

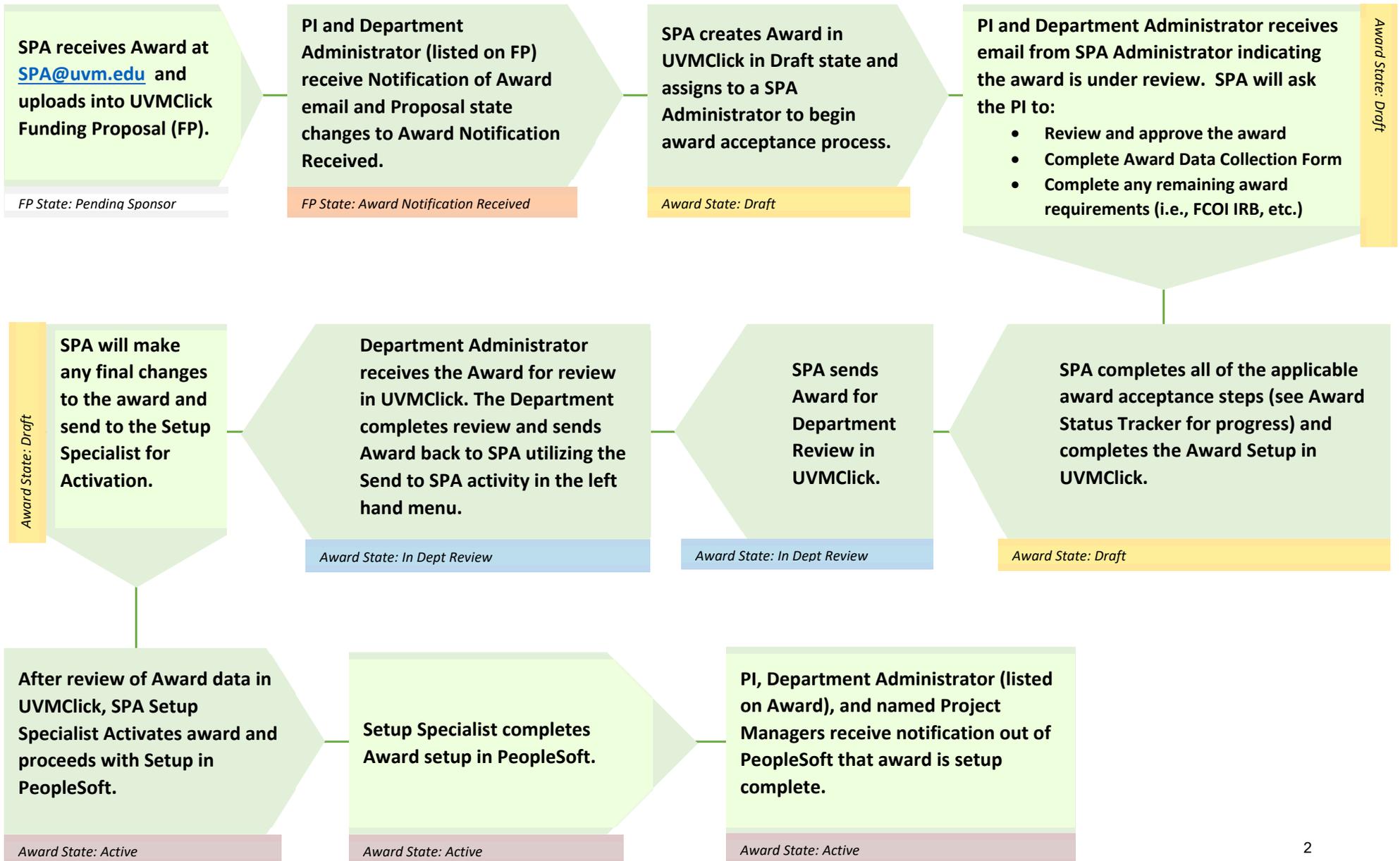


Awards I Training Documents

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



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



Hello, Ryan McGinnis ▾

» **My Inbox** Grants SF424 Center COI IRB IACUC Safety ...

Funding Proposal Complex Projects Awards Document Review Reports Help Center

Award Notification Received

Awards I - Demo Proposal

FP00000227 Funding Proposal

Next Steps

- View Funding Proposal
- Printer Version
- View Differences

- PI Certify
- Manage Relationships
- Advance Account Request
- UVM Add Attachments
- Copy
- Send Email
- Manage Guest List
- Add Comment

Proposal Information

PI:	Ryan McGinnis
Submitting Department:	Elec & Biomed Engineering
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES
Direct Sponsor:	National Institutes of Health/NIH
Prime Sponsor:	
Application Deadline:	8/16/2020 Sponsor Deadline (Hard)
SPA Deadline:	8/13/2020
Department Administrative Contact:	Sylvie Butel
SPA Administrator:	Emily Trantum

SF424 Link (if applicable):

Budget Information

Project Period:	1/1/2021 - 12/31/2025
Number of Periods:	5
Sponsor Total Direct:	\$2,226,010
Sponsor Total F&A:	\$773,020
Sponsor Total Cost:	\$2,999,030
Proposal Activity:	RESEARCH - Basic - 311
Cost Share Direct:	\$210,605
Cost Share F&A:	\$117,940
Cost Share Total:	\$328,545



Emily Trantum

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



Grant ID: [FP00000227](#)
PI Name: Ryan McGinnis
Title: Awards I - Demo Proposal
Sponsor: 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: spa@uvm.edu
Sent: Friday, March 20, 2020 10:23 AM
To: Ryan McGinnis; Sylvie Butel
AWD00000022 Supplement Period 4 McGinnis
Subject:



Award Mod ID: [AWD00000022](#)
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.

Scope of Work

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

1 **Draft**

Next Steps

5 **Edit Award**

Printer Version

Terms And Conditions

Manage Ancillary Reviews

Set Award Relationships

Upload Award Documents

Manage Deliverables

Manage Relationships

7 **Send Email**

Manage Guest List

Log Private Comment

Log Comment

Awards I - Demo Award 2

AWD00000049 **Funding Award**

PI:	Ryan McGinnis	Sponsor Award Date:	2/21/2020
Department:	Elec & Biomed Engineering	Award Start Date:	1/1/2021
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES	Award End Date:	12/31/2025
Department Administrator:	Sylvie Butel	Sponsor Total Award:	\$607,106
Direct Sponsor:	National Institutes of Health/NIH	Award Amount Released:	\$607,106
Direct Sponsor Award ID:	Test02252020	Remaining Award Amount:	\$0
Prime Sponsor:		Award Activity:	RESEARCH - Basic - 311
Prime Sponsor Award ID:	TEST02242020	Cost Share:	NO
SPA Administrator:	Emily Trantum		
SPA Financial Analyst:			

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
FP00000227	Awards I - Demo Proposal	Ryan McGinnis	Award Notification Received

Award Template with Workflow Diagram



Complete	Complete	Pending	Pending	Complete	NA	Pending	Pending	Pending
SPA Administrator Assigned	PI Approval of award confirmed by SPA	Department award data collection form	Compliance Review accepted by SPA (IRB,	SPA award review and negotiation	Award document fully executed by UVM and sponsor	PeopleSoft set-up preparation completed by	Department Review of smartform	Award submitted to PeopleSoft set-up specialist for

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Modifications	Totals	Funding Allocations	COI Person Details	Subawards	Related Projects	Reviewers	History	...
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Activity	Author	Activity Date
Assigned Financial Analyst	Serrantonio, Linda J	3/20/2020 11:25 AM
Activate	Caffrey, Bernadette H.	3/18/2020 4:03 PM
Submitted for Final Review	Macy, Julia A	3/18/2020 10:26 AM

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Advance Account Request

1. To request an Advance Account on proposals pending in UVMClick, click on the Advance Account Request button in the left hand menu. You will be prompted to upload your Advance Account Form and submit to SPA.

2. For proposals submitted through InfoEd, you will need to continue submitting Advance Account Requests through spa@uvm.edu until you have a FP record and can utilize the Advance Account Request functionality.

UVMClick
STAGE

Hello, [Ryan McGinnis](#) ▾

»
My Inbox
Grants
SF424 Center
COI
IRB
IACUC
Safety
...

Funding Proposal
Complex Projects
Awards
Document Review
Reports
Help Center

Award Notification
Received

FP00000227

Funding Proposal

Awards I - Demo Proposal

Proposal Information		Budget Information	
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Submitting Department:	Elec & Biomed Engineering	Number of Periods:	5
College:	COLLEGE OF ENGINEERING AND MATHEMATICAL SCIENCES	Sponsor Total Direct:	\$2,226,010
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Prime Sponsor:		Sponsor Total Cost:	\$2,999,030
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Department Administrative Contact:	Sylvie Butel	Cost Share F&A:	\$117,940
SPA Administrator:	Emily Trantum	Cost Share Total:	\$328,545
SF424 Link (if applicable):			

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graph LR
    Draft([Draft]) --> DeptRev([Department Review])
    DeptRev --> SpecRev([Specialist Review])
    SpecRev --> SponsorRev([Sponsor Review])
    SponsorRev --> Awarded([Awarded])
    
    DeptRev --> Clar1([Clarifications Requested])
    Clar1 --> DeptRev
    
    SpecRev --> Clar2([Clarifications Requested])
    Clar2 --> SpecRev
    
    SponsorRev --> ChangesReq([Changes Required])
    ChangesReq --> SponsorRev
    
```

Next Steps

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- Printer Version
- View Differences

- [PI Certify](#)
- [Manage Relationships](#)
- [Advance Account Request](#)
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- [Copy](#)
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- [Manage Guest List](#)
- [Add Comment](#)