

Awards I Training Documents

Section	Description	Page
Award Acceptance Process Flow	Flow chart provides high level overview of the Award Acceptance process. The color bands at the bottom of each stage indicate the state of the Award in UVMClick.	2
Proposal Workspace After Receiving an Award	Screen print of the Funding Proposal Workspace in UVMClick after an Award Letter or Document has been received at SPA.	3
Award Letter Received - UVMClick Generated Email	Email generated by UVMClick in the Funding Proposal after an award letter or document is received at SPA.	4
PI Award Notification - Email SPA sends through UVMClick	Email sent by SPA administrator assigned to the award. Email is sent through the "Send Email" tool in the Award Workspace. Copies of the PI Award Notification emails will become a part of the Award's History tab.	5
Award Workspace	Screen print of the Award Workspace in UVMClick with key areas identified.	7
Award Data Collection Form	This form will be sent to the PI and Department Administrator in the PI Award Notification for completion. The form will consolidate all of the award data and information required to accept and setup the award including, but not limited to: confirmation of Department Administrator (if it's different for award than proposal), budget information, cost share charstrings, Pre-Award spending, program codes, purpose codes, etc.	8
Advance Account Request	Screen print of the Funding Proposal workspace explaining how to request an Advance Account.	11



Award Acceptance Process Flow

SPA receives Award at <u>SPA@uvm.edu</u> and uploads into UVMClick Funding Proposal (FP).

FP State: Pendina Sponsor

SPA will make

PI and Department Administrator (listed on FP) receive Notification of Award email and Proposal state changes to Award Notification Received.

FP State: Award Notification Received

SPA creates Award in UVMClick in Draft state and assigns to a SPA Administrator to begin award acceptance process.

Award State: Draft

PI and Department Administrator receives email from SPA Administrator indicating the award is under review. SPA will ask the PI to:

- Review and approve the award
- Complete Award Data Collection Form
- Complete any remaining award requirements (i.e., FCOI IRB, etc.)

any final changes to the award and send to the Setup Specialist for Activation. Department Administrator receives the Award for review in UVMClick. The Department completes review and sends Award back to SPA utilizing the Send to SPA activity in the left hand menu.

Award State: In Dept Review

Award State: Active

SPA sends Award for Department Review in UVMClick.

Award State: In Dept Review

SPA completes all of the applicable award acceptance steps (see Award Status Tracker for progress) and completes the Award Setup in UVMClick.

Award State: Draft

After review of Award data in UVMClick, SPA Setup Specialist Activates award and proceeds with Setup in PeopleSoft.

Setup Specialist completes Award setup in PeopleSoft. PI, Department Administrator (listed on Award), and named Project Managers receive notification out of PeopleSoft that award is setup complete.

Award State: Active

After SPA receives an Award, the funding proposal status will change from Pending Sponsor Review to Award Notification Received and UVMClick will generate a notification to the PI and Department Administrator. See sample notification on page 2

MClick TAGE						Hello, Ryan McGin
» My Inbox	Grants S	F424 Center	COI	IRB	IACUC	Safety
Funding Proposal	Complex Projects Awards	Document Review	Reports	Help Center		
Award Notification Received	Awards I - D	emo Propo	sal		FP0000	0227 Funding Proposal
	Proposal Information				Budget Informat	tion
Next Steps	PI:	Ryan McGinnis			Project Period:	1/1/2021 - 12/31/2025
View Funding Proposal	Submitting Department:	Elec & Biomed El	ngineering		Number of Periods:	5
	College:	COLLEGE OF E	IGINEERING AND I	MATHEMATICAL SCIENCE	S Sponsor Total Direc	t: \$2,226,010
Printer Version	Direct Sponsor:	National Institute:	of Health/NIH		Sponsor Total F&A:	\$773,020
	Prime Sponsor:				Sponsor Total Cost:	\$2,999,030
View Differences	Application Deadline:	8/16/2020 Spons	or Deadline (Hard)		Proposal Activity:	RESEARCH - Basic - 311
	SPA Deadline:	8/13/2020			Cost Share Direct:	\$210,605
PI Certify	Department Administrative Co	ontact: Sylvie Butel			Cost Share F&A:	\$117,940
Managa Pelationships	SPA Administrator:	Emily Trantum			Cost Share Total:	\$328,545
-o manage relationships	SF424 Link (if applicable):					
Advance Account Request						
1 UVM Add Attachments						
2 Сору	Draft	Department	Specialist	Spansor Pouriou	Awardad	
A Send Email	Dialt	Review	Review	Sponsor Neview	Awarded	
🚰 Manage Guest List	4	Clarifications	Clarifications	Changes	Not Funded	
Add Comment	- (Requested	Requested	Required	Hot runded	

Emily Trantum

From: Sent: To: Subject: UVMClick Test Emails Monday, February 24, 2020 10:00 AM Emily Trantum FP00000227: An Award Letter Has Been Received



Grant ID: PI Name: Title: Sponsor: <u>FP00000227</u> Ryan McGinnis Awards I - Demo Proposal National Institutes of Health/NIH

Sponsored Project Administration (SPA) has received an award for the referenced funding proposal. A member of the Award Acceptance team assigned to review the award will be in touch shortly. To view the award document click on the Grant ID hyperlink above.

Grant Notifications

From: Sent: To: spa@uvm.edu Friday, March 20, 2020 10:23 AM Ryan McGinnis; Sylvie Butel AWD00000022 Supplement Period 4 McGinnis

Subject:



Award Mod ID:	AWD0000022
PI Name:	Ryan McGinnis
Title:	Supplement Period 4
Sponsor:	Natl Heart Lung and Blood Inst/NHLBI/NIH

This email was sent from AWD00000022: Supplement Period 4.

Comments:

Hello Ryan,

I'm the UVM SPA staff member responsible for UVM's acceptance of the sponsored project referenced above.

In support of UVM's award acceptance process, we ask that you please complete the following:

Please review the attached agreement from the sponsor, and respond to this message to confirm that you agree with the following aspects presented there. If you have concerns about the agreement that you would like negotiated with the sponsor, or have any other questions or concerns, please let me know.

Award Amount

Period of Performance

Technical Reporting Requirements

Please complete the attached Award Data Collection Form and return it to SPA. The information shared here will facilitate the creation of financial accounts for your award. This form is generally completed and returned by the department administrator (copied here working in coordination with the Principal Investigator.

Please be prepared to complete or contribute to any outstanding compliance requirements that may be associated with this award (general examples include: Financial Conflict of Interest certification, IRB, Export Control, or Intellectual Property review, etc). You will receive notice of any outstanding requirements in follow-up messages sent from UVMClick, or from myself or another SPA or compliance staff member.

Please let me know if you have any questions, and congratulations on your award!

Thank you, Molly Molly Epstein, CRA | She/Her/ | Award Acceptance Officer Molly.Epstein@uvm.edu | www.uvm.edu/spa/

Supporting documents:

Name

Copy of Award_Data_Collection_Form-1.xlsx

NIH_NOA_5R35HL135828-04.PDF

Navigating the Award Work Space

- 1. Award's current state
- 2. Initial information entered into the Award Smart form will display on the dashboard
- 3. SPA Administrator assigned to the award.

- 4. Award Status Tracker visible after SPA Administrator begins tracking status
- 5. View Award details in progress by clicking the "Edit Award" button
- 6. History Tab allows user to view the awards history.
- 7. Send Email can be used to send an email to your SPA Administrator, the email will then

	Draft		Awards	I - Dem	no Awar	d 2				AW	D00000049	Funding Awa	ard
N	ext Steps		PI-	r	Wan MaQiania				Sponsor Av	vard Date:		0/04/	0000
5	Edit Award		Department:	F		peering			Award Star	t Date:		2/21/2	2020
			College:					SCIENCES	Award End	Date:		12/31/2	2021
	Printer Version	1	Department Admin	istrator:	Svivie Butel			COLLIGEO	Sponsor To	tal Award:	\$607,106	12/01/1	2020
	Terme And Condition		Direct Sponsor:	N	Vational Institutes of	Health/NIH			Award Amo	ount Released:	\$607,106		
	I Terms And Condition	115	Direct Sponsor Aw	/ard ID: T	Test02252020				Remaining	Award Amount:	\$0		
20	Manage Ancillary Re	eviews	Prime Sponsor:						Award Activ	vity:	RI	ESEARCH - Basic -	- 311
ą	Set Award Relations	ships	Prime Sponsor Aw	ard ID:	EST02242020				Cost Share	:	NO		
Ŵ	Upload Award Docu	iments 3	SPA Administrator	: е	Emily Trantum								
Ø	Manage Deliverable	es	SPA Financial Ana	lyst:									
ą	Manage Relationshi	ips											
	Send Email												
	Manage Guest List		Awarded Funding	Proposals:									
	Log Private Comme	ent	ID	Name			Pri	ncipal Investigator		Status			
C) Log Comment		FP00000227	Awards I -	Demo Proposal		Rya	an McGinnis		Award Notification	Received		
	Award Template with Workflov	w Diagram			Designated								
	Award Template with Workflow	w Diagram	Draft		Designated Review Response Pending		inal Reviev Response Pending		Active				
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Date Completed

Upon receipt of an award, Sponsored Project Administration (SPA) will send an Award Data Collection Form request through UVMClick to the responsible department. Please complete and return this form to SPA either through the UVMClick Award "Send Data Collection Form to SPA" activity or directly via email to the assigned Award Acceptance Officer.

rovide the proposal and award identifiers as available.				
InfoEd Proposal Number				
UVMClick Proposal Number				
UVMClick Award Number				

CONTACT INFORMATION					
Person Completing the form					
Principal Investigator/Co-PI Names					
Primary Award Administrative Contact					

PROJECT INFORMATION - Enter the project information for PeopleSoft setup. (The Project Manager is the PI-eligible faculty or employee that is responsible for the project activity & funds.)						
Project Manager Name	Project Title (limit 30 characters)					

OPTIONAL CHARTSTRING INFORMATION - Specify Program and/or Purpose codes if applicable to your award.						
Program Unspecified Program - 0000						
Are you using Purpose codes?	select answer					

BUDGET INFORMATION		
Does the award amount match the proposal amount?	select answer	
Effort commitments of Key Personn	el may not be changed from what was proposed and av	varded without sponsor approval.
Total Proposal Budget		
Total Award Budget		
Sponsored F&A Rate		
Budget Item & F-Level	Adjustment Amount	SPA Notes
		Department Notes (Optional)

PRE-AWARD SPENDING		
Do you require 90 day Pre-Award spending?	Yes	
If this award is not federally funded, pre-award spending may require	prior approval from the sponsor.	
COST SHARE		
Does your budget include any type of cost share?	select answer	
		•
SUBAWARDS - Enter any subawards that will need to be created or modified		
Institution/Organization		Subaward Amount \$
TOTAL	\$	-
		last revised 3/10/2020

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The University of Vermont

Cost Share Budget and Chartstrings for PeopleSoft Setup

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Budget Line (F-Level)	Salary Cap?	Operating Unit	Department	Fund	Source	Function	Program	Purpose	Property	Amount
							Unspecified Program - 0000		0000	
							Unspecified Program - 0000		0000	
							Unspecified Program - 0000		0000	
							Unspecified Program - 0000		0000	
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							Unspecified Program - 0000		0000	

Tease provide time party cost share and/or amecovered rack (i) anowable). The cost share entered below with not be setup in reopiesoje.					
Other Cost Share Sources	Amount				
Third party cost share/In-kind					
Unrecovered F&A committed as match					

Total non-UVM cost share \$

TOTAL \$ -

The University of Vermont

Purpose Codes for PeopleSoft Setup

Type purpose codes into the blue cells then indicate which f-levels need each purpose code by putting an "x" in the applicable cells below

Project:	0							
	Purpose Codes							
Budget Item & F-Level								
Select								
Select								
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Project:	0							
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Project:	0							
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Budget Item & F-Level								
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1. To request an Advance Account on proposals 2. For proposals submitted through InfoEd, you will Advance Account pending in UVMClick, click on the Advance Account need to continue submitting Advance Account Request button in the left hand menu. You will be Requests through spa@uvm.edu until you have a FP Request prompted to upload your Advance Account Form and record and can utilize the Advance Account Request submit to SPA. functionality. UVMClick STAGE Hello, Ryan McGinnis -> My Inbox SF424 Center COI IRB IACUC Safety Grants ----**Document Review Funding Proposal Complex Projects** Awards Reports Help Center Award Notification FP00000227 Funding Proposal Awards I - Demo Proposal Received **Proposal Information Budget Information** Next Steps PI: Ryan McGinnis **Project Period:** 1/1/2021 - 12/31/2025 5 Submitting Department: Elec & Biomed Engineering Number of Periods: View Funding Proposal COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES College: \$2,226,010 **Sponsor Total Direct:** \$773,020 Direct Sponsor: National Institutes of Health/NIH Sponsor Total F&A: Printer Version \$2,999,030 Prime Sponsor: Sponsor Total Cost: Application Deadline: 8/16/2020 Sponsor Deadline (Hard) RESEARCH - Basic - 311 Proposal Activity: **View Differences** 8/13/2020 \$210,605 SPA Deadline: Cost Share Direct: Svlvie Butel \$117,940 Department Administrative Contact: Cost Share F&A: PI Certify SPA Administrator: Emily Trantum Cost Share Total: \$328,545 % Manage Relationships SF424 Link (if applicable): Advance Account Request 1 UVM Add Attachments Copy Department Specialist Draft oonsor Revie Awarded Review Review Send Email Clarifications Manage Guest List Clarifications Changes Not Funded Requested Requested Required O Add Comment