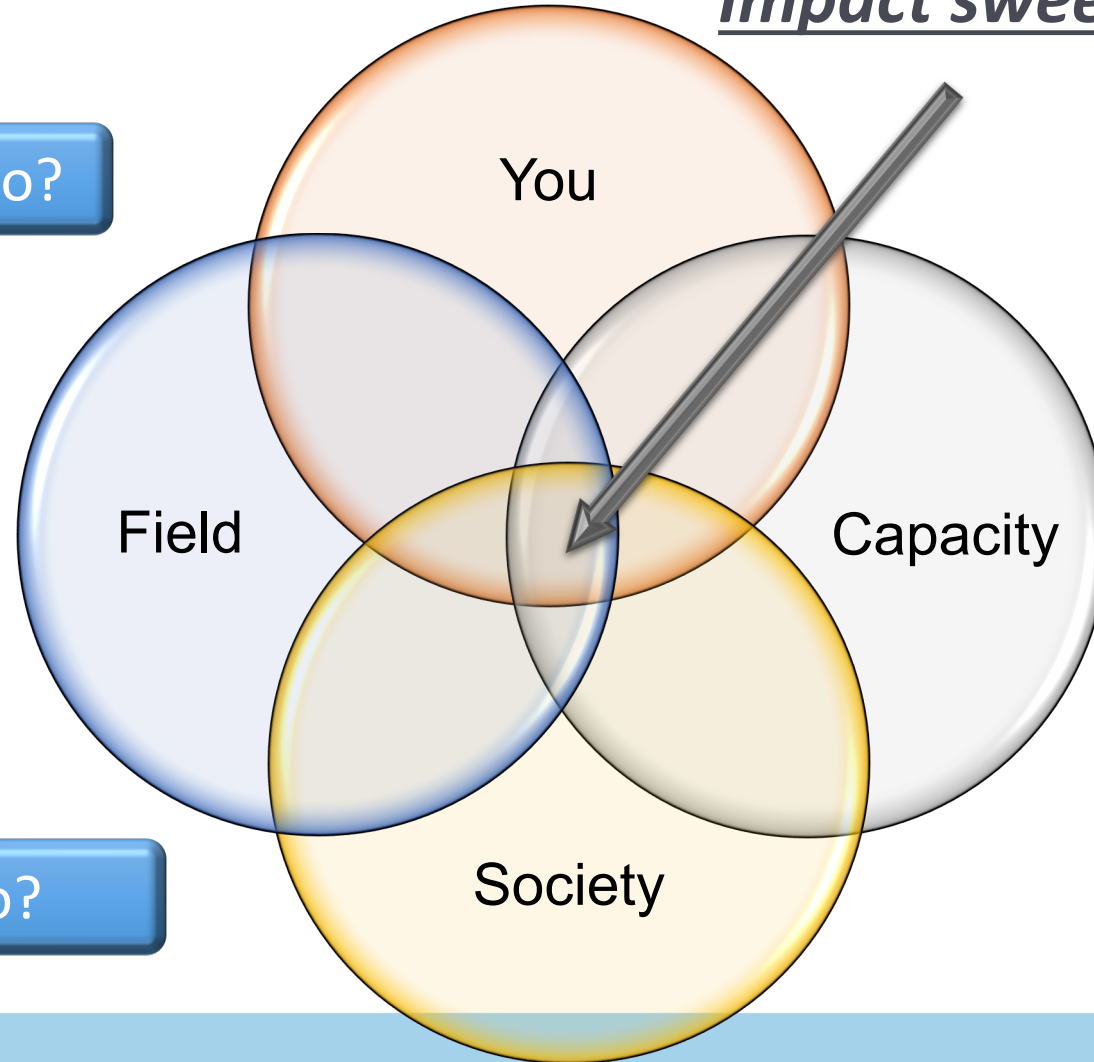
Build Your BI Identity

Impact sweet spot!

What would I LOVE to do?

What CAN I Do?

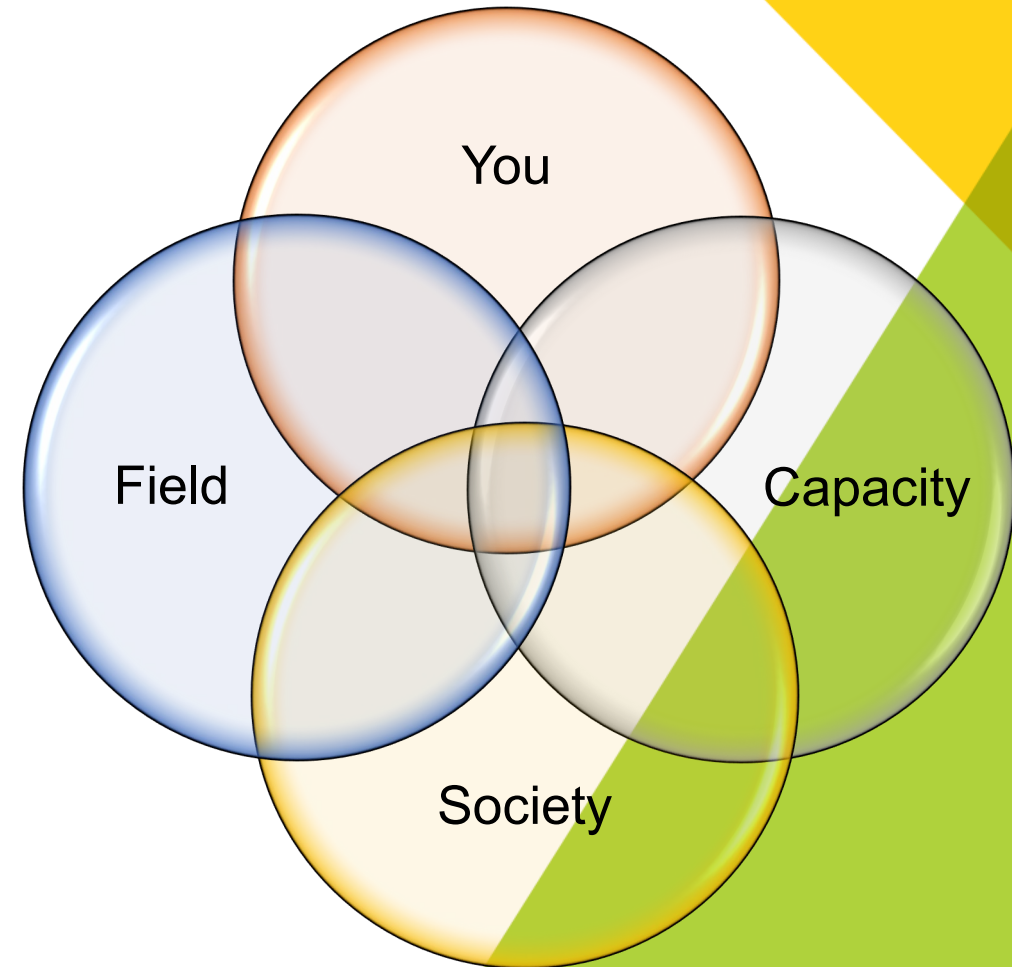
What SHOULD I do?



Building your BI Identity – What is *your* identity?

Put it all together:

- Who are you, what impact can your work have?
- What change do you want to see as a result of your work and why?
- Who will be your target audience?
- What might some of your BI activities look like?



A helpful BI tool with lots of resources and ideas:

ARIS Broader Impacts Toolkit

Plan Elements ▾ Wizard ▾ My Summary Checklist Rubric About

Broader Impacts Wizard

The Broader Impacts Wizard will help you develop a broader impacts plan that will satisfy the National Science Foundation (NSF) Broader Impact requirements and fulfill your interest in communicating your science.

Quick Wizard Walkthrough

The quick and easy process will help frame discussions with your BI partner(s) to produce an outline of important points to include in your NSF proposal. This short video walks through the key tools available on this site.

WHO ARE YOU IMPACTING?
WHO NEEDS TO KNOW ABOUT YOUR RESEARCH?

Broader Impacts Toolkit
ARIS Broader Impacts Toolkit
The resources and tools on this site are designed to help Researchers and BI Professionals develop projects and partnerships that will satisfy the Broader Impact requirement of National Science Foundation (NSF) proposals, and help you fulfill your interest in communicating your science.

Watch later Share

<https://aris.marine.rutgers.edu/index.php>

Don't Take Negative Reviews Personally

Distinguishing between **excellent science/ scholarship** and *slightly less excellent science/ scholarship* is exceedingly difficult



Responding to Critiques

- Respect the reviewers' opinions
- Assume reviewers' comments are intended to be helpful
- Read the critique thoroughly and dispassionately
- In general, respond from the perspective that “the reviewer is always right” (even if you disagree with them!)
 - Errors in clarity and grantsmanship
- Be appreciative, not defensive
- Be persistent and consider resubmission

Time for Conversation & Questions

SPA EDU 22/23 Academic Year Sessions

Topic	Course	Date	Time
UVMClick New Proposal Creation and Completion of Funding Proposal Smartforms	POL036	Sept 21, 2022	9:00AM-10:30AM
 Introduction to Sponsored Project Administration	POL012	Oct 4, 2022	1:00PM-2:30PM
Budget Building for Proposal Development	POL034	Oct 14, 2022	2:00PM-3:30PM
Reviewing and Understanding Sponsored Agreements	POL039	Nov 9, 2022	10:00AM-11:30AM
Cost Transfers on Sponsored Projects	POL021	Nov 16, 2022	1:00PM-2:30PM
Cost Sharing on Sponsored Projects	POL022	Jan 18, 2023	9:00AM-10:30AM
Personnel Effort on Sponsored Projects	POL042	Feb 14, 2023	9:00AM-10:30AM
Award Acceptance for Sponsored Agreements & Establishment of Advance Accounts	POL020	March 28, 2023	9:30AM-11:00AM
Proposal Submission to National Science Foundation	POL043	April 19, 2023	9:00AM-10:30AM
Sponsored Project Financial Reporting and Closeout	POL024	April 27, 2023	1:30PM-3:00PM
SPA & Outgoing Sub-Awards	POL010	May 10, 2023	9:00AM-10:30AM
Proposal Submission to NIH in UVMClick	POL038	May 24, 2023	9:00AM-10:30AM
SPA Post Award Budget Review, Expense Monitoring & Forecasting	POL041	May 31, 2023	1:30PM-3:00PM

Grant Writing Tools and Resources Online

Research Development Website:

- NIH, NSF writing templates & checklists (**USDA coming soon**)
- SciENCv tutorial – biosketches
- (Archived presentations – a bit dated, but...!)
- **More coming soon**

Sponsored Projects Administration Website:

- **Video tutorials for UVM Click usage**
- **Standard Operating Procedures for each step of the lifecycle**

<https://www.uvm.edu/ovpr/research-development>

<https://www.uvm.edu/spa>

How to Request Research Development Support:

- Initiate contact early – **6-12 weeks in advance*** of your deadline
- **Complete intake form** on website with info about **funding opportunity** and **deadline**

<https://www.uvm.edu/ovpr/research-development>

- Contact us to set up a phone call or coffee meeting:
 - Meet our team – tell us about your research!
 - Help with using Pivot funding search database
 - New to grant writing or need help navigating the process
 - Early consult to answer questions or if unfamiliar funding agency



When you receive an award:

- Set up an award “kick-off” meeting with SPA – for efficient grant management
 - Includes the PI, SPA staff (both pre- and post-award), SPA 2.0 or department staff
 - Review:
 - Terms & conditions of award
 - Reporting requirements
 - Subrecipient monitoring
 - Prior approvals
 - Roles and responsibilities for each teammate

<https://www.uvm.edu/spa/manage-award>



Additional Questions?

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