

The First-Year Faculty Experience of... Grant Writing at UVM

Presented by:

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Research Development



The University of Vermont

Housekeeping & Ground Rules

- **We affirm all aspects of identity**
 - neurotypes, gender, sexual orientations, race, disability, ethnicity, and all other forms of diversity
- **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

Getting to Know You...

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

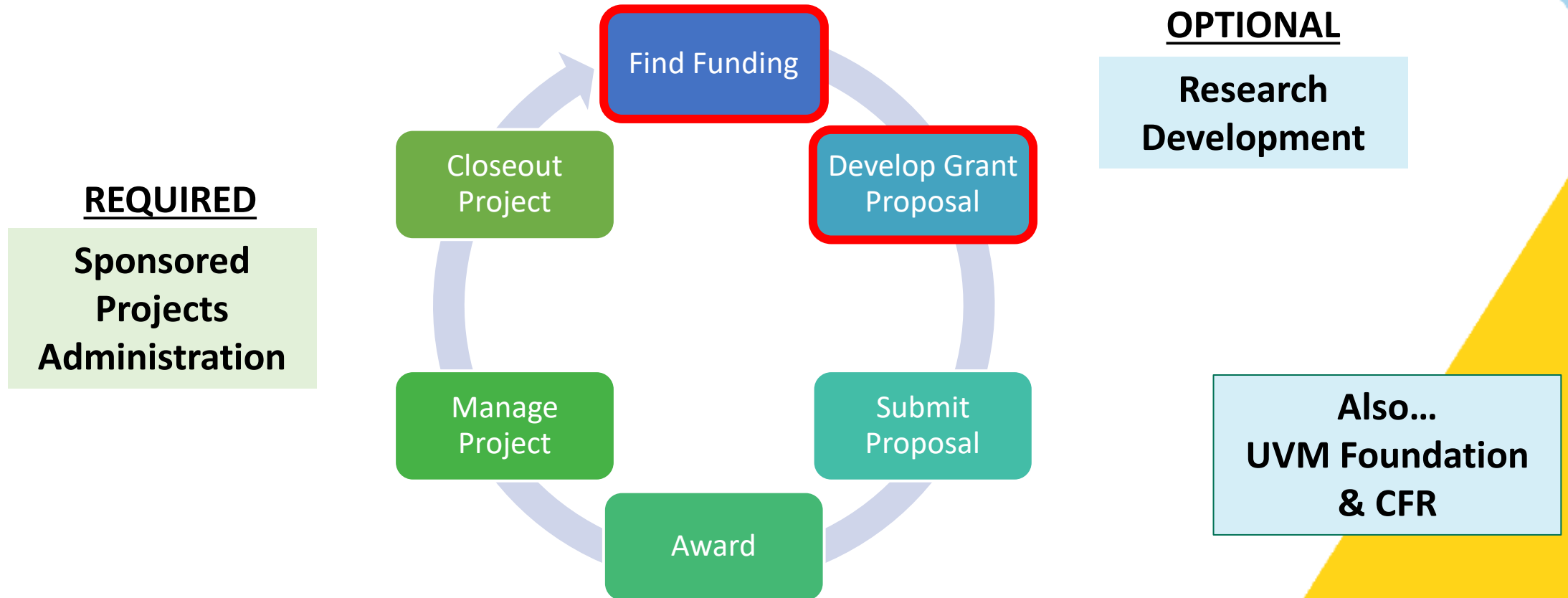
What are the most **intimidating or stressful** aspects of writing grant proposals for you?

Purpose of the Presentation

Participants will:

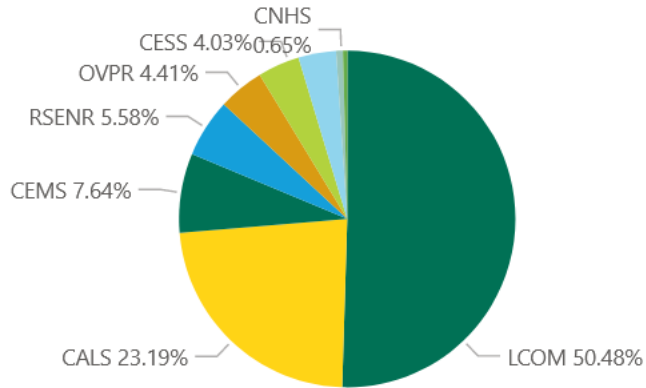
- Learn about UVM services and tools to support you in finding funding, writing, and submitting grant proposals
- Become familiar with the concept of a “sponsored project”
- Roles and responsibilities of key stakeholders involved in research administration at UVM
- Strategies and best practices for developing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

The Sponsored Project Lifecycle



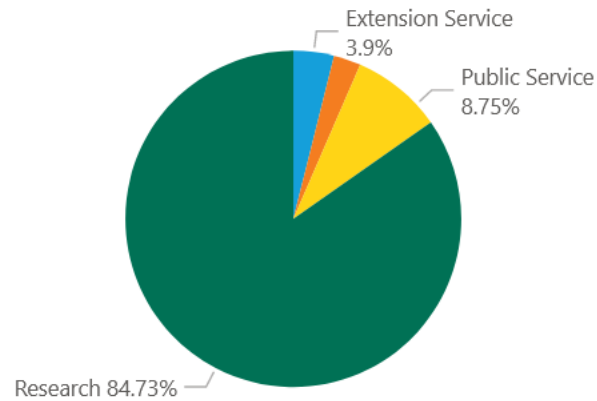
UVM FY22 Sponsored Research Snapshot

College/Unit



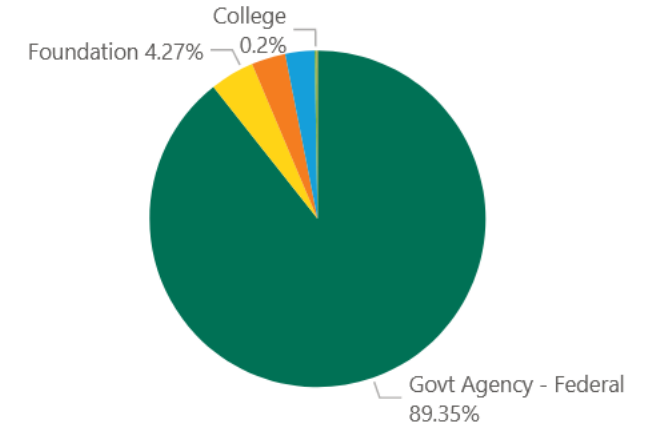
Unit	Count	Award Total	% Total
LCOM	400	108,086,556	50.5%
CALS	140	49,644,086	23.2%
CEMS	74	16,350,145	7.6%
RSENR	66	11,952,361	5.6%
OVPR	8	9,434,215	4.4%
CESS	22	8,621,290	4.0%
CAS	62	7,768,115	3.6%
CNHS	15	1,396,222	0.7%
OTHER	10	860,867	0.4%
Total	798	214,118,85	100.0%

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
RSEN: 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 new faculty, 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!

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](#) ▾

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

Pivot-RP
funding opportunities

 **Research Development - Request for Support**

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

Finding Funding

- How do I find funding solicitations?
- Eligibility considerations
- 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)
- Funding agency announcements, e-alerts, RSS feeds, **social media**
 - Grants.gov - Funding opps for 26 federal agencies
 - Individual federal agencies websites (e.g., NIH Guide for Grants and Contracts, National Science Foundation Update)
 - Philanthropy News Digest (*Foundation Directory Online)

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>

Eligibility Considerations

- Individual eligibility (can you be the “principal investigator”)
 - Restricted to a particular career stage?
Graduate students, postdocs, early-career faculty
 - Citizenship requirements
- Institutional eligibility
 - Is UVM an eligible institution?

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

Unsolicited (investigator-initiated) Opportunities:

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

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



Foundation Opps Have 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

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

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

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

Develop a Process for Identifying Funding Opps

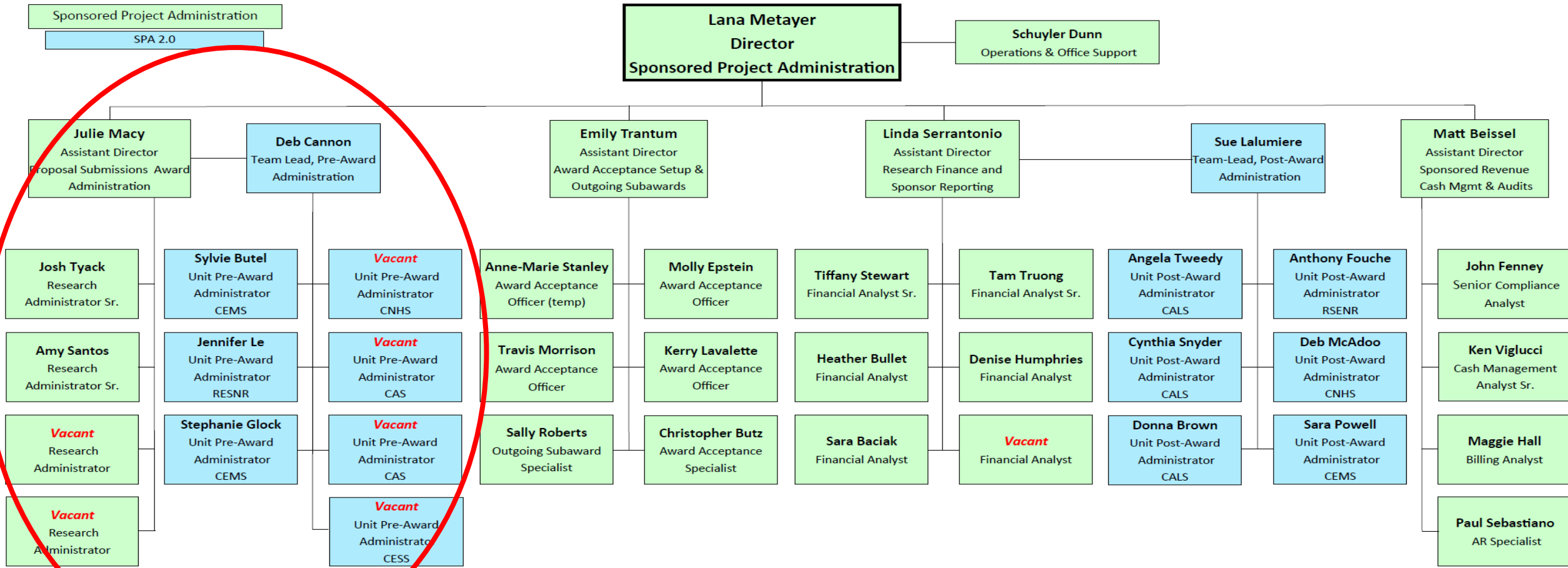
Many funders have recurring opportunities with relatively predictable due dates

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

Different Types of Sponsored Projects

- **Grant**
 - Cash or in-kind financial assistance awarded to an organization for the conduct of a project as specified in an approved proposal
 - Cooperative agreements, fellowships, career development
- **Contract**
 - An agreement between two or more entities which creates an obligation to do or not to do a particular thing
 - Procurement, Sponsor acquires goods or services, economic benefits to the Sponsor
- **Subaward**
 - Grant or contract, prime agency receives funding from Sponsor, flow through or pass through the Sponsor

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

Fundamentals: Who is Funding the Research

- Federal
- Non-federal
 - Scientific, non-scientific and private foundations
 - Associations
 - Corporate
 - Industry
 - State, local and other governmental
 - Other institutions

Individual Roles and Common Goals of Administrators

- **Central Administrators (SPA):** facilitate the submission of proposals and financial reports; review and negotiation of sponsored research agreements; signatory officials for sponsored projects
- **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
- **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
- **Concept**
 - Departmental research administration
 - Hired, trained, supervised by SPA
 - Funded 50/50 by units and OVPR
 - **Participating units (more to come soon...)**
 - ✓ CALS
 - ✓ RSENR
 - ✓ CEMS
 - ✓ CNHS
 - ✓ CAS

Pre-Award Services, Proposals, Award Administration

Unit/SPA 2.0

- 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

A Few Budget Definitions

- **Cost-Share** - Occurs when UVM contributes quantifiable resources to a sponsored project beyond the amount paid for by the sponsor.
- **Fringe** - Fringe Benefits include such items as FICA, Worker's Compensation, Unemployment Compensation, insurance, pensions, tuition remission and employee assistance programs.
- **Equipment** - is defined as that which has a useful life of more than one year and an acquisition cost of \$5,000 or more.
- **F&A / Indirect Costs / Overhead** - Costs, fund items researchers need in order to conduct their work that cannot be specifically allocated to a single project.

F&A: Why up to 56% of your budget isn't "yours" to spend

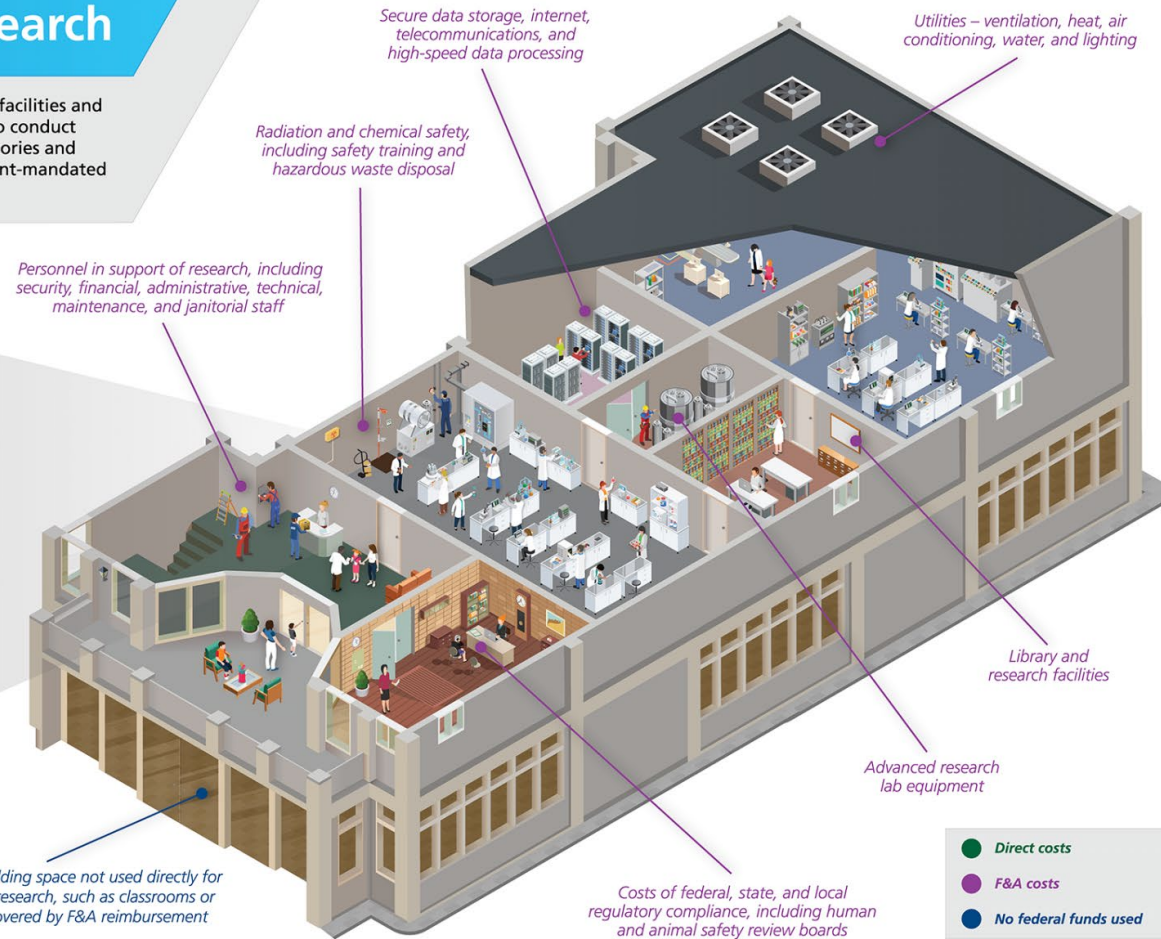
Costs of Federally Sponsored Research

The total cost of federally sponsored research includes a combination of both direct and facilities and administrative (F&A) costs. Both types of expenditures are key to an institution's ability to conduct cutting-edge research. F&A consists of the construction and maintenance costs of laboratories and high-tech facilities; energy and utility expenses; and safety, security, and other government-mandated expenses. These costs are real and research cannot be conducted without them.



Direct costs - These expenses solely cover research and include lab supplies and equipment; salaries and stipends for researchers and graduate students; and travel costs for conducting and sharing research

Upkeep of any building space not used directly for federally funded research, such as classrooms or lobbies, is **not** covered by F&A reimbursement



- Direct costs
- F&A costs
- No federal funds used

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 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

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

- 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 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

Proposal Development and Submission Continued

- Department Chair reviews and approves proposal prior to submission
 - Quality, Consistency with unit mission, Effort, Cost share commitments, Space, IBB allocations
- Business Unit Administrator Responsibilities:
 - Assist PI with budget & other administrative tasks
 - Confirm chartstrings for cost share commitments
 - Assist, if applicable, with decisions on budget & space availability
- Sponsored Project Administration Responsibilities:
 - Provide Institutional guidance, interpretation and implementation of sponsor and university guidelines as they relate to the proposal preparation and submissions
 - Assist with elements of proposal and budget preparation
 - Proposal review for **on-time submission***
 - Proposal submission, if applicable
 - Develop procedures and offer training

* ≥ 2 days in advance of sponsor deadline

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.

Proposal Development and Submission Continued

- **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 ▾

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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?

- Mis-alignment with program/sponsor
- Over-ambitious – scope too large
- Significance
- Team expertise – collaborators needed
- Disagree with approach/methods

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
- Leaving enough TIME to write – it takes longer than you think!

Strategies for Developing Grant Proposals – Best Practices

- Give yourself plenty of **Time**
- Serve as a **Reviewer**:
 - NIH Early Career Program
 - Volunteer at NSF
- Find **mentor(s)** that you trust
- Read the RFA/RFP/FOA:
 - In full detail and multiple times
 - Paying special attention to what they want to fund
- Contact **Program Officers**

It Starts with a Good Idea!



when I think it



when I say it



when I try to write it down

It Starts with a Good Idea!

- This can be the hardest part, so **don't be hard on yourself**
- **Ideas are the product of preparation:**
 - Learn the literature – your research fits within this ongoing “conversation” or debate within your field
 - In order to participate in this conversation you must:
 - Understand prior work
 - Understand methodology, techniques, tools
 - Synthesize this information and make connections between your own work and that of others

Maximizing Your Potential to Get Funded

- **Talk to people** – mentors, colleagues, program officers
- Review **examples** of successful proposals (ask mentors, classmates, sponsor websites)
- **Feasibility** of your idea – many proposals are too ambitious
- Develop Professional **Relationships**
- Assess **Competitiveness**:
 - Do you have preliminary data?
 - Have you been publishing in your field?
 - Read and review examples of funded proposals
 - Compare yourself with PI that are being funded

Assess your Competitiveness

What does a successful grant proposal “look like” at your target Funding Agency?

Do you understand the Program to which you are applying?

- Have you talked to colleagues funded by the Program?
- Have you talked to the Program Officer at the funding agency?

Identify and talk to successfully funded colleagues:

- Will they share their proposal with you?
- Use award databases to your advantage

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

Use Sponsor Award Databases to Find Out What's Being Funded - What is Competitive?

- Keyword search
- Search a specific, existing Program funding opportunity announcement number (FOA, PA, RFA number)
 - Abstracts - publications
 - Project team
 - Awarded budget
 - Assigned Program Officer
 - Funding program - Institute/Directorate

So...How Do I Write for My Reviewers?

First, remember that your reviewers are human....



... and very busy, just like you!

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

Writing a Proposal is NOT like Writing a Paper

A Paper is:	A Proposal is:
A scholarly pursuit – individual passion	Aimed at funder goals – service attitude
Past oriented, work that has been done	Future oriented, work that <i>should</i> be done
Theme centered; theory and thesis	Project centered; objectives and activities
Expository rhetoric: explaining to the reader	Persuasive rhetoric: “selling” to the reader
Impersonal tone, objective, dispassionate	Personal tone, conveys excitement
Fewer length constraints (sometimes)	Strict length constraints, brevity rewarded
Specialized terminology, “insider jargon”	Accessible language, easily understood



CS169622



“Agreed. We fund only those proposals
we can understand.”

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

How is my grant reviewed?

- **Peer review** is the process by which your grant is evaluated by a group of appropriate experts in your field.
- However, the process can **vary significantly** between different funding agencies.
- A full understanding of the review process, including **who** will review your proposal, will help you to write a more effective proposal

Possible Decision-Making Scenarios

1. Program officials review proposals directly and make funding decisions. (i.e., **No “peer” reviewers**)
2. Peer reviewers and program officials review proposals together.
3. Peer reviewers discuss proposals and make recommendations on merit, and program officials make subsequent funding decisions.

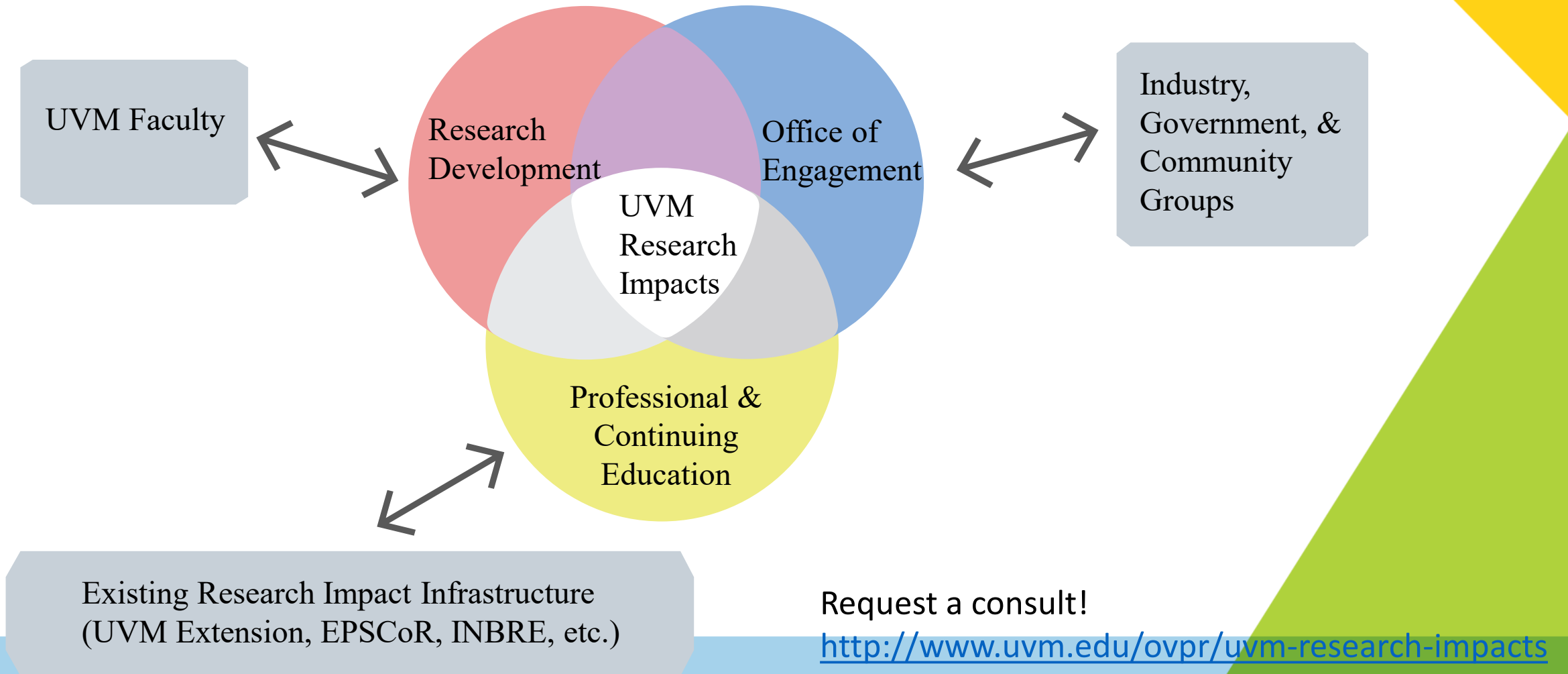
Multi-level Review = Multiple Audiences

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



Research Impacts



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

Upcoming Res Dev Training Opportunities

Both tailored to early-career faculty:

- NSF CAREER Commit to Submit Program
 - Eight biweekly virtual session (just started)
 - You can still join: <https://forms.office.com/r/NDLVHnnAYM>
- Write Your First NIH Grant
 - Eight weekly virtual session (starts March 10)
 - You can join by signing up: <https://forms.office.com/Pages/ResponsePage.aspx?id=WHcXHGtN3E0q6zucQlYpZ5MAWfrioyNMom-WKX9yi7NUNkdMSkxZR0g1U0xHODdaTUwxSkJZTEdQMiQlQCN0PWcu>

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 writing templates & checklists
- 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 get your first 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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