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Chapter 1: About UVMClick-Grants

UVMClick is UVM's electronic research administration (eRA) portal where UVM researchers and administrators manage the lifecycle of IRB Protocols, IACUC Protocols, IBC Registrations, Conflict of Interest Disclosures, Funding Proposal Submissions, Agreements and Awards.

The [UVMClick](#) website provides news and updates, user guides, frequently asked questions and training resources for each of the modules, including [Grants](#), [FCOI](#), [IRB](#), [IBC](#), [IACUC](#) and [Agreements](#).

UVMClick-Grants is the proposal and award management system at UVM. The functions of UVMClick include:

- Collecting institutional proposal data
- Routing proposals for internal approvals prior to submission to extramural sponsors
- Whenever possible, submitting Federal Grant Applications electronically to Grants.gov
- Collecting sponsored and research-related agreement information
- Tracking negotiations on all sponsored and research-related agreements
- Collecting institutional award data
- Hosting Notices of Award
- Facilitating tracking of award management requests

Data in UVMClick is stored securely, visible to only parties with a business purpose to access the data. For those records the user sees, UVMClick allows transparent tracking throughout the lifecycle of the Award, from proposal development to proposal submission to award negotiation, set up and management.



Chapter 2: Guidance from UVM Sponsored Project Administration

- [UVM Sponsored Project Administration](#) website provides comprehensive guidance related to the sponsored project lifecycle.
- [SPA Procedures](#) website is located under the “RESOURCES” section on the SPA web site.
- [Proposal Preparation, Review and Submission Procedure](#) is an important document for all investigators involved in proposal preparation and submission process at UVM.
- [SPA Research Administrator](#) provides a link to the SPA Research Administrator and Financial Analyst assigned to your department. Each UVM department is supported by a designated team of SPA administrators who assist with preparation, approval, and submission of grant proposals as well as with award management.

Chapter 3: Getting Started

Browser Information

- UVMClick is not browser dependent. Users may any browser to get optimal results.

How to Login

- The UVMClick login is <https://grants.connect.uvm.edu/Grants/>
- You must have a UVM Net ID and password to login. If you do not know your UVM Net ID or your password, contact UVM’s Information Technology Department. Click the green Login button. Enter your UVM Net ID and password.



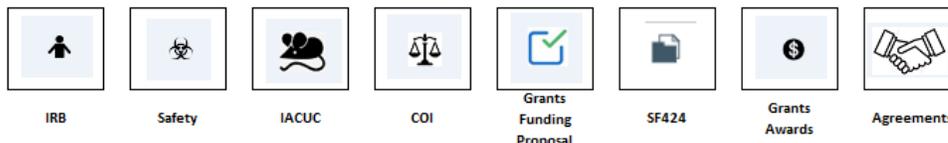
Navigating UVMClick

- There are 8 main tabs relating to UVMClick (last one is Facilities not shown)



My Inbox

- Upon login, users are directed to the My Inbox. My Inbox is a personal dashboard that displays items that require the user’s attention. Because My Inbox spans all the modules in UVMClick, users will see items related to all modules, including IRB, Safety (IBC), IACUC, COI and Grants.
- The icon on the left column identifies the related module





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ID	Name	Date Created	Date Modified	State	SPA Administrator	Application Deadline	Submitting Department
FP00000251	UVMClick Demo NH SDS	12/28/2019 9:23 AM	12/28/2019 9:23 AM	Draft	Julie Macy	2/5/2019	Neurological Sciences
DC00001074	Research Initiated Certification for Rodney Scott: FP00000219	12/16/2019 1:19 PM	12/26/2019 6:14 AM	Draft	Rodney Scott		
DC00000901	Research Initiated Certification for Rodney Scott: FP00000111	10/20/2019 3:20 PM	12/26/2019 6:14 AM	Draft	Rodney Scott		
DC00000477	Annual Disclosure Certification for Rodney Scott 2019	7/4/2019 6:00 AM	12/26/2019 6:12 AM	Draft			
FP00000219	Condon test case	12/6/2019 2:21 PM	12/16/2019 2:30 PM	Department Review	Julie Macy	8/16/2020	Neurological Sciences
SF-4240000021	SF-4240000021	12/6/2019 3:09 PM	12/13/2019 10:22 AM		Rodney Scott		
SF-4240000019	SF-4240000019	11/4/2019 2:14 PM	11/22/2019 4:38 PM		Rodney Scott		
FP00000216	who is pi	11/21/2019 2:24 PM	11/21/2019 2:26 PM	Draft	Julie Macy	11/29/2019	
FP00000196	10/31 copy 1	10/31/2019 12:08 PM	11/6/2019 10:34 AM	Draft	Julie Macy	8/16/2020	Neurological Sciences
FP00000204	Proposal to Find Meaning of X	11/4/2019 9:37 AM	11/5/2019 2:49 PM	Draft	Julie Macy	12/4/2019	Neurological Sciences
SF-4240000008	SF-4240000008	8/26/2019 3:07 PM	9/3/2019 4:29 PM		Rodney Scott		

Grants Module

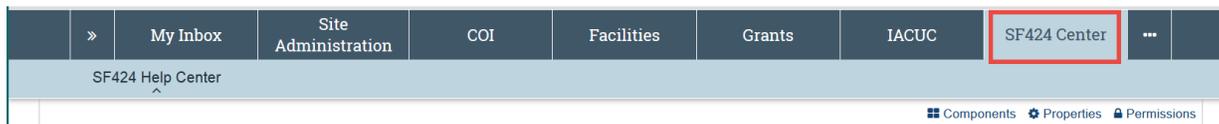
Users can access six modules within the Grants module. Of the six, only four will be in use at UVM.



- In use at UVM: Funding Proposal, Awards, Reports, Help Center
- Not used at UVM: Complex Projects and Document Review

SF424 Center

The SF424 Center can be found on top navigation of the blue ribbon. This module provides information about federal system-to-system (SF424) application submissions.



Other General Guidance:

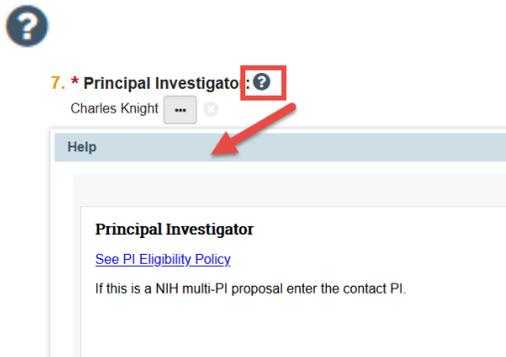
Mandatory Questions **Red Asterisk (*)**

- Many of the SmartForm questions are mandatory.

- This means that you must provide an answer in order to save the page.
- Mandatory questions are denoted by **red asterisk (*)**.

Help Text and Hyperlinks

The SmartForm pages provide help text and hyperlinks to aid in answering many of the questions. Here is an example of Help Text, which displays when you click the Question Mark icon.



Here is an example showing a hyperlink. The hyperlink will open into a new window.



Chapter 4: Navigating in UVMClick

Navigating with Breadcrumbs and Hyperlinks

There are several ways to navigate between the components of a funding proposal.

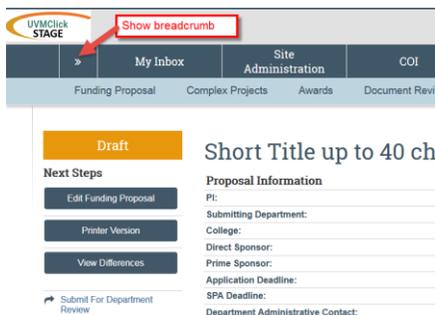
The two main ways are use of:

- Breadcrumbs – use breadcrumbs from component workspace
- Hyperlinks – use hyperlinks from within specific smartforms

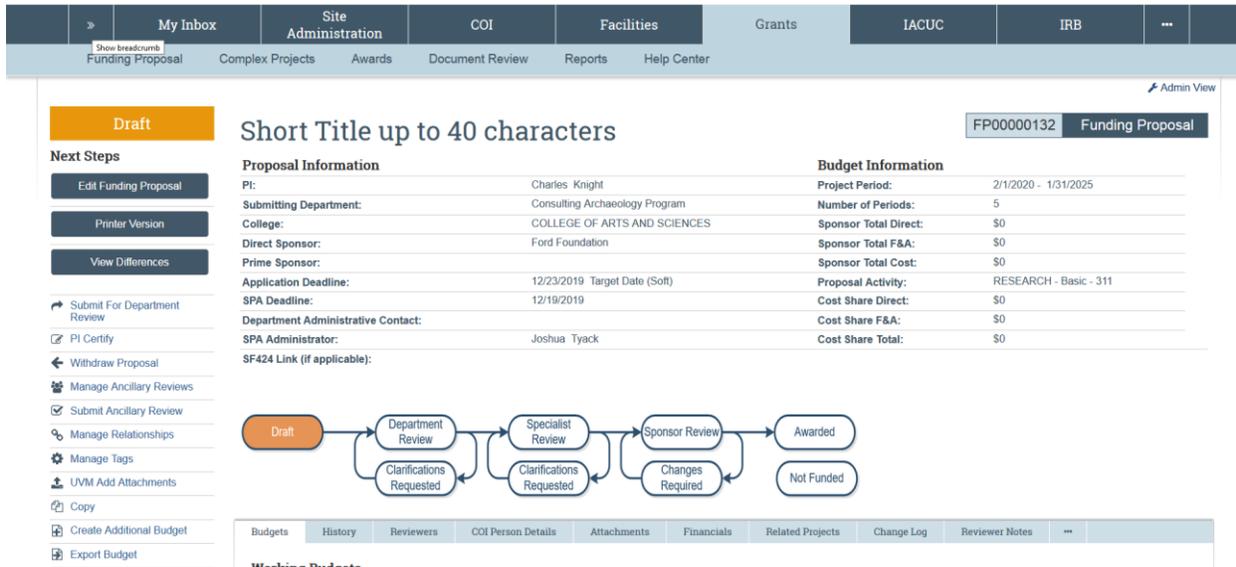
Breadcrumbs

Breadcrumbs can be accessed from within the workspace of the component. Find the breadcrumb at the top left corner of the page. Hover over breadcrumb until it shows message “Show breadcrumb” and then click on breadcrumb to show your current location.

- For example, Root > Grants > Funding Proposal Title > Sponsor Budget Title
- For example, Root > Grants > Funding Proposal Title > Cost Share Budget Title



Use Breadcrumbs or Hyperlinks to navigate between the five components of the funding proposal (and as discussed later, to navigate between the Funding Proposal and the Award).



Breadcrumbs - Use the breadcrumbs located at the top of every screen in UVMClick to help navigate within the Funding Proposal.

- Click the breadcrumbs icon to reveal the breadcrumbs.
- Follow the breadcrumbs to navigate back to top level of the proposal.



Hyperlinks - Use the hyperlinks in the Workspace to navigate between the Funding Proposal components. For example, when you are working within a Sponsor Budget or a Cost Share Budget, you will find hyperlinks on the Workspace that will bring you back to the Funding Proposal workspace.



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UVMClick DEV Hello, Rodney Scott

My Inbox COI Facilities Grants IACUC IRB Safety

Funding Proposal Complex Projects Awards Document Review Reports Help Center

Draft Natl Institutes of Health/NIH BU00000189 Project Budget

Next Steps

- Edit Budget
- Printar Version
- View Differences
- Create Subaward
- Create Cost Share

Ⓞ: Matt A. Cole

Sponsor: Natl Institutes of Health/NIH **Grand Total:** \$1,361,410

PI: Rodney Scott **Budget Type:** Federal

Funding Proposal: September 1, 2019 Demo Proposal **Subaward Count:** 2

Financials Subaward Documents Subgrants History

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$68,620	\$68,620	\$68,620	\$68,620	\$68,620	\$343,100
Salaries:	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$235,000
Benefits:	\$21,620	\$21,620	\$21,620	\$21,620	\$21,620	\$108,100

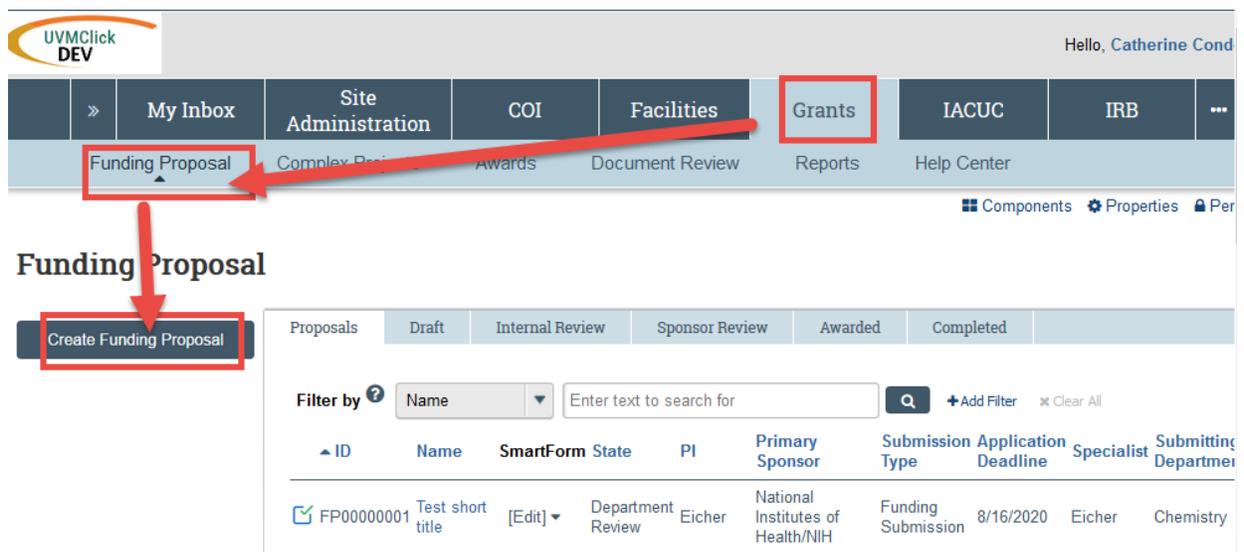
Chapter 5: Create New Funding Proposal

Funding Proposals can have up to 5 separate, interrelated components, which must be completed.

1. Funding Proposal SmartForm
2. Sponsor Requested Budget
3. Subaward Budget *(used only if proposal includes subawards)*
4. Cost Share Budget *(used only if proposal includes cost sharing)*
5. SF424 *(used for federal system-to-system proposals)*

Step 1

From the Grants module, click the “Create Funding Proposal” button. Then click “Create New Funding Proposal” button.



UVMClick DEV Hello, Catherine Cond

My Inbox Site Administration COI Facilities **Grants** IACUC IRB ...

Funding Proposal Complex Proposals Awards Document Review Reports Help Center

Components Properties Per

Funding Proposal

Create Funding Proposal

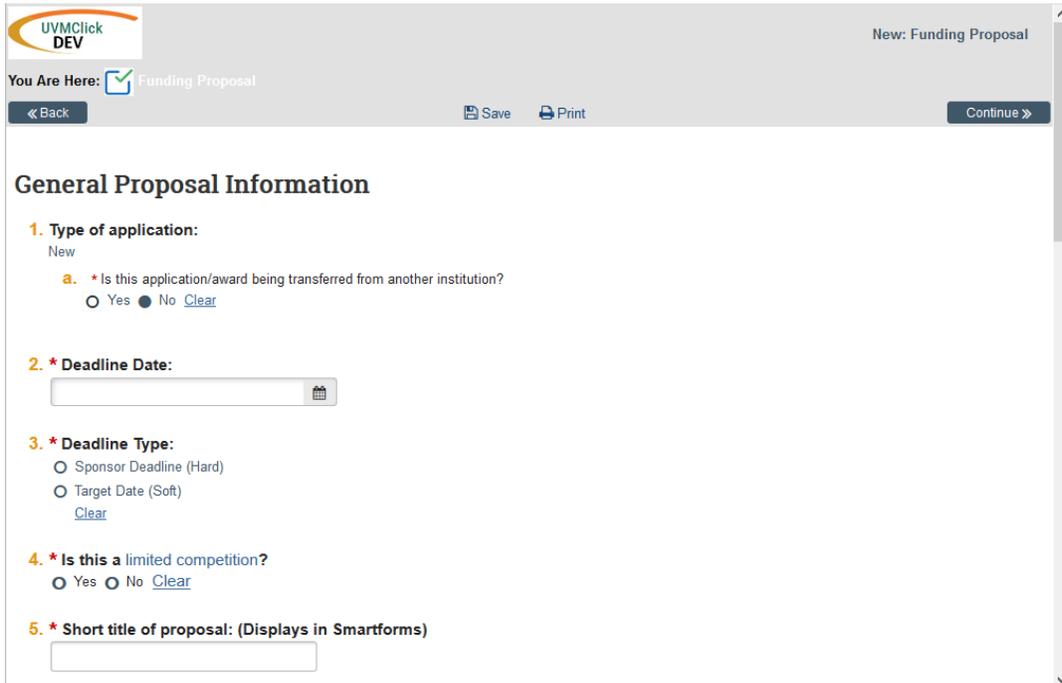
Proposals Draft Internal Review Sponsor Review Awarded Completed

Filter by Name

ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
<input checked="" type="checkbox"/> FP00000001	Test short title	[Edit]	Department Review	Eicher	National Institutes of Health/NIH	Funding Submission	8/16/2020	Eicher	Chemistry

Step 2

“Created Funding Proposal” opens your first of several smartforms.



The screenshot shows a web browser window with the UVMClick DEV logo in the top left and 'New: Funding Proposal' in the top right. Below the logo is a breadcrumb trail 'You Are Here: Funding Proposal' with a checkmark icon. A navigation bar contains 'Back', 'Save', 'Print', and 'Continue' buttons. The main content area is titled 'General Proposal Information' and contains the following sections:

- 1. Type of application:** New
 - a. * Is this application/award being transferred from another institution?**
 Yes No [Clear](#)
- 2. * Deadline Date:** [Calendar icon]
- 3. * Deadline Type:**
 Sponsor Deadline (Hard)
 Target Date (Soft)
 [Clear](#)
- 4. * Is this a limited competition?**
 Yes No [Clear](#)
- 5. * Short title of proposal: (Displays in Smartforms)** [Text input field]

1. Next, complete the 11 questions on the General Proposal Information page.
2. Then click the “Save” icon at top or bottom of the page.
3. Saving will store the information, generate the funding proposal number, and make the record visible to you and to other users in their worklists.
4. You can access any saved proposals through the My Inbox (landing page when you sign in) or the from the Funding Proposals home page.

5. Once you perform the first Save, the menu options of the Funding Proposal smartform expands to include the following options:

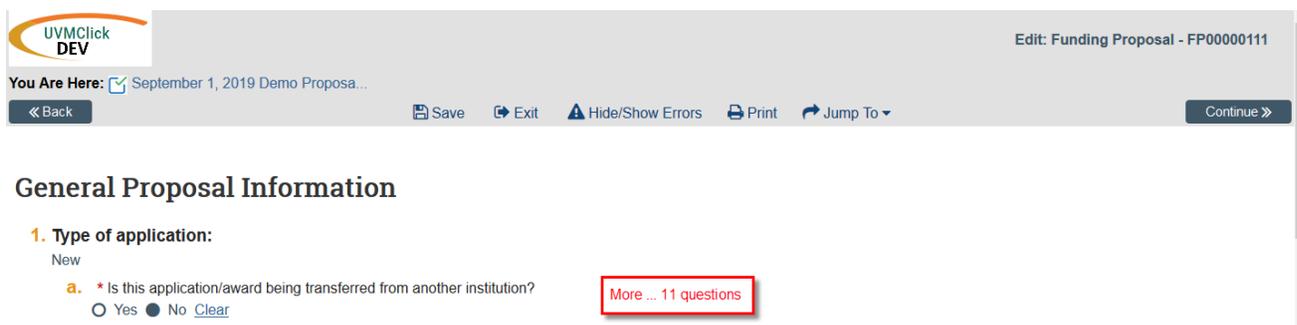


- Save This lets you save changes made to a page in the Proposal SmartForm.
- Exit This lets you exit Proposal SmartForm; returns you to the Funding Proposal Workspace.
- Hide/Show Errors This validates that all required fields necessary for approval routing are completed.
- Print This lets you print the specific Funding Proposal SmartForm page you are on
- Jump To This lets you navigate directly to other pages of the SmartForm without requiring you to move sequentially from page to page.

Section 1: Funding Proposal Smartform

After you've clicked the "Create Funding Proposal" button (Step 1 above), the new Funding Proposal will open to the first page, General Proposal Information.

5.1.a. Funding Proposal Smartform > General Proposal Information



Complete the questions on this page.
The red asterisk * indicates the question is mandatory.

Number		Question	Response
1.		Type of Application	No response needed
1.a.	*	Is this application/award being transferred from another institution?	Select yes or no; If yes, a new box will open asking you upload the relinquishing statement. Click here for Attachment Naming Conventions
2.	*	Deadline Date	Enter deadline date
3.	*	Deadline Type	Select Sponsor Deadline (hard) or Target Date (soft)
4.	*	Is this a limited competition?	Select yes or no; Click hyperlink for more information. If yes, a new box will open requesting you upload the OVPR (Office of the Vice President for Research) approval letter



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			Click here for Attachment Naming Conventions
5.	*	Short title of proposal	Allows up to 40 characters; Short title displays on smartforms
6.	*	Long title of proposal	Allows up to 255 characters; Long title displays in sponsor application
7.	*	Principal Investigator	PI name will default to the person who started the proposal. If different, select PI name from list. If you cannot locate PI name, contact uvmclick@uvm.edu
8.	*	Select the direct sponsor Use % for wildcard search i.e. %NIH%. Or select TBD if your sponsor is not listed	Select from list. If you cannot find sponsor in list, select "TBD" from list then contact uvmclick@uvm.edu with sponsor so sponsor can be added to the sponsor table. You will be notified once ready to re-select the sponsor from the pick list.
9.	*	Select the location of the sponsored project based on where the majority of the work will be performed	Select location. Click help icon (?) for more information.
10.	*	Select the activity of the sponsored project based on the primary activity of the proposal The combination of the location and activity will derive the applicable F&A rate used in subsequent budget pages.	Select activity. Click help icon (?) for more information.
11.	*	Expected start date	Select requested start date. This date will be used on Budget Periods and Key Dates page as start date for Period 1.

5.1.b Funding Proposal Smartform > Personnel

4



The screenshot shows the UVMClick smartform interface. At the top left is the UVMClick DEV logo. The top right shows 'Edit: Funding Proposal - FP00000111'. Below the logo, it says 'You Are Here: September 1, 2019 Demo Proposa...'. A navigation bar contains buttons for '<< Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To', and 'Continue >>'. The main content area is titled 'Personnel' and contains a section '1. Principal Investigator:' with the name 'Rodney Scott'. Below this are two sub-sections: 'a. If System to System, add Biosketch:' with a '[None]' dropdown and an 'Upload' button, and 'b. If System to System, add Other Support:' with a '[None]' dropdown and an 'Upload' button. A red-bordered box highlights a link that says 'More ... 4 questions'.

Complete the questions on this page.
The red asterisk * indicates the question is mandatory.

Number	Question	Response
1	Principal Investigator	PI name is pulled in from General Proposal Information Question 7. Return to that page to change the Principal Investigator.
1.a.	If System-to-System, add Biosketch in pdf format:	Respond to this question only if this is a system-to-system application. Upload Biosketch in pdf format. Be sure to follow sponsor requirements for page length and format. Click here for Attachment Naming Conventions
1.b.	If System to System, if required by sponsor, add Other Support in pdf format:	Respond to this question only if this is a system-to-system application. Upload Other Support in pdf format.



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			<p>IMPORTANT NIH INFORMATION: The Other Support Form is generally not required for NIH proposals so be sure to follow instructions in your specific opportunity as well as NIH Grant Application Guide.</p> <p>For all other federal sponsors, be sure to verify Other Support requirements.</p> <p>Click here for Attachment Naming Conventions</p>
2.	*	Responsible Department	<p>Responsible Department may default to PI home department or this field may be blank.</p> <p>Select from list.</p> <p>The Responsible Department is where the eventual award will be established.</p> <p>When the proposal is submitted for Department Approval, the Chair of the Responsible Department will be prompted to approve the proposal, as well as the Dean of the respective college.</p>
3.a.		<p>Project Personnel - Add all UVM personnel other than the contact PI</p> <p>This question is related to just UVM personnel.</p> <p>Non UVM Personnel will be entered in next question below.</p>	<p>Click the +Add button to get list of all personnel at UVM.</p> <p>If the person is not in the list, contact uvmclick@uvm.edu</p> <p>After you select the person's name, a second window will open with three additional questions.</p>
3.a.1	*	Staff member	<p>Start typing the person's name in the box, or use the ellipses (...) to locate the person's name in the personnel list.</p> <p>If you cannot find the person's name, contact uvmclick@uvm.edu for assistance in adding the person to the list.</p> <p>If you don't yet know who the person will be, select "TBD" from the list.</p> <p>You will then be asked to describe their employee type.</p>



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			This selection is later used in budget to determine the relevant fringe benefit rate.
3.a.2.	*	Project Role	<p>Select from list.</p> <p>If you select “Other” a new box will open where you can manually enter the role.</p>
3.a.3.		This individual is a	<p>Select personnel type.</p> <p>If you select Key personnel or other significant contributor, a new section will open up that allows you to upload the Biosketch and the Other Support form.</p> <p>This section is used only if the application is a system-to-system application. Upload only the forms that the sponsor requires for this specific submission.</p> <p>Click here for Attachment Naming Conventions</p> <p>If you select Other personnel, a new questions will appear asking “Is this Non-Key person considered an investigator for FCOI disclosure purposes?” Please select yes or no.</p> <p>This question will determine whether the person will be required to submit a Financial Conflict of Interest Certification.</p> <p>If so, the person will be promoted by UVMClick to do so. No action is required on behalf of the Proposal Team for this to happen.</p>
3.b.		If System to System, add non-UVM key personnel:	<p>IMPORTANT: If this is not a system-to-system proposal, you need not enter the non-UVM personnel on this page.</p> <p>This question is related to non-UVM personnel, such as consultants and key personnel on subawards.</p> <p>This question is only used if this is a system-to-system application.</p>



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			<p>This is the data that will map to the Senior /Key Personnel form in the SF424 component.</p> <p>For non-system-to-system applications, you need not enter the names of the non-UVM project personnel.</p>
3.b.1.		Staff member name	<p>Required fields are First name Last name.</p> <p>The rest are optional.</p>
3.b.2		Staff member contact information	<p>Required fields are Phone Email</p> <p>The rest are optional.</p>
3.b.3		Staff member address	<p>Required fields are Street Address 1 City State (if country is USA) Country Zip Code (if country is USA) - Enter zip code using a four digit extension such as 05405-0000. If you don't know the four digit extension, use 0000. This four digit extension is required in order to pass Grants.gov validations.</p> <p>The rest are optional.</p>
3.b.4.		Staff member organization information	<p>Required fields are Position Title Organization</p> <p>The rest are optional.</p>
3.b.5	*	Select project role	<p>Important - Do not use PD/PI unless this is a Multiple PI proposal.</p>



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			If this person is a Subaward PI, select Other and type in "Subaward PI"
3.b.6.	*	Credential, e.g. agency login	Enter NIH eRA Commons ID if this person is a PD/PI (on Multiple PI proposal). Otherwise, leave blank.
3.b.7		Degree	Type and Year are both optional fields.
3.b.8.		If System to System, add Biosketch in pdf format:	Upload a Biosketch in pdf format, according to the sponsor guidelines. Click here for Attachment Naming Conventions Keep in mind that not all personnel are required to have a Biosketch.
3.b.9.		If System to System, if required by sponsor, add Other Support in pdf format:	Upload a Biosketch in pdf format, according to the sponsor guidelines. Click here for Attachment Naming Conventions Keep in mind that not all personnel are required to have a Biosketch.
3.b.10	*	This individual is a	Select personnel type.
		When you complete the data for each person, you will be returned to the Personnel Tab	
4.a.		Select the primary Department Administrative Contact:	Click the +Add button to get list of personnel at UVM. Select the person you wish to name as the Department Administrative Contact.



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	<p>This individual is the primary administrative contact and will have edit rights and will receive email notifications related to the proposal.</p>	<p>There can only be one person named to this role.</p> <p>This person will have the same view and edit rights as the PI.</p> <p>This person will be copied on all proposal and award notifications that are sent to the PI from UVMClick.</p> <p>The PI can change this person at any time prior to proposal submission.</p>
4.b.	<p>Add team members who require proposal edit rights:</p> <p>Keep in mind that Deans, Chairs and Department Business Administrators already have view rights to all proposals across campus.</p> <p>Therefore, you may not need to add them again here.</p>	<p>Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them edit rights.</p> <p>This person will **NOT** be copied on all proposal and award notifications that are sent to the PI from UVMClick.</p> <p>The PI can change this person at any time prior to proposal submission.</p>
4.c.	<p>Add team members who require proposal read-only rights:</p> <p>Keep in mind that Deans, Chairs and Department Business Administrators have view rights to all proposals across campus.</p> <p>Therefore, you may not need to add them again here.</p>	<p>Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them read-only rights.</p> <p>This person will **NOT** be copied on all proposal and award notifications that are sent to the PI from UVMClick.</p> <p>The PI can change this person at any time by submitting a modification request activity.</p>



5.1.c Funding Proposal Smartform > Submission Information - If S2S

When selecting Opportunity ID, it will only find those that are related to the sponsor you selected in previous page. For example, PA-EN-R01 will come up if you select NIH but not if you select NIH Minority sponsor.

< BackSave Exit Hide/Show Errors Print Jump ToContinue >

Submission Information

- Submission type:**
Federal
- Direct sponsor:**
Natl Institutes of Health/NIH
- * Will this application be submitted system-to-system to grants.gov?**
 Yes No [Clear](#)
- Type a package ID, opportunity ID, or CFDA number, and click Find.** ?

Package ID: Find... Clear Refresh Form Support

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
<input checked="" type="radio"/> PKG00037257	PA-EN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)	8/16/2017	8/16/2020	93.865	FORMS-E	

Complete the questions on this page.

The red asterisk * indicates the question is mandatory.

1. If this is a System-to-System to a federal agency, select Yes in Question 3.
2. This system will then allow you (in Question 4) to your specific funding opportunity (via a web service to Grants.gov) so that the required forms will be loaded into UVMClick.

***** It is extremely important that you choose the correct funding opportunity*****

3. Later in the process, you will create the SF424 and the data you entered to the various smartforms will map into the SF424 forms.
4. Toward the end of the process, you will validate the data in your SF424 using an automated tool designed to prevent errors at submission.



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Number	Question	Response
1	Submission Type	This data pulled from General Proposal Information Page Question 8. You do not need to enter anything for this question.
2.	Direct sponsor	This data pulled from General Proposal Information Page Question 8. You do not need to enter anything for this question. If you need to correct the sponsor, return to the General Proposal Information page and make the change there.
3.	* Will this application be submitted system-to-system to grants.gov?	Select yes.
4.	Type a package ID, opportunity ID, or CFDA number, and click Find. *** It is extremely important to get this correct before moving forward***	Click the help icon (?) for more information. Use the criteria below to select the federal opportunity for which you are applying. Type in one or more of the following search criteria, which you can get from the opportunity announcement: Package ID Opportunity ID CFDA Number Competition ID Package ID is the narrowest search. Each succeeding criterion widens the search. Competition ID can only be used in combination with other criteria. When you've specified your search criteria, click Find. The system contacts Grants.gov to access matching opportunities, and lists them below this question (this might take a few minutes). Select the desired opportunity from the list. Click Refresh Form Support to replace the currently attached forms with any supported updates.
5.	Add Application Guidelines/Instructions:	Click + Add button an upload the application guidelines. Click here for Attachment Naming Conventions



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			<p>You may add as many documents here as you wish.</p> <p>Documents uploaded here do NOT get submitted with application to sponsor.</p>
6.		<p>Add any Internal Supporting Documents and Sponsor Correspondences (i.e., relinquishing statements, checklists):</p>	<p>Click + Add button an upload the application guidelines.</p> <p>You may add as many documents here as you wish.</p> <p>Documents uploaded here do NOT get submitted with application to sponsor.</p>



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5.1.d Funding Proposal Smartform > Submission Information - **If not S2S**

1. If this is ****NOT**** a System-to-System to a federal agency, select No in Question 3.
2. And then indicate in Question 4 the submission method for this proposal.
3. Depending on your sponsor, there will be up to 8 questions on this page.

Number		Question	Response
1		Submission Type	This data pulled from Question 8. On General Proposal Information Page. You do not need to enter anything for this question.
2.		Direct sponsor	This data pulled from Question 8. On General Proposal Information Page. You do not need to enter anything for this question. If you need to correct the sponsor, return to the General Proposal Information page and make the change there.
Question appears if pass-through subaward		Prime Sponsor	This will auto-populate from previous pages and you need not enter any data for this question
Question appears if pass-through subaward		Direct Sponsor Contact Information	This is an optional question. If you choose to add information, click the +Add button and enter information in pop up window. Click Ok to save.
Question appears if pass-through subaward		Grant award number provided by the direct sponsor:	
Variable numbering		Add Submission Documents (Final Proposal)	Upload final proposal document here Click here for Attachment Naming Conventions
Question appears if federal sponsor	*	Will this application be submitted system-to-system to grants.gov?	Select No (as these are instructions for non S2S)
If you indicate "no" in question above this field will not appear		Package ID: Opportunity ID (PA or RFA number): CFDA number: Competition ID:	Is not used for non S2S submissions
If you indicate no that proposal will not submitted system to system	*	Select submission method from list below:	Describe the submission method of the proposal and identify who will be responsible for submitting the proposal to the sponsor.



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		<ul style="list-style-type: none"> • SPA RA will submit via Sponsor's electronic submission system • PI will submit to Sponsor • Other 	
Appears for all except federal system to system proposals		Add Submission Documents (Final Proposal):	<p>Click + Add button and upload the final proposal.</p> <p>Click here for Attachment Naming Conventions</p> <p>You may add as many documents as you wish.</p> <p>Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.</p>
Appears for all except federal system to system proposals		Add Application Guidelines/Instructions:	<p>Click + Add button and upload the sponsor's application guidelines.</p> <p>Click here for Attachment Naming Conventions</p> <p>You may add as many documents as you wish.</p> <p>Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.</p>
Last question		Add any Internal Supporting Documents and Sponsor:	<p>Click + Add button and upload the any additional supporting documents relevant for this application.</p> <p>You may add as many documents as you wish.</p> <p>Please refer to the Funding Proposal Naming Conventions as described in a separate Quick Guide.</p>



5.1.e Funding Proposal Smartform > Funding Opportunity Announcement

This Smartform will appear only if proposal is system to system.

Navigation: < Back Save Exit Hide/Show Errors Print Jump To Continue >

Funding Opportunity Announcement

These forms are fully supported and the application will be submitted to Grants.gov

1. Required SF424 Forms:

Form Name	Supported
SF424 (R&R) V2.0	yes
Research & Related Project/Performance Site Location(s) V2.0	yes
Research And Related Other Project Information V1.4	yes
Research & Related Senior/Key Person Profile (Expanded) V2.0	yes
PHS 398 Cover Page Supplement V4.0	yes
PHS 398 Research Plan V4.0	yes
PHS Human Subjects and Clinical Trials Information V1.0	yes

2. Optional SF424 forms:

Form Name	Supported
Research & Related Budget V1.4	yes
Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	yes
PHS 398 Modular Budget V1.2	yes
PHS Assignment Request Form V2.0	yes

3. Package ID:
PKG00037257

4. Opportunity ID:
PA-EN-R01

5. CFDA Number:
93.865

6. Opportunity title:
G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)

7. Activity Title:
Child Health and Human Development Extramural Research

8. Information URL:
Instructions for FOA00000003

Navigation: < Back Save Exit Hide/Show Errors Print Jump To Continue >

This is a view-only page showing the funding opportunity details you selected in previous page. No additional data is needed on this page.

5.1.f Funding Proposal Smartform > Budget Periods and Key Dates



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Budget Periods and Key Dates

- 1. Project Start Date:**
2/1/2020
- 2. Project End Date:**
1/31/2025
- 3. Project length (years):**
5
- 4. * PHS/NIH Modular budget?**
 Yes No [Clear](#)
- 5.** Add Period Remove Period Update Periods

Budget periods:

Period Number	Name	Duration (Months)	Start Date	End Date
1	Period 1	12	2/1/2020	1/31/2021
2	Period 2	12	2/1/2021	1/31/2022
3	Period 3	12	2/1/2022	1/31/2023
4	Period 4	12	2/1/2023	1/31/2024
5	Period 5	12	2/1/2024	1/31/2025

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Complete the five questions on this page.
The red asterisk * indicates the question is mandatory.

Number	Question	Response
1.	Project Start Date	This pulls in from General Proposal Information Question 11 and cannot be edited her. Instead, return to that page if you' like to change the Project Start Date.
2.	Project End Date	This pulls in from Question 5 below. It cannot be edited her. Instead, adjust the end date in Question 5 below and this will be updated to reflect the end date you wish to have.
3.	Project length (years)	This pulls in from Question 5 below and cannot be edited her. To change, adjust the periods in Question 5 below. .
4.	PHS/NIH Modular budget?	If this is an NIH System-to-System application, use this question to indicate if you plan to use the PHS/NIH Modular



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			Budget format. Refer to the NIH Guide for guidance when to use the modular budget format.
5.		Budget Periods	<p>Add or remove periods here.</p> <p>If you'd like to change the end date to something other than a full year, click the Update Periods button, which will allow you to shorten the last year to some number of months.</p> <p>If you'd like to change the end date to something other than the last day of the month, click the Update Periods button and then click the "Use advanced editing" button near the top of the page. This will let you select the any project period end date.</p>



5.1.g Funding Proposal Smartform > IBB F&A Allocation

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IBB F&A Allocation

Allocation of recovered F&A to be distributed to Colleges and Schools (Responsibility Centers) is declared at time of proposal submission, following the methodology described in the Incentive Based Budgeting (IBB) 2.0 Model - Algorithm 4a.

1. * Does this proposal include F&A (indirects)?

Yes No [Clear](#)

2. * Upload the complete IBB F&A Allocation - Calculation Tool either as a PDF or Excel:

Attachment 1.docx(0.01) [Upload Revision](#) ↶ ↷

3. * Is there a deviation from the Standard IBB F&A Allocation?

Yes No [Clear](#)

Complete the two questions on this page.
Red asterisk * indicates the question is mandatory.

Number	Question	
	Allocation of recovered F&A to be distributed to Colleges and Schools (Responsibility Centers) is declared at time of proposal submission, following the methodology described in the Incentive Based Budgeting (IBB) 2.0 Model - Algorithm 4a.	
1	Does this proposal include F&A (indirects)? Allocation of IBB F&A is only relevant if sponsor provides F&A costs in awarded budget.	Select yes or no; If yes, a new box will open asking you upload the IBB F&A Allocation – Calculation Tool. Click here for Attachment Naming Conventions If no, Continue to next page.
2	Upload the completed IBB F&A Allocation - Calculation Tool either as a pdf or excel	Download the form using the link provided on the smartform. Refer to Tab 2 Instructions for how to complete the form. This form is also available in the SPA Forms Library at https://www.uvm.edu/spa/forms-library



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			<p>Upload the completed form on this page in the Smartform.</p> <p>Click here for Attachment Naming Conventions</p>
2.		<p>Is there a deviation from the Standard IBB F&A Allocation?</p> <p>Refer to Funding Proposal Ancillary Review Instruction Guide</p>	<p>If yes, deviations from the standard F&A allocation, outside the proposal submitting college, must be approved by each non-submitting college.</p> <p>To collect the approval, you will need to initiate an Ancillary Review activity, found on the left side menu of the Funding Proposal Workspace (front page).</p> <p>Click here for Attachment Naming Conventions</p>



5.1.h Funding Proposal Smartform > Ancillary Review and Approvals

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Ancillary Review and Approvals

1. * Does proposal require [PI Eligibility](#) approval?
 Yes No [Clear](#)

2. * Does proposal involve renovation or construction activity?
 Yes No [Clear](#)

3. * Will you be requesting approval for a [F&A waiver or reduction](#)?
 Yes No [Clear](#)

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Complete the four questions on this page.
 Red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Does proposal require PI Eligibility approval?	<p>Click the hyperlink for more information about PI Eligibility.</p> <p>Select Yes or No. If you selected Yes, please upload approval letter from Chair (or designee) that clearly states the individual is approved to be a PI:</p> <p>Click here for Attachment Naming Conventions</p>
2.	*	Does proposal involve renovation or construction activity?	<p>Select Yes or No. If you selected Yes, please upload approval letter from UVM's Director of Capital Planning and Management indicating approval of renovation/construction project and acknowledgement of this request for sponsored funding:</p> <p>Click here for Attachment Naming Conventions</p>
3.	*	Will you be requesting approval for a F&A waiver or reduction?	<p>Select Yes or No. If you selected Yes, please upload approval letter from either Executive Director of</p>



		<p>Research Administration and Integrity or Director of Sponsored Project Administration:</p> <p>Click here for Attachment Naming Conventions</p>
--	--	---

5.1.i Funding Proposal Smartform > Compliance Review

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Compliance Review

1. * Human subjects involved in this project:
 Yes No [Clear](#)
2. * Laboratory animals involved in this project:
 Yes No [Clear](#)
3. * Biohazardous materials to include Recombinant DNA involved in this project:
 Yes No [Clear](#)
4. * Radioactive materials and/or radioisotopes involved in this project:
 Yes No [Clear](#)
5. * Human embryonic stem cells involved in this project:
 Yes No [Clear](#)

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Complete the four questions on this page.
 Red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Human subjects involved in this project	Select Yes or No. If you select Yes, additional questions will appear asking you if this is a clinical trial and asking you about the status of the IRB review. This data will map to the SF424 if this is a system-to-System application.
2.	*	Laboratory animals involved in this project	Select Yes or No. If you select Yes, an additional question will appear asking you about the status of the IRB review. This data will map to the SF424 if this is a system-to-System application.



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3.	*	Biohazardous materials to include Recombinant DNA involved in this project:	Select Yes or No. If you select Yes, an additional question will appear asking you about the status of the IBC-Safety review. This data will map to the SF424 if this is a system-to-System application.
4.	*	Radioactive materials and/or radioisotopes involved in this project:	Select Yes or No.
5.		Human embryonic stem cells involved in this project	Select Yes or No. If you select Yes, an additional question will appear asking you to describe the specific stem lines. This data will map to the SF424 if this is a system-to-System application.



5.1.j Funding Proposal Smartform > Additional Proposal Information

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Additional Proposal Information

1. * Will there be [program income](#)? ?
 Yes No [Clear](#)

2. * Is this project cancer related?
 Yes No [Clear](#)

3. * Is this project funded by an [SBIR Small Business Innovation Research](#) funding mechanism?
 Yes No [Clear](#)

4. * Is this project funded by an [STTR Small Business Technology Transfer](#) funding mechanism?
 Yes No [Clear](#)

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Complete the four questions on this page.
 Red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Will there be program income ?	Select Yes or No. Click help icon (?) for more information If you select Yes, additional questions will appear asking you to provide more details. This data will map to the SF424 if this is a system-to-System application.
2.	*	Is this project cancer related?	Select Yes or No.
3.	*	Is this project funded by an SBIR Small Business Innovation Research funding mechanism?	Select Yes or No. Click help icon (?) for more information



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4.	*	Is this project funded by an STTR Small Business Technology Transfer funding mechanism?	Select Yes or No. Click help icon (?) for more information
----	---	---	---



5.1.k Funding Proposal Smartform > Completion Instructions

The Completion Instructions appear on this page.

The Instructions will vary slightly depending on whether your submission is a System-to-System SF424 or not.

Completion Instructions for SF424 submissions (5 steps)

Navigation bar: << Back Save Exit Hide/Show Errors

Completion Instructions:

Next Steps

1. Click Hide / Show Errors to validate that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. Generate the SF424 and supply any required information not auto-populated from the proposal. (Upload any SF424 attachments to the SF424 directly.)
5. When proposal is complete, start the UVM approval process by clicking 'Submit For Department Review'.

Navigation bar: << Back Save Exit Hide/Show Errors

Completion Instructions for non-SF424 submissions (4 steps)

Navigation bar: << Back Save Exit Hide/Show Errors Print Jump To

Completion Instructions:

Next Steps

1. Click Hide / Show Errors to validate that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. When proposal is complete, start the UVM approval process by clicking 'Submit For Department Review'.

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Next Steps – If System to System submissions

1. Click Hide / Show Errors to validate that all required questions in this proposal are complete. Correct any errors or omissions, and refresh the error report.
2. When no errors are reported, click Finish.
3. From the proposal workspace, complete the primary budget and any other budgets you add for this project.
4. Generate the SF424 and supply any required information not auto-populated from the proposal. (Upload any SF424 attachments to the SF424 directly.)
5. When proposal is complete, start the UVM approval process by clicking 'Submit For Department Review'.



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Section 2: Sponsor Budget

For all funding proposal S2S or non-S2S start from proposal workspace, complete the primary budget and other budgets you add for this project for example – cost share or subaward as applicable.

>
My Inbox
Site Administration
COI
Facilities
Grants
IACUC
IRB
...

Funding Proposal
Complex Projects
Awards
Document Review
Reports
Help Center

Admin View

Draft

Natl Institutes of Health/NIH

BU00000384 Project Budget

PI:	Rodney Scott	Project Period:	7/1/2020 - 6/15/2024
Submitting Department:	Neurological Sciences	Total Direct:	\$1,078,157
Direct Sponsor:	National Institutes of Health/NIH	Total F&A:	\$0
Prime Sponsor:		Total Cost:	\$1,078,157
Funding Proposal:	10/31 copy 1	Budget Type:	Federal
		Subaward Count:	2
		Cost Share Budget:	Cost Sharing for Natl Institutes of Health/NIH

Financials
Subaward
Documents
Snapshots
History

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Cumulative
Personnel:	\$141,620	\$141,620	\$141,620	\$129,817	\$554,677
Salaries:	\$97,000	\$97,000	\$97,000	\$88,916	\$379,916
Benefits:	\$44,620	\$44,620	\$44,620	\$40,901	\$174,761
General:	\$130,870	\$130,870	\$130,870	\$130,870	\$523,480
Subaward:	\$0	\$0	\$0	\$0	\$0
Subaward Direct:	\$0	\$0	\$0	\$0	\$0
Subaward F&A:	\$0	\$0	\$0	\$0	\$0
Modular Offset:	\$0	\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:	\$272,490	\$272,490	\$272,490	\$260,687	\$1,078,157
Total Direct:	\$272,490	\$272,490	\$272,490	\$260,687	\$1,078,157
Total F&A:	\$0	\$0	\$0	\$0	\$0
Project Total:	\$272,490	\$272,490	\$272,490	\$260,687	\$1,078,157

F&A Costs (Non-Standard)	Period 1	Period 2	Period 3	Period 4	Cumulative
Start Date:	7/1/2020	7/1/2021	7/1/2022	7/1/2023	
End Date:	6/30/2021	6/30/2022	6/30/2023	6/15/2024	
Indirect Cost Rate:	0%	0%	0%	0%	
Indirect Cost Type:	MTDC	MTDC	MTDC	MTDC	
Indirect Cost Base:	\$172,486	\$172,486	\$172,486	\$160,683	
Indirect Funds Req.:	\$0	\$0	\$0	\$0	

Make A Copy
Log General Comments
Export Budget
Manage Tags
Recalculate Budget Totals
Administration



5.2.a Sponsor Budget > General Budget Information

Complete the smart forms to build the budget (reminder that your personnel start and end dates come from the funding proposals smart forms so if edits are needed go back to the funding proposal)

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General Budget Information

For Budgeting Development resources see: [Direct Costs](#), [F&A Costs](#), and [Cost Sharing](#)

1. * Budget title:

Natl Institutes of Health/NIH

2. * Principal Investigator for this budget:

Rodney Scott

3. * Does this budget use the standard F&A cost base and rates?

Yes No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024
	End:	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025
MTDC	Rate:	56%	56%	56%	56%	56%

Complete the eight questions on this page.
Red asterisk * indicates the question is mandatory.

Number		Question	Response
1.		Budget Title	Will default to Sponsor name. Leave as is.
2.	*	Principal Investigator for this Budget	Will default to overall PI name. Leave as is.
3.	*	Does this budget use the standard F&A cost base and rates?	Select yes or no. If you select no, a new question will appear asking you to provide the non-standard F&A cost base and rates. Enter the base and rates.



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			The remaining questions will be renumbered.
4.	*	Does the sponsor have an F&A rate limitation?	<p>Select yes or no.</p> <p>If you select yes, a new question will appear: Please attach the Sponsor's F&A policy or attach document with the web address to the Sponsor's F&A policy.</p> <p>Upload the required information.</p> <p>Click here for Attachment Naming Conventions</p> <p>The remaining questions will be renumbered.</p>
5.		Include this budget in Final Sponsor Budget?	<p>Select yes or no.</p> <p>Generally we expect the response to be yes.</p>
6.		<p>Sponsor Salary cap:</p> <p>IMPORTANT NOTE:</p> <p>If you have any personnel with “over the cap” salaries, the budget tool will automatically calculate the correct portion to charge to sponsor and will move the “over the cap” costs to a cost share budget.</p> <p>If this is the case, you must Create a Cost Share Budget as described later in this document.</p> <p>You do **NOT** need to have a completed Cost Share Approval Request Form for “over the cap” cost sharing.</p>	<p>The system will automatically populate the sponsor salary cap.</p> <p>This is an editable field so you may change it if necessary.</p>
7.	*	Apply inflation rate to personnel costs?	Select yes or no.
8.	*	Enter inflation rates:	Enter inflation rates you wish to use in your budget.

5.2.b Sponsor Budget > Personnel Cost Definition

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Personnel Cost Definition

Go to additional personnel on funding proposal

1. Import Proposal Personnel

Personnel costs:

Staff Member	Appointment	Role	Is Key
There are no items to display			

Click "Import Proposal Personnel" to bring the people you entered on the Funding Proposal Smartform Personnel page into the budget.

If you need to add additional people, use the link "Go to additional personnel on funding proposal" to return to the Funding Proposal Smartform Personnel page and add the person there.

Then return to this page and you will be able to add the person here as well.

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« Back Save Exit Hide/Show Errors Print Jump To Continue »

Personnel Cost Definition ⓘ

Go to additional personnel on funding proposal

1. Personnel costs:

Staff Member	Appointment	Role	Is Key
Update Rodney Scott	12 months	PD/PI	yes
Update Rubin Goldberg	9 months	Faculty	yes
Update Jeremy Holden	12 months	Co-Investigator	yes

Complete the one question on this page.
Red asterisk * indicates the question is mandatory.

Number	Question	
1.	Personnel Costs – Import Proposal Personnel	<p>Click "Import Proposal Personnel" to bring the people you entered on the Funding Proposal Smartform Personnel page into the budget.</p> <p>If you need to add additional people, use the link "Go to additional personnel on funding proposal" to return to the Funding Proposal Smartform Personnel page and add the person there.</p> <p>Then return to this page and you will be able to add the person here as well.</p>
Update	* Update information	



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		<ol style="list-style-type: none"> 1. Staff Member 2. Role 3. Appointment 4. Base salary applied 5. Apply inflation rate 	
--	--	---	--

5.2.c Sponsor Budget > Personnel Costs

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Personnel Costs

Budget Summary

	Period 1 7/1/2020 6/30/2021	Period 2 7/1/2021 6/30/2022	Period 3 7/1/2022 6/30/2023	Period 4 7/1/2023 6/30/2024	Period 5 7/1/2024 6/30/2025	Budget Totals
Personnel Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Personnel Costs

	Period 1 7/1/2020 6/30/2021	Period 2 7/1/2021 6/30/2022	Period 3 7/1/2022 6/30/2023	Period 4 7/1/2023 6/30/2024	Period 5 7/1/2024 6/30/2025
<input type="button" value="Show Effort"/>					
Person: Rodney Scott	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Person: Rubin Goldberg	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Person: Jeremy Holden	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Person: Jill Ingalls	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Person: Nitinkumar Jabre	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Person: Mindy Kear	Salary: \$0.00 Benefits: \$0.00 Total: \$0.00				
Salary Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Benefits Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Cost Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Person:	Period 1 7/1/2020 6/30/2021	Period 2 7/1/2021 6/30/2022	Period 3 7/1/2022 6/30/2023	Period 4 7/1/2023 6/30/2024	Period 5 7/1/2024 6/30/2025
Effort:	100 % ▾	100 % ▾	100 % ▾	100 % ▾	100 % ▾
Sal Req:	100 % ▾	100 % ▾	100 % ▾	100 % ▾	100 % ▾
FB Rate:	46 % ▾	46 % ▾	46 % ▾	46 % ▾	46 % ▾
Base:	\$47,000.00 ▾	\$47,000.00 ▾	\$47,000.00 ▾	\$47,000.00 ▾	\$47,000.00 ▾



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1. Personnel costs notes:

« Back Save Exit Hide/Show Errors Print Jump To Continue »

5.2.d Sponsor Budget > General Cost Definition

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General Cost Definition

1. General costs:

+ Add			
Cost Type	Description	Unit Cost	
<input type="checkbox"/> Update	ADP/Computer Services	\$10,000.00	<input type="checkbox"/>
<input type="checkbox"/> Update	Materials and Supplies	\$4,400.00	<input type="checkbox"/>
<input type="checkbox"/> Update	Publication Costs	\$4,400.00	<input type="checkbox"/>

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5.2.e Sponsor Budget > General Costs

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General Costs

Budget Summary

	Period 1 7/1/2020 6/30/2021	Period 2 7/1/2021 6/30/2022	Period 3 7/1/2022 6/30/2023	Period 4 7/1/2023 6/30/2024	Period 5 7/1/2024 6/30/2025	Budget Totals
General Total:	\$18,800.00	\$18,800.00	\$18,800.00	\$18,800.00	\$18,800.00	\$94,000.00
Direct Total:	\$87,420.00	\$87,420.00	\$87,420.00	\$87,420.00	\$87,420.00	\$437,100.00
Indirect Total:	\$48,955.00	\$48,955.00	\$48,955.00	\$48,955.00	\$48,955.00	\$244,775.00
Grand Total:	\$136,375.00	\$136,375.00	\$136,375.00	\$136,375.00	\$136,375.00	\$681,875.00

General Costs

	Period 1 7/1/2020 6/30/2021	Period 2 7/1/2021 6/30/2022	Period 3 7/1/2022 6/30/2023	Period 4 7/1/2023 6/30/2024	Period 5 7/1/2024 6/30/2025
Cost Type: ADP/Computer Services	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Cost Type: Materials and Supplies	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00
Cost Type: Publication Costs	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00
General Cost Total:	\$18,800.00	\$18,800.00	\$18,800.00	\$18,800.00	\$18,800.00

1. General costs other notes:

5.2.f Sponsor Budget > Attachments

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Attachments:

1. Add any Internal Budget Supporting Documents (i.e., internal spreadsheets, quotes, other back-up docs) :

[+ Add](#)

Name

There are no items to display

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5.2.g Sponsor Budget >Finish

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Draft

Natl Institutes of Health/NIH

BU00000189 Project Budget

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Sponsor: Natl Institutes of Health/NIH **Grand Total:** \$681,875
PI: Rodney Scott **Budget Type:** Federal
Funding Proposal: September 1, 2019 Demo Proposal **Subaward Count:** 1

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Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$68,620	\$68,620	\$68,620	\$68,620	\$68,620	\$343,100
Salaries:	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$235,000
Benefits:	\$21,620	\$21,620	\$21,620	\$21,620	\$21,620	\$108,100
General:	\$18,800	\$18,800	\$18,800	\$18,800	\$18,800	\$94,000
Travel:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Ordering:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Maintenance:	\$0	\$0	\$0	\$0	\$0	\$0
Trainee:	\$0	\$0	\$0	\$0	\$0	\$0
Patient Care:	\$0	\$0	\$0	\$0	\$0	\$0
Inpatient:	\$0	\$0	\$0	\$0	\$0	\$0
Outpatient:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward Direct:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward F&A:	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:	\$87,420	\$87,420	\$87,420	\$87,420	\$87,420	\$437,100
Total Direct:	\$87,420	\$87,420	\$87,420	\$87,420	\$87,420	\$437,100
Total F&A:	\$48,955	\$48,955	\$48,955	\$48,955	\$48,955	\$244,775
Project Total:	\$136,375	\$136,375	\$136,375	\$136,375	\$136,375	\$681,875

F&A Costs (Standard)	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Start Date:	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024	
End Date:	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	
Indirect Cost Rate:	56%	56%	56%	56%	56%	
Indirect Cost Type:	MTDC	MTDC	MTDC	MTDC	MTDC	
Indirect Cost Base:	\$87,420	\$87,420	\$87,420	\$87,420	\$87,420	
Indirect Funds Req.:	\$48,955	\$48,955	\$48,955	\$48,955	\$48,955	

Section 3: Subaward Budget

From the main budget screen, create subaward if applicable.

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Federal

Natl Institutes of Health/NIH

BU00000189

Project Budget

Sponsor:	Natl Institutes of Health/NIH	Grand Total:	\$681,875
PI:	Rodney Scott	Budget Type:	Federal
Funding Proposal:	September 1, 2019 Demo Proposal	Subaward Count:	1

Financials
Subaward
Documents
Snapshots
History

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$68,620	\$68,620	\$68,620	\$68,620	\$68,620	\$343,100
Salaries:	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$235,000
Benefits:	\$21,620	\$21,620	\$21,620	\$21,620	\$21,620	\$108,100
General:	\$18,800	\$18,800	\$18,800	\$18,800	\$18,800	\$94,000
Travel:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Costs:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Ordering:	\$0	\$0	\$0	\$0	\$0	\$0
Animal Maintenance:	\$0	\$0	\$0	\$0	\$0	\$0
Trainee:	\$0	\$0	\$0	\$0	\$0	\$0
Patient Care:	\$0	\$0	\$0	\$0	\$0	\$0
Inpatient:	\$0	\$0	\$0	\$0	\$0	\$0
Outpatient:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward Direct:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward F&A:	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:	\$87,420	\$87,420	\$87,420	\$87,420	\$87,420	\$437,100
Total Direct:	\$87,420	\$87,420	\$87,420	\$87,420	\$87,420	\$437,100
Total F&A:	\$48,955	\$48,955	\$48,955	\$48,955	\$48,955	\$244,775
Project Total:	\$136,375	\$136,375	\$136,375	\$136,375	\$136,375	\$681,875



5.3.a Subaward > Subaward Budget Information

Answer the following smart forms to add your subaward.

 Edit: Budget - BU00000234

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Subaward Budget Information

- * Title:**
- * Organization:**
 [...](#)
- Principal Investigator:**
- Subawardee PI:**
 [...](#)
- * Subaward budget detail level:**
- Include in consolidated budgets?**
 Yes No [Clear](#)
- Subaward indirect contribution limit:**

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5.3.b Subaward > Subaward Per period Costs Totals

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Per Period Cost Totals

Total Direct:							\$500,000
Total Indirect:							\$165,000
Total Project:							\$665,000
Cost Totals	Period Start: End:	1 7/1/2020 6/30/2021	2 7/1/2021 6/30/2022	3 7/1/2022 6/30/2023	4 7/1/2023 6/30/2024	5 7/1/2024 6/30/2025	Total
Direct:		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Indirect:		\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$165,000
Grand Total:		\$133,000	\$133,000	\$133,000	\$133,000	\$133,000	\$665,000

1. Budget notes:

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5.3.c Subaward > Subaward Attachments

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Attachments:

1. Add any Internal Budget Supporting Documents (i.e., internal spreadsheets, quotes, other back-up docs) :

[+ Add](#)

Name

There are no items to display

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5.3.d Subaward > Subaward Finish

UVMClick DEV Hello, Rodney Scott

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University of Rhode Island

BU00000234
Subaward Budget

Organization:	University of Rhode Island	Funding Proposal:	September 1, 2019 Demo Proposal
Budget Detail Level:	Per Period Direct and Indirect Totals	Parent Budget:	Natl Institutes of Health/NIH

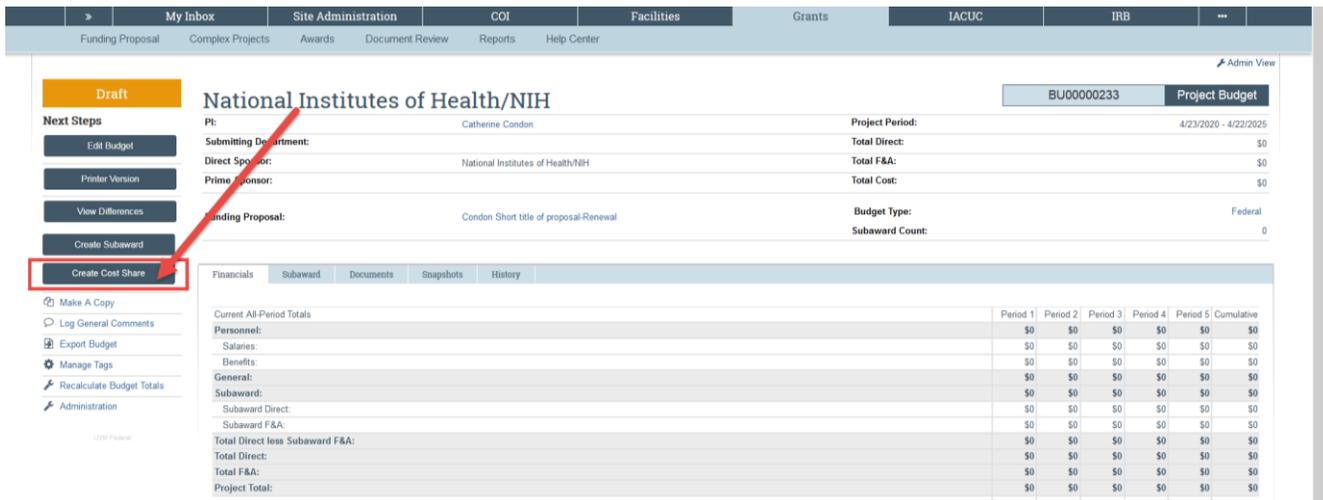
Financial	Personnel	Snapshots	History						
Current All-Period Totals				Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Total Direct:				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total Indirect:				\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$165,000
Project Total:				\$133,000	\$133,000	\$133,000	\$133,000	\$133,000	\$665,000

Section 4: Cost Share Budget

If the proposal includes cost share, you'll first need to create the Cost Share Budget forms.

5.4.a Create Cost Share Budget forms

1. Start at the Funding Proposal workspace
2. Click on the Budgets Tab
3. Then click on the sponsor budget.
4. Click "Create Cost Share" Action Button at left column of page.



The screenshot shows the UVMClick Grants Manual interface. The top navigation bar includes tabs for My Inbox, Site Administration, COI, Facilities, Grants, IACUC, and IRB. The main content area displays a draft proposal for the National Institutes of Health/NIH. The proposal details include the PI (Catherine Condon), Submitting Department (National Institutes of Health/NIH), and Project Period (4/23/2020 - 4/22/2025). The budget summary shows Total Direct: \$0, Total F&A: \$0, and Total Cost: \$0. The Budget Type is Federal, and the Subaward Count is 0. A red box highlights the 'Create Cost Share' button in the left sidebar. Below the proposal details is a table of financials with columns for Period 1, Period 2, Period 3, Period 4, Period 5, and Cumulative. The table shows current all-period totals for Personnel, Salaries, Benefits, General, Subaward, and Subaward F&A, all of which are \$0.

	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Current All-Period Totals						
Personnel:	\$0	\$0	\$0	\$0	\$0	\$0
Salaries:	\$0	\$0	\$0	\$0	\$0	\$0
Benefits:	\$0	\$0	\$0	\$0	\$0	\$0
General:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward Direct:	\$0	\$0	\$0	\$0	\$0	\$0
Subaward F&A:	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct less Subaward F&A:	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct:	\$0	\$0	\$0	\$0	\$0	\$0
Total F&A:	\$0	\$0	\$0	\$0	\$0	\$0
Project Total:	\$0	\$0	\$0	\$0	\$0	\$0

5. This will open the Cost Share Budget SmartForm, which includes these pages:
 - Cost Share Information
 - General Budget Information
 - Personnel Cost Definition
 - Personnel Costs
 - General Cost Definition
 - General Costs
 - Attachments

The **Cost Share Approval Request Form** is available in [SPA Forms Library](#).



5.4.b Cost Share Budget > Cost Share Information

Use the hyperlink at the top of the page for Cost Share Guidance, as needed.

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Cost Share Information

Cost Share Guidance

1. * Cost Share Type included in Proposal:

- Mandatory
 - Voluntary Committed
 - Mandatory and Voluntary Committed
 - None
- [Clear](#)

2. * Is all Mandatory and/or Voluntary Committed Cost Share coming solely from the submitting department?

- Yes No [Clear](#)

3. * Will you be using unrecovered F&A to meet Mandatory Cost Share?

- Yes No [Clear](#)

4. * Will you be using Third Party Cost Share as part of Mandatory Committed and/or Voluntary Committed Cost Share?

- Yes No [Clear](#)

5. * Internal Commitment(s):

- Minimum PI Time Commitment (1% rule)
- Over the Salary Cap
- None

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Complete the questions on this page.

Note that questions are conditional and the remaining questions will be renumbered based on your response.

The red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Cost Share Type included in Proposal:	Select Mandatory, Voluntary Committed, Mandatory and Voluntary Committed or None.



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		<p>Subsequent questions are conditional and the remaining questions will be renumbered based on your response.</p>	
2.	*	<p>Is all Mandatory and/or Voluntary Committed Cost Share coming solely from the submitting department?</p>	<p>Select yes or no;</p> <p>If you select no, a new Question 3 will appear.</p>
3.	*	<p>For Mandatory or Voluntary Committed Cost Share, upload the Cost Share Approval Request Form for each department providing cost share:</p> <p>IMPORTANT:</p> <p>This step requires completion of the Cost Share Approval Request form before the proposal may be approved for submission.</p> <p>We strongly recommend you complete this form well ahead of the sponsor deadline to ensure enough time to obtain needed approval(s) from Department Chairs on the Cost Share Approval Request form.</p>	<p>Use the hyperlink to download the form.</p> <p>You will need to provide a separate form from each department providing cost sharing.</p> <p>Complete the form and have the form signed by the Department Chair (or Chair's designee) of the department providing the cost share.</p> <p>Use the Add button.</p> <p>First, select the name of the department providing cost share form the list.</p> <p>Then upload the completed, signed form.</p> <p>You may upload as many forms as needed.</p> <p>Click here for Attachment Naming Conventions</p>
4.	*	<p>Will you be using unrecovered F&A to meet Mandatory Cost Share?</p>	<p>Select yes or no;</p> <p>If you select yes, a new Question 5 will appear.</p>
5.	*	<p>Upload the Unrecovered F&A Calculator Tool:</p>	<p>Use the hyperlink to download the form.</p> <p>Complete the excel calculator tool.</p> <p>Click the Upload button to upload the excel document as part of Question 5.</p>



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			Click here for Attachment Naming Conventions
6.	*	Will you be using Third Party Cost Share as part of Mandatory Committed and/or Voluntary Committed Cost Share?	Select yes or no; If you select yes, a new Question 7 will appear.
7.	*	Do you have a Third Party commitment letter(s)?	Select yes or no; If you select yes, a new Question 8 will appear.
8.	*	Upload the Third Party commitment letter(s):	Use the Add button to upload each Third Party commitment letter as part of Question 8. Click here for Attachment Naming Conventions
9.	*	Internal Commitment(s):	Select from list. Choose all that are applicable.
		Click continue to save and to move to next page.	

5.4.c Cost Share Budget > General Budget Information

You Are Here: [Condon Short title of proposal](#) > [Condon Short title of proposal...](#) > **3** Cost Sharing for National Inst...

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General Budget Information

For Budgeting Development resources see: [Direct Costs](#), [F&A Costs](#), and [Cost Sharing](#)

- * Budget title:**
- * Principal Investigator for this budget:**
- * Does this budget use the standard F&A cost base and rates?**
 Yes No [Clear](#)

Standard F&A cost base and rates

	Period	1	2	3	4	5
F&A Cost Base	Start:	4/23/2020	4/23/2021	4/23/2022	4/23/2023	4/23/2024
	End:	4/22/2021	4/22/2022	4/22/2023	4/22/2024	4/22/2025
MTDC	Rate:	56%	56%	56%	56%	56%

- Include this budget in Final Sponsor Budget?
 Yes No [Clear](#)
- Enter inflation rates:

	Inflation Rate	Inflate Period 1
General Cost:	<input type="text" value="3"/> %	<input type="checkbox"/>

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Complete the questions on this page.
 The red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Budget Title:	This auto-populates. Do not change.
2.	*	Principal Investigator for this budget:	This auto-populates. Do not change.
3.	*	Does this budget use the standard F&A cost base and rates?	Select yes or no; If you select no, a new question will appear.



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3.a.	*	Non-standard F&A cost base and rates	<p>Enter the sponsor's F&A Cost Base – in almost all cases, you will leave the F&A Cost Base as MTDC.</p> <p>Contact your SPA Research Administrator if you need additional guidance on this question.</p> <p>Enter your sponsor's F&A rate for each year.</p> <p>You may click the small blue carrot icon in Year 1 to populate the remaining years if the rate remains unchanged.</p>
4.	*	Include this budget in Final Sponsor Budget?	Always Select No to this question.
5.	*	Enter inflation rates:	
		Click continue to save and to move to next page.	



5.4.d Cost Share Budget > Personnel Costs – Cost Share

- The personnel and costs come solely from the Sponsor Budget and cannot be edited here.
- If you need to make changes, return to the Sponsor Budget > Personnel Costs page and adjust the cost share effort there.
- Then return to this page to see updated results.
- Click continue to move to next page.

You Are Here: [Condon Cost Share Testing](#) > [Cost Sharing for Natl Center A...](#)

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Personnel Costs - Cost Share

Budget Summary

	Period 1 8/1/2019 7/31/2020	Period 2 8/1/2020 7/31/2021	Period 3 8/1/2021 7/31/2022	Budget Totals
Personnel Total:	\$59,553.00	\$59,553.00	\$59,553.00	\$178,659.00
Direct Total:	\$189,553.00	\$189,553.00	\$189,553.00	\$568,659.00
Indirect Total:	\$72,550.00	\$72,550.00	\$72,550.00	\$217,650.00
Grand Total:	\$262,103.00	\$262,103.00	\$262,103.00	\$786,309.00

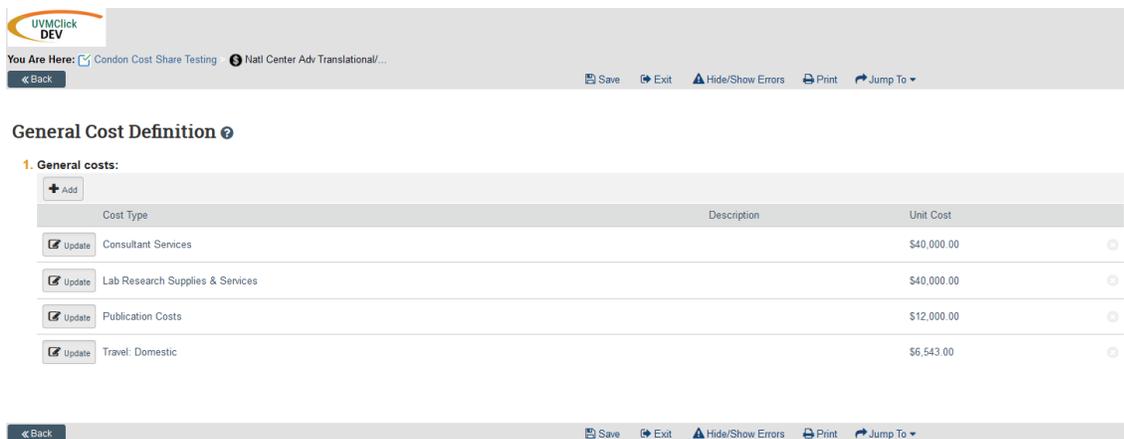
Personnel Costs

	Period 1 8/1/2019 7/31/2020	Period 2 8/1/2020 7/31/2021	Period 3 8/1/2021 7/31/2022
Save			
Person: Catherine [REDACTED]	Sal Req: 10% Base: \$100,000.00 Salary: \$10,000.00 Benefits: \$4,500.00 Total: \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00
Person: Ellen [REDACTED]	Sal Req: 10% Base: \$109,954.00 Salary: \$10,995.00 Benefits: \$5,058.00 Total: \$16,053.00	10% \$109,954.00 \$10,995.00 \$5,058.00 \$16,053.00	10% \$109,954.00 \$10,995.00 \$5,058.00 \$16,053.00
Person: Amy [REDACTED]	Sal Req: 10% Base: \$100,000.00 Salary: \$10,000.00 Benefits: \$4,500.00 Total: \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00
Person: Brenda [REDACTED]	Sal Req: 10% Base: \$100,000.00 Salary: \$10,000.00 Benefits: \$4,500.00 Total: \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00	10% \$100,000.00 \$10,000.00 \$4,500.00 \$14,500.00
Salary Cost Total:	\$40,995.00	\$40,995.00	\$40,995.00
Benefits Cost Total:	\$18,558.00	\$18,558.00	\$18,558.00
Personnel Cost Total:	\$59,553.00	\$59,553.00	\$59,553.00

1. Personnel costs notes:

5.4.e Cost Share Budget > General Cost Definition

- Click Add button to add a new General Cost Type.
- Select the General Cost Type from the list.
- For Question 4. Apply inflation? Answer No in all cases. This will allow you to adjust each year to reflect the correct level of cost share on the next page.
- For Question 5. Include in indirect calculations? Leave as is. Do not change the default response.
- Click continue to move to next page.



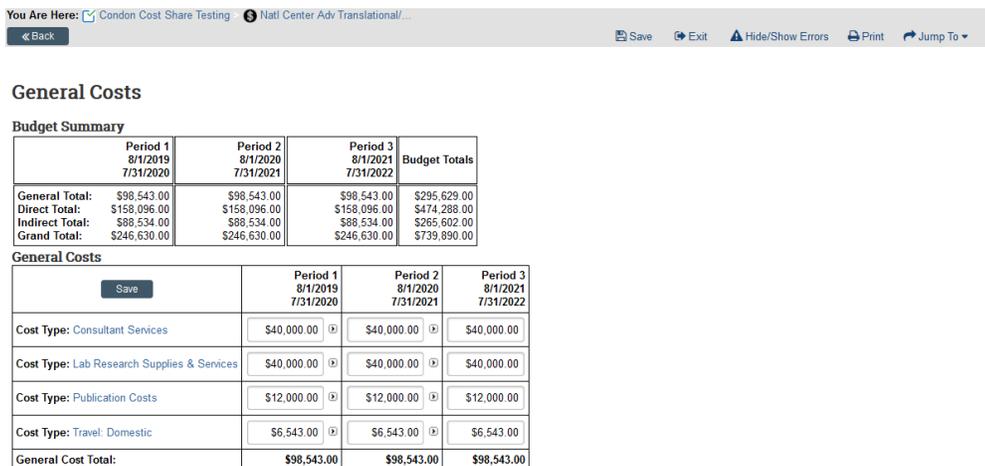
General Cost Definition

1. General costs:

Cost Type	Description	Unit Cost
<input type="checkbox"/> Update	Consultant Services	\$40,000.00
<input type="checkbox"/> Update	Lab Research Supplies & Services	\$40,000.00
<input type="checkbox"/> Update	Publication Costs	\$12,000.00
<input type="checkbox"/> Update	Travel: Domestic	\$6,543.00

5.4.f Cost Share Budget > General Costs

- Adjust the costs for each project period as needed.
- Click continue to move to next page.



General Costs

Budget Summary

	Period 1 8/1/2019 7/31/2020	Period 2 8/1/2020 7/31/2021	Period 3 8/1/2021 7/31/2022	Budget Totals
General Total:	\$98,543.00	\$98,543.00	\$98,543.00	\$295,629.00
Direct Total:	\$158,096.00	\$158,096.00	\$158,096.00	\$474,288.00
Indirect Total:	\$88,534.00	\$88,534.00	\$88,534.00	\$265,602.00
Grand Total:	\$246,630.00	\$246,630.00	\$246,630.00	\$739,890.00

General Costs

	Period 1 8/1/2019 7/31/2020	Period 2 8/1/2020 7/31/2021	Period 3 8/1/2021 7/31/2022
Cost Type: Consultant Services	\$40,000.00	\$40,000.00	\$40,000.00
Cost Type: Lab Research Supplies & Services	\$40,000.00	\$40,000.00	\$40,000.00
Cost Type: Publication Costs	\$12,000.00	\$12,000.00	\$12,000.00
Cost Type: Travel: Domestic	\$6,543.00	\$6,543.00	\$6,543.00
General Cost Total:	\$98,543.00	\$98,543.00	\$98,543.00

1. General costs other notes:



5.4.g Cost Share Budget > Attachments

- Add any relevant attachments here.
- Click here for [Attachment Naming Conventions](#)
- Click Finish to save and move back to Cost Share Budget workspace.

UVMClick DEV Edit: Budget - BU00000344

You Are Here: Condon Cost Share Testing Natl Center Adv Translational/...

« Back Save Exit Hide/Show Errors Print Jump To » Finish

Attachments:

1. Add any Internal Budget Supporting Documents (i.e., internal spreadsheets, subaward, quotes, other back-up docs) :

Name
There are no items to display

« Back Save Exit Hide/Show Errors Print Jump To » Finish

Section 5: Create-Update SF424 (if applicable)

When submitting a S2S proposals you will need to create the sponsor required forms by creating an SF424, this “create/update SF424” is available from the funding proposal workspace.

The screenshot shows the UVMClick Grants Manual interface. The top navigation bar includes 'My Inbox', 'COI', 'Facilities', 'Grants', 'IACUC', 'IRB', and 'Safety'. The main content area is titled 'September 1, 2019 Demo Proposal' and includes a 'Draft' status indicator. A red arrow points to the 'Create-Update SF424' option in the left-hand navigation menu. The main content area displays 'Proposal Information' and 'Budget Information' for the proposal.

Proposal Information		Budget Information	
PI:	Robley, Scott	Project Period:	7/1/2020 - 6/30/2025
Submitting Department:	Neurological Sciences	Number of Periods:	5
College:	LARNER COLLEGE OF MEDICINE	Sponsor Total F&A:	\$1,102,100
Direct Sponsor:	Natl Institutes of Health/NIH	Sponsor Total F&A:	\$208,775
Prime Sponsor:	Natl Institutes of Health/NIH	Sponsor Total Cost:	\$1,300,875
Application Deadline:	8/16/2020 Sponsor Deadline (Plan)	Proposal Activity:	RESEARCH - Developmental - 311
SFA Deadline:	8/13/2020	Cost Share Direct:	
Department Administrative Contact:	Julia Macy	Cost Share F&A:	
SFA Administrator:	Julia Macy	Cost Share Total:	
SF424 Link (if applicable):	SF-4240000098		

The 'Working Budgets' table below shows the following data:

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Natl Institutes of Health/NIH	[E&A]	8/28/2019 2:15 PM	Draft	Federal	\$1,300,875	yes

Example of SF424 form set

WARNING: Selecting "OK" below will **overwrite** any manual changes previously made directly in an already created SF424 form. Do not use this activity if you are making a correction requested by a specialist. If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application. If this is not the first time this activity is being executed, selecting "OK" will overwrite any manual changes made in the SF424 form. Select "Cancel" if you do not wish to execute this activity.

Select "Cancel" if you do not wish to execute this activity.

Action	Status
<input checked="" type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input checked="" type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input checked="" type="checkbox"/> Research And Related Other Project Information V1.4	
<input checked="" type="checkbox"/> PHS 398 Research Plan V4.0	
<input checked="" type="checkbox"/> PHS 398 Cover Page Supplement V4.0	
<input checked="" type="checkbox"/> SF424 (P&A) V2.0	
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V1.9	
<input checked="" type="checkbox"/> Research & Related Budget V1.4	
<input type="checkbox"/> PHS 398 Modular Budget V1.2	
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 Y0 30 ATT V1.4	
<input checked="" type="checkbox"/> PHS Assignment Request Form V2.0	



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To begin your edits navigate to the grant application button.

The screenshot shows the UVMClick Grants application interface. The top navigation bar includes 'My Inbox', 'COI', 'Facilities', 'Grants', 'IACUC', 'IRB', and 'Safety'. The 'Grants' section is active, showing a list of grants. The 'September 1, 2019 Demo Proposal' is selected, and the 'Edit Grant Application' button is highlighted with a red box and arrow. The interface displays various details for the grant, including the descriptive title, submission type, PDF version, start and end dates, agency, tracking number, FOA, parent project, and status update. A history table at the bottom shows the activity log for the grant.

Activity	Author	Activity Date
SF424 Created	Scott, Rodney Craig	6/26/2019 3:07 PM



5.5.a SF424 > Selection Optional Forms

This is not a comprehensive guide to completing the SF424 Applications as the SF424 Instructions and Individual FOA's are available to provide this information per application.

The screenshot displays the UVMClick application interface for SF424. At the top left is the UVMClick DEV logo. The top right corner shows the text "Edit: SF-424 - SF-4240000008". Below the logo is a navigation bar with buttons for "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "Continue".

The main content area is divided into three sections:

- Application Filing Name:** A text input field containing "September 1, 2019 Demo Proposal".
- Following forms are optional, Please select any that you wish to include in your application:** A list of optional forms with checkboxes:
 - Research & Related Budget V1.4
 - PHS 398 Modular Budget V1.2
 - Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4
 - PHS Assignment Request Form V2.0
- Following forms are required:** A list of required forms:
 - Research & Related Senior/Key Person Profile (Expanded) V2.0
 - Research & Related Project/Performance Site Location(s) V2.0
 - Research And Related Other Project Information V1.4
 - PHS 398 Research Plan V4.0
 - PHS 398 Cover Page Supplement V4.0
 - SF424 (R&R) V2.0
 - PHS Human Subjects and Clinical Trials Information V1.0

On the right side of the interface, there is a "Select Optional Forms" panel with a scrollable list of forms, including SF424 (R & R) V2.0, Project/Performance Site Location(s) (V2.0), Research & Related Other Project Information V1.4, Research And Related Senior/Key Person Profile (Expanded) (V2.0), PHS 398 Cover Page Supplement V4.0, and various R&R Budget forms for Periods 1 through 5, including Section A & B, Section C, D & E, and Section F-K. It also includes R&R Subaward Budget forms for Period 1, Section A & B, Section C, D & E, and Cumulative Budget, as well as PHS 398 Research Plan (V4.0), PHS Assignment Request Form V2.0, and PHS Human Subjects and Clinical Trials Information V1.0.

At the bottom of the interface is another navigation bar with buttons for "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", and "Continue".



5.5.b SF424 > SF424 (R&R) V2.0

Complete the smart form that will populate the SF424 for the sponsor.

The screenshot shows a web application interface for submitting an SF 424 (R&R) Application for Federal Assistance. The interface includes a header with the UVMClick logo and the text 'DEV' on the left, and 'Edit: SF-424 - SF-42400000008' on the right. Below the header is a navigation bar with buttons for '<< Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print', 'Jump To', and 'Continue >>'. The main content area is titled 'SF 424 (R&R) Application for Federal Assistance' and is divided into three sections: 'Submission Information', 'Identifiers', and 'Attachments'. The 'Submission Information' section contains three numbered fields: 1. Type of Submission (a dropdown menu with 'Application' selected), 2. Date Submitted (a date picker), and 3. Date Received by State (a date picker). The 'Identifiers' section contains five numbered text input fields: 1. Federal Identifier, 2. Applicant Identifier, 3. State Application Identifier, 4. Agency Routing Identifier, and 5. Previous Grants.gov Tracking ID. The 'Attachments' section contains two numbered items: 1. Pre-Application (with a '[None]' label and an 'Upload' button) and 2. Cover Letter Attachment (with a '[None]' label and an 'Upload' button'). At the bottom of the form is another navigation bar with the same buttons as the top one.



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5.5.c SF424 > Project/Performance Site Location(s)

UVMClick DEV Edit: SF-424 - SF-4240000008

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Project/Performance Site Location(s)

Project/Performance Site Primary Location

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

1. Organization Name
The University of Vermont and State Agric

2. DUNS Number
066811191

3. * Street1
85 South Prospect Street

4. Street2

5. * City
Burlington

6. County

7. State
VT: Vermont

8. Province

9. * Country
USA: UNITED STATES

10. Zip / Postal Code
05401-0000

11. Project/ Performance Site Congressional District
VT-001

Additional Project/Performance Site Location(s)

1. Project/Performance Site Location(s) 1 - 299

+ Add

Organization Name	Street 1	City	ZIP Code	Display Order
<input checked="" type="checkbox"/> Update University of Rhode Island			299.00	

2. Additional Location(s)
[None] Upload

« Back Save Exit Hide/Show Errors Print Jump To Continue »



5.5.d SF424 > Research & Related Other Project Information

UVMClick DEV Edit: SF-424 - SF-4240000008

« Back Save Exit Hide/Show Errors Print Jump To ▾ Continue »

Research & Related Other Project Information ▾

Research & Related Other Project Information ▾

1 * Are Human Subjects Involved?
 Yes No [Clear](#)

If YES to Human Subjects:

Is the Project Exempt from Federal regulations?
 Yes No [Clear](#)

If yes, check appropriate exemption number:
▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾

If no, is the IRB review Pending?
 Yes No [Clear](#)

IRB Approval Date:

Human Subject Assurance Number:

2 * Are Vertebrate Animals Used?
 Yes No [Clear](#)

If YES to Vertebrate Animals:

Is the IACUC review Pending?
 Yes No [Clear](#)

IACUC Approval Date:

Animal Welfare Assurance Number:



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3. * Is proprietary/privileged information included in the application?

Yes No [Clear](#)

4. * Does this Project Have an Actual or Potential Impact - positive or negative - on the environment?

Yes No [Clear](#)

If yes, please explain:

If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?

Yes No [Clear](#)

If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place?

Yes No [Clear](#)

If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators?

Yes No [Clear](#)

If yes, identify countries:

Optional Explanation:

7. Project Summary/Abstract:

[None] [Upload](#)

8. Project Narrative:

[None] [Upload](#)

9. Bibliography & References Cited:

[None] [Upload](#)

10. Facilities & Other Resources:

[None] [Upload](#)

11. Equipment:

[None] [Upload](#)

12. Other Attachments:

[+ Add](#)

Name	Description	Display Order
------	-------------	---------------

There are no items to display

« Back

Save

Exit

Hide/Show Errors

Print

Jump To ▾

Continue »



5.5.e SF424 > Research & Related Senior/Key Person Profile

	PROFILE - Project Director/Principal Investigator
	1. Prefix
*	2. First Name
	3. Middle Name
*	4. Last Name
	5. Suffix
	6. Position/Title
	7. Organization Name
	8. Department
	9. Division
*	10. Street1
	11. Street2
*	12. City
	13. County
* if USA	14. State
	15. Province
*	16. Country
* if USA	17. Zip / Postal Code
*	18. Phone Number
	19. Fax Number
*	20. E-Mail
	21. Credential, e.g., agency login



	22. Project Role
	22a. Other Project Role Category
	23. Degree Type
	24. Degree Year
	25. Attach Biographical Sketch Click here for Attachment Naming Conventions
	26. Attach Current & Pending Support Click here for Attachment Naming Conventions

5.5.f SF424 > PHS 398 Cover Page Supplement

Navigation: << Back Save Exit Hide/Show Errors Print Jump To

PHS 398 Cover Page Supplement

Vertebrate Animals Section

1. Are vertebrate animals euthanized?
 Yes No [Clear](#)

If "Yes" to euthanasia:
Is method consistent with American Veterinary Medical Association (AVMA) guidelines?
 Yes No [Clear](#)

If "No" to AVMA guidelines, describe method and provide scientific justification:

Program Income Section

1. * Is program income anticipated during the periods which the grant support is requested?
 Yes No [Clear](#)

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

[+ Add](#)

Budget Anticipated	Source(s)
Period	Amount (\$)
There are no items to display	



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Human Embryonic Stem Cells Section

1. * Does the proposed project involve human embryonic stem cells?

Yes No [Clear](#)

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) |

Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Cell Line(s) (example: 0004):

[+ Add](#)

Value

There are no items to display

Inventions and Patents Section (for Renewal applications)

1. Inventions and Patents:

Yes No [Clear](#)

2. If "Yes" then answer the following:

Previously Reported:

Yes No [Clear](#)

Change of Investigator/Change of Institution Section

1. Change of Project Director/Principal Investigator

Name of former Project Director/Principal Investigator:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix Name:

2. Change of Grantee Institution

Name of former institution:



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5.5.g SF424 > Research & Related Budget

Save Exit Hide/Show Errors Print Jump To

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

* Organizational DUNS:
 * Budget Type:
 * Name of Organization:
 * Number of Budget Periods:
 Start Date: End Date:

A. Senior/Key Person	Proj.	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)
1.	<input type="checkbox"/>	Jeremy	E	Holden	<input type="checkbox"/>	Co-Investigator	\$ [REDACTED]	12	<input type="checkbox"/>	<input type="checkbox"/>	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED] 00
2.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Total Funds requested for all Senior Key Persons in the attached file												<input type="text" value="\$68,620.00"/>	

Additional Senior Key Persons:
Total Senior/Key Person: \$68,620.00

B. Other Personnel	Num. Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)
<input type="checkbox"/>		Post Doctoral Associates	<input type="text"/>					
<input type="checkbox"/>		Graduate Students	<input type="text"/>					

5.5.h SF424 > PHS 398 Research Plan



« Back

PHS 398 Research Plan ▾

Introduction

1. Introduction to Application (for Resubmission and Revision applications):

[None]

Upload

Research Plan Section

1. Specific Aims:

[None]

Upload

2. * Research Strategy:

0-day-sample.pdf(0.01)

Upload Revision

3. Progress Report Publication List:

[None]

Upload

Other Research Plan Section

1. Vertebrate Animals:

[None]

Upload

2. Select Agent Research:

[None]

Upload

3. Multiple PD/PI Leadership Plan:

[None]

Upload

4. Consortium/Contractual Arrangements:

[None]

Upload

5. Letters of Support:

[None]

Upload



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6. Resource Sharing Plan(s):

[None]

7. Authentication of Key Biological and/or Chemical Resources:

[None]

Appendix

1. Appendix:

Name	Description
------	-------------

There are no items to display

5.5.i SF424 > PHS 398 Assignment Request Form



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« Back

Save

Exit

Hide/Show Errors

Print

Jump To ▾

PHS Assignment Request Form

Funding Opportunity Information

* Funding Opportunity Number:

PA-EN-R01

* Funding Opportunity Title:

G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)

Awarding Component Assignment Request (Optional)

If you have a preference for an awarding component (e.g., NIH Institute/Center) assignment, use the link below to identify the appropriate short abbreviation and enter it below. All request will be considered

Awarding Components: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

First Choice Second Choice Third Choice

Assign to Awarding Component:

Do Not Assign to Awarding Component:



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Study Section Assignment Request (Optional)

If you have a preference for study section assignment, use the link below to identify the appropriate study section (e.g., NIH Scientific Review Group or Special Emphasis Panel) and enter it below. Request will be honored.

Study Sections: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

	First Choice	Second Choice	Third Choice
Assign to Study Section:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do Not Assign to Study Section:	<input type="text"/>	<input type="text"/>	<input type="text"/>

List individuals who should not review your application and why (optional):

Identify scientific areas of expertise needed to review your application (optional)

Note: Please do not provide names of individuals.

	1	2	3	4	5
Expertise	<input type="text"/>				

« Back

Save

Exit

Hide/Show Errors

Print

Jump To

5.5.j SF424 > PHS Human Subjects and Clinical Trials Information

PHS Human Subjects and Clinical Trials Information

Research & Related Other Project Information

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. Any changes to these fields must be made on the Research & Related Other Project Information form.

1. Are Human Subjects Involved?
No
2. Is the Project Exempt from Federal Regulations?
3. Exemption Number.

PHS Human Subjects and Clinical Trials Information

1. If No to Human Subjects:

Does the proposed research involve human specimens and/or data?

Yes No [Clear](#)

If Yes, provide an explanation of why the application does not involve human subjects research.

[None] [Upload](#)

Skip the rest of the PHS Human Subjects and Clinical Trials Information form.

2. If Yes to Human Subjects:

Add a record for each proposed Human Subject Study by selecting 'Add' on Study Record(s) or 'Add' on Delayed Onset Study(ies) as appropriate. Delayed onset studies are those for which there is a significant delay between the start of the study and the start of data collection. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

3. Other Requested Information:

[None] [Upload](#)

4. Study Record(s) - Attach human subject study records using unique filenames:

[+ Add](#)

Short Study Title Study Title Display Order

There are no items to display

5. Delayed Onset Study(ies):

[+ Add](#)

Study Title Anticipated Clinical Trial? Justification Display Order

There are no items to display



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5.5.j SF424 > End of Form Pages / Finish

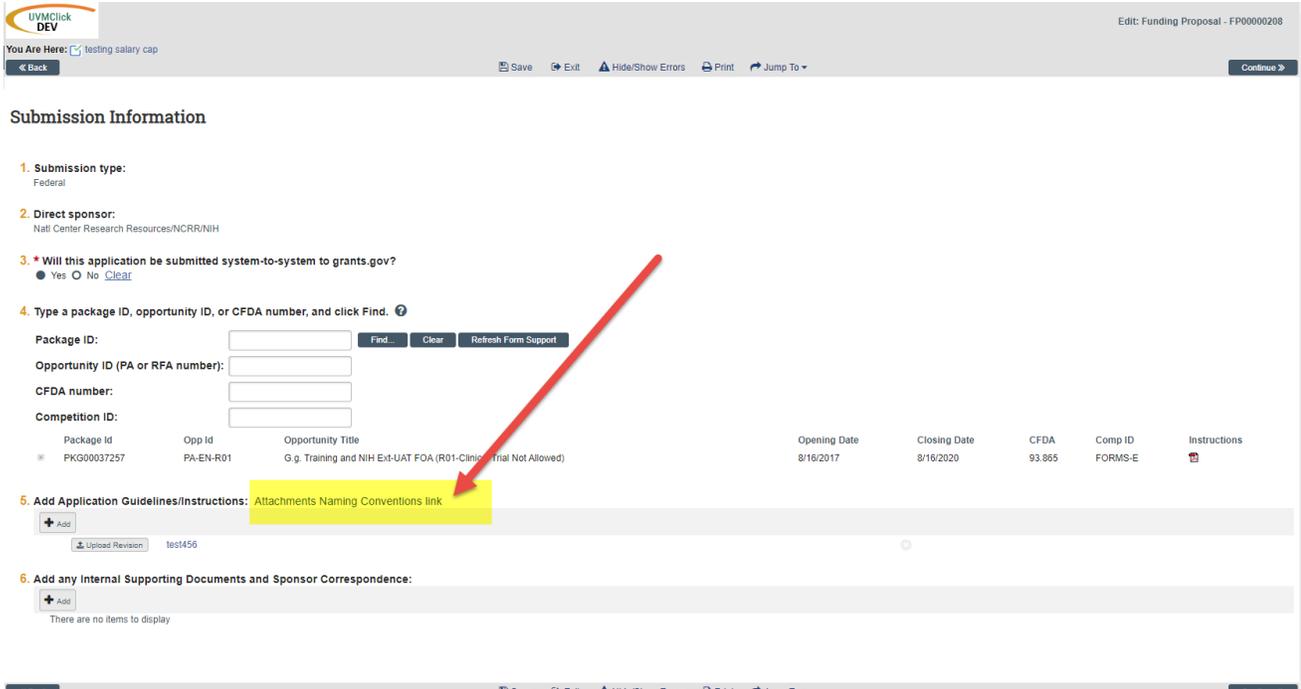
« Back Save Exit Hide/Show Errors Print Jump To ▾

Congratulations! You have entered all required and selected optional forms. Please use project's workspace for further actions, processing and status of this project.

« Back Save Exit Hide/Show Errors Print Jump To ▾

Chapter 6: PI Certification

PI Certification can occur at any time after the proposal has been created.



Submission Information

- Submission type:** Federal
- Direct sponsor:** Natl Center Research Resources/NCRR/NIH
- Will this application be submitted system-to-system to grants.gov?**
 - Yes
 - No [Clear](#)
- Type a package ID, opportunity ID, or CFDA number, and click Find.**

Package ID: [Find...](#) [Clear](#) [Refresh Form Support](#)

Opportunity ID (PA or RFA number):

CFDA number:

Competition ID:

Package Id	Opp Id	Opportunity Title	Opening Date	Closing Date	CFDA	Comp ID	Instructions
PKG00037257	PA-EN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)	8/16/2017	8/16/2020	93.865	FORMS-E	
- Add Application Guidelines/Instructions:** [Attachments Naming Conventions link](#)
- Add any Internal Supporting Documents and Sponsor Correspondence:**

How to Certify

The PI can certify in one of two methods:

- PI can “Submit to Department Review” and provide the PI Certification within that Activity, or PI can, at any time, click the “PI Certify” activity to provide PI Certification

Who Must Certify?

The PI for each proposal must certify.

In addition, if the proposal is an NIH Multiple PI proposal, each UVM person with role of PD/PI must certify.

- Each PI (other than the Contact PI) must be given edit rights so that they can provide their PI certification.
 - Funding Proposal
 - Personnel Page
 - Question 4.b. Add team members who require proposal edit rights.

Certification Text

Principal Investigator Certification

By signing this proposal, you are certifying to the following:

1. That all statements and information provided within the proposal are true, complete and accurate to the best of my knowledge.
2. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. I agree to comply with any resulting award terms and conditions and manage the project in accordance with University and Sponsor policies and procedures.
4. I accept responsibility for the conduct of the project and agree to provide all required progress reports and the final report in any resulting award.

NRSA Individual Fellow and Sponsor Assurance Statement:

By submitting a NRSA application, you are certifying to the following:

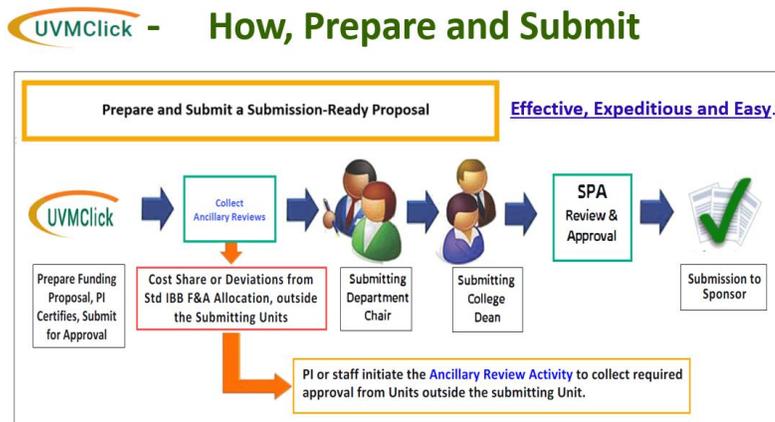
1. That all statements and information provided within the proposal are true, complete and accurate to the best of my knowledge.
2. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
3. As Fellow, read and agree to abide by the National Research Service Award Payback Assurance (PDF), and agree that the award will not support residency training.
4. As Fellow, agree to comply with any resulting award terms and conditions and manage the project in accordance with University and Sponsor policies and procedures.
5. As Sponsor, agree to provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application.

As PI for this submission, I agree with the above statements:

Chapter 7: Chair, Dean and SPA Approvals

Overview

UVM requires that all proposal approvals are gathered in UVMClick. Approvals for all proposals are gathered electronically by approvers in each college or major unit. UVMClick allows for “pools” of approvers at each approval level. All approvers at an approval level are notified concurrently when the proposal is submitted into workflow but only one approver needs to act. PI Certification can occur at any time after the proposal is created, but must occur prior to SPA reviewing the proposal.



Important Information to Know

1. The PI can certify the proposal as soon as the proposal record is created. However, PI Certification can occur at any point of the approval process prior to the final department approval (typically the dean).
2. Cost share approval occurs prior to the review and approval of the submitting unit Chair and Dean.
3. All departments with Key Personnel that show effort commitment and salary requested on the proposal will receive email notifications regarding the proposal. They will not be required to log into UVMClick and approve.
4. Submitting the proposal into workflow for review and approval locks the forms and grids from editing by the Proposal Team (Principal Investigator, Study Staff, and Department Administrators).

UVM Sponsored Project Administration requires certain approvals be obtained before Funding Approval is submitted to may be submitted to a sponsor.



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Approvals will be obtained via (1) uploaded forms signed by relevant parties, (2) Ancillary Reviews initiated at any time during the proposal preparation process and (3) via routing to Chairs and Deans.

Chair Approval (Step 1)

- Proposal will go to submitting department Chair and Chair’s designee for review and approval. After approval, workflow moves Funding Proposal to Step 2.

Dean Approval (Step 2)

- Proposal will go to submitting department’s College Dean and Dean’s designee for review and approval. After approval, workflow moves Funding Proposal to SPA.

SPA Approval

- SPA must receive your “submission ready” Funding Proposal **at least two days** prior to the sponsor’s deadline.
- SPA Research Administrator will perform the final review and will work with you to coordinate submission to the sponsor.

How to Start Approval Route

From the funding proposal workspace, there is under “Next Steps” to “Submit For Department Review”. You will need to activate that action and the proposal will go to the Department Chair and Dean, once approved it will move to the RA or in UVMClick the “Specialist”.

»	My Inbox	Grants	SF424 Center	COI	IRB	IACUC	Safety	...
Funding Proposal	Complex Projects	Awards	Document Review	Reports	Help Center			

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Funding Proposal

Next Steps

- Edit Funding Proposal
- Printer Version
- View Differences
- Submit For Department Review
- PI Certify
- Withdraw Proposal
- Manage Ancillary Reviews
- Create/Update SF424
- Manage Relationships
- UVM Add Attachments

Proposal Information		Budget Information	
PI:	Jane Kolodinsky	Project Period:	1/1/2020 - 12/31/2022
Submitting Department:	Com Dev & Applied Economics	Number of Periods:	3
College:	COLLEGE OF AGRICULTURE AND LIFE SCIENCES	Sponsor Total Direct:	\$379,860
Direct Sponsor:	National Inst Food Agriculture/NIFA/USDA	Sponsor Total F&A:	\$97,548
Prime Sponsor:		Sponsor Total Cost:	\$477,408
Application Deadline:	7/14/2022 Sponsor Deadline (Hard)	Proposal Activity:	RESEARCH - Experiment Station - 351
SPA Deadline:	7/12/2022	Cost Share Direct:	\$723
Department Administrative Contact:	Elisa Ziglar	Cost Share F&A:	\$384
SPA Administrator:	Julie Macy	Cost Share Total:	\$1,107
SF424 Link (if applicable):	SF-4240000064		

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Department Review

Specialist Review

Sponsor Review

Awarded



Appendix 1: Grant User Roles

There are five system level roles that are relevant for UVM employees involved in the Grants process that are assigned by UVMClick Administrator:

All Users

- Registered User - This role is automatically assigned to all UVM employees and allows employees to login to UVMClick.
- Study Staff - This role is automatically assigned to all UVM employees and it allows employees to be selected for involvement on a specific grant, such as Principal Investigator, Co-Investigator, Technician, etc. Study Staff can also include those assigned to administrative roles, such as Department Administrative Contact, Team Members with edit rights and Team Members with read-only rights

Deans, Chairs and Department Business Administrators

- Department Reviewer/Chair - This role is assigned to Deans, Chairs and certain Department Business Administrator as the approvers for the Step 1 (Department) and Step 2 (College) proposal approval process.
- Global Grants Viewer – This role is assigned to Deans, Chairs and Department Business Administrators who require view-only access to grants.
- SF424 Reader - This role is a companion role to Global Grants Viewer and is also assigned to Deans, Chairs and Department Business Administrators and allows access to the SF424 component of the grant when the grant is a federal system-to-system submission.



Proposal and Award Specific Roles

There are also roles that can be assigned by the PI within the specific proposal that provides access to users on a proposal by proposal bases.

Funding Proposal > Personnel >

- Department Administrative personnel:
 - Select the primary Department Administrative Contact: This individual is the primary administrative contact and will have edit rights and will receive email notifications related to the proposal.
 - Add team members who require proposal edit rights: The team member(s) added here can access this proposal and can edit the smartforms while proposal is in Editable state and can view the smartforms at any time.
 - Add team members who require read-only rights: The team member(s) added here can access this proposal and can view the smartforms at any time.

Awards > General Award Information >

- Department Administrative Contact:
 - Add team members who require edit rights:
 - Add team members who require read-only rights: