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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
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.
### National Institutes of Health/NIH

**Funding Proposal**: Submission of a budget for the proposed project.

**Project Budget**: Development of the funding proposal, including the budget component.

**Funding Proposal Date**: September 1, 2010 (Estimated Proposal Submission Date).

### Project Budget Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Cost Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$31,450</td>
<td>$31,450</td>
<td>$31,450</td>
<td>$31,450</td>
<td>$31,450</td>
<td>Personnel</td>
</tr>
<tr>
<td>Supplies</td>
<td>$17,620</td>
<td>$17,620</td>
<td>$17,620</td>
<td>$17,620</td>
<td>$17,620</td>
<td>Supplies</td>
</tr>
<tr>
<td>Total</td>
<td>$49,070</td>
<td>$49,070</td>
<td>$49,070</td>
<td>$49,070</td>
<td>$49,070</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Notes**: Ensure all budget components are included and that the Funding Proposal aligns with the proposed project timeline.
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.
Step 2
“Created Funding Proposal” opens your first of several smartforms.

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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type of Application</td>
<td>No response needed</td>
</tr>
<tr>
<td>1.a.</td>
<td>* Is this application/award being transferred from another institution?</td>
<td>Select yes or no; If yes, a new box will open asking you upload the relinquishing statement. Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td>2.</td>
<td>* Deadline Date</td>
<td>Enter deadline date</td>
</tr>
<tr>
<td>3.</td>
<td>* Deadline Type</td>
<td>Select Sponsor Deadline (hard) or Target Date (soft)</td>
</tr>
<tr>
<td>4.</td>
<td>* Is this a limited competition?</td>
<td>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</td>
</tr>
</tbody>
</table>
### GRANTS Manual - Funding Proposals

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Click here for Attachment Naming Conventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>* Short title of proposal</td>
<td>Allows up to 40 characters; Short title displays on smartforms</td>
</tr>
<tr>
<td>6.</td>
<td>* Long title of proposal</td>
<td>Allows up to 255 characters; Long title displays in sponsor application</td>
</tr>
<tr>
<td>7.</td>
<td>* Principal Investigator</td>
<td>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 <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a></td>
</tr>
<tr>
<td>8.</td>
<td>* Select the direct sponsor</td>
<td>Select from list. If you cannot find sponsor in list, select “TBD” from list then contact <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a> 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.</td>
</tr>
<tr>
<td>9.</td>
<td>* Select the location of the sponsored project based on where the majority of the work will be performed</td>
<td>Select location. Click help icon (?) for more information.</td>
</tr>
<tr>
<td>10.</td>
<td>* Select the activity of the sponsored project based on the primary activity of the proposal</td>
<td>Select activity. Click help icon (?) for more information.</td>
</tr>
<tr>
<td>11.</td>
<td>* Expected start date</td>
<td>Select requested start date. This date will be used on Budget Periods and Key Dates page as start date for Period 1.</td>
</tr>
</tbody>
</table>
5.1.b  Funding Proposal Smartform > Personnel

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principal Investigator</td>
<td>PI name is pulled in from General Proposal Information Question 7. Return to that page to change the Principal Investigator.</td>
</tr>
<tr>
<td>1.a.</td>
<td>If System-to-System, add Biosketch in pdf format:</td>
<td>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</td>
</tr>
<tr>
<td>1.b.</td>
<td>If System to System, if required by sponsor, add Other Support in pdf format:</td>
<td>Respond to this question only if this is a system-to-system application. Upload Other Support in pdf format.</td>
</tr>
</tbody>
</table>
### 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.

For all other federal sponsors, be sure to verify Other Support requirements.

Click here for [Attachment Naming Conventions](#).

<table>
<thead>
<tr>
<th>2.</th>
<th>* Responsible Department</th>
<th>Responsible Department may default to PI home department or this field may be blank. Select from list. The Responsible Department is where the eventual award will be established. 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.a.</td>
<td>Project Personnel - Add all UVM personnel other than the contact PI</td>
<td>Click the +Add button to get list of all personnel at UVM. If the person is not in the list, contact <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a> After you select the person’s name, a second window will open with three additional questions.</td>
</tr>
<tr>
<td>3.a.1</td>
<td>* Staff member</td>
<td>Start typing the person’s name in the box, or use the ellipses (...) to locate the person’s name in the personnel list. If you cannot find the person’s name, contact <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a> for assistance in adding the person to the list. If you don’t yet know who the person will be, select “TBD” from the list. You will then be asked to describe their employee type.</td>
</tr>
</tbody>
</table>
### 3.a.2. Project Role

Select from list.

If you select “Other” a new box will open where you can manually enter the role.

### 3.a.3. This individual is a

Select personnel type.

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.

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.

Click here for [Attachment Naming Conventions](#)

If you select Other personnel, a new question will appear asking “Is this Non-Key person considered an investigator for FCOI disclosure purposes?” Please select yes or no.

This question will determine whether the person will be required to submit a Financial Conflict of Interest Certification.

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.

### 3.b. If System to System, add non-UVM key personnel:

**IMPORTANT:** If this is not a system-to-system proposal, you need not enter the non-UVM personnel on this page.

This question is related to non-UVM personnel, such as consultants and key personnel on subawards.

This question is only used if this is a system-to-system application.
This is the data that will map to the Senior /Key Personnel form in the SF424 component.

For non-system-to-system applications, you need not enter the names of the non-UVM project personnel.

### 3.b.1. Staff member name
- **Required fields are**
  - First name
  - Last name.
- The rest are optional.

### 3.b.2 Staff member contact information
- **Required fields are**
  - Phone
  - Email
- The rest are optional.

### 3.b.3 Staff member address
- **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.
- The rest are optional.

### 3.b.4 Staff member organization information
- **Required fields are**
  - Position Title
  - Organization
- The rest are optional.

### 3.b.5 * Select project role
- **Important** - Do not use PD/PI unless this is a Multiple PI proposal.
### 3.b.6
- **Credential, e.g. agency login**
  - If this person is a Subaward PI, select Other and type in “Subaward PI”
  - 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.
<table>
<thead>
<tr>
<th>4.b.</th>
<th>Add team members who require proposal edit rights:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep in mind that Deans, Chairs and Department Business Administrators already have view rights to all proposals across campus.</td>
</tr>
<tr>
<td></td>
<td>Therefore, you may not need to add them again here.</td>
</tr>
<tr>
<td></td>
<td>Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them edit rights.</td>
</tr>
<tr>
<td></td>
<td>This person will <strong>NOT</strong> be copied on all proposal and award notifications that are sent to the PI from UVMClick.</td>
</tr>
<tr>
<td></td>
<td>The PI can change this person at any time prior to proposal submission.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.c.</th>
<th>Add team members who require proposal read-only rights:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keep in mind that Deans, Chairs and Department Business Administrators have view rights to all proposals across campus.</td>
</tr>
<tr>
<td></td>
<td>Therefore, you may not need to add them again here.</td>
</tr>
<tr>
<td></td>
<td>Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them read-only rights.</td>
</tr>
<tr>
<td></td>
<td>This person will <strong>NOT</strong> be copied on all proposal and award notifications that are sent to the PI from UVMClick.</td>
</tr>
<tr>
<td></td>
<td>The PI can change this person at any time by submitting a modification request activity.</td>
</tr>
</tbody>
</table>
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.

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.
<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission Type</td>
<td>This data pulled from General Proposal Information Page Question 8. You do not need to enter anything for this question.</td>
</tr>
<tr>
<td>2.</td>
<td>Direct sponsor</td>
<td>This data pulled from General Proposal Information Page Question 8. You do not need to enter anything for this question.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you need to correct the sponsor, return to the General Proposal Information page and make the change there.</td>
</tr>
<tr>
<td>3.</td>
<td>Will this application be submitted system-to-system to grants.gov?</td>
<td>Select yes.</td>
</tr>
</tbody>
</table>
| 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 |
|   |   |   
|---|---|---|
|   | You may add as many documents here as you wish. Documents uploaded here do NOT get submitted with application to sponsor. |   |
| 6. | Add any Internal Supporting Documents and Sponsor Correspondences (i.e., relinquishing statements, checklists): | Click + Add button an upload the application guidelines. You may add as many documents here as you wish. Documents uploaded here do NOT get submitted with application to sponsor. |
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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission Type</td>
<td>This data pulled from Question 8. On General Proposal Information Page. You do not need to enter anything for this question.</td>
</tr>
<tr>
<td>2.</td>
<td>Direct sponsor</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Prime Sponsor</td>
<td>This will auto-populate from previous pages and you need not enter any data for this question.</td>
</tr>
<tr>
<td></td>
<td>Direct Sponsor Contact Information</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Grant award number provided by the direct sponsor:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add Submission Documents (Final Proposal)</td>
<td>Upload final proposal document here Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td></td>
<td>Will this application be submitted system-to-system to grants.gov?</td>
<td>Select No (as these are instructions for non S2S)</td>
</tr>
<tr>
<td></td>
<td>Package ID: Opportunity ID (PA or RFA number):</td>
<td>Is not used for non S2S submissions</td>
</tr>
<tr>
<td></td>
<td>CFDA number: Competition ID:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select submission method from list below:</td>
<td>Describe the submission method of the proposal and identify who will be responsible for submitting the proposal to the sponsor.</td>
</tr>
<tr>
<td>Appears for all except federal system to system proposals</td>
<td>Add Submission Documents (Final Proposal):</td>
<td>Click + Add button and upload the final proposal. Click here for <a href="#">Attachment Naming Conventions</a>. You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.</td>
</tr>
<tr>
<td>Appears for all except federal system to system proposals</td>
<td>Add Application Guidelines/Instructions:</td>
<td>Click + Add button and upload the sponsor’s application guidelines. Click here for <a href="#">Attachment Naming Conventions</a>. You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.</td>
</tr>
<tr>
<td>Last question</td>
<td>Add any Internal Supporting Documents and Sponsor:</td>
<td>Click + Add button and upload the any additional supporting documents relevant for this application. You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Quick Guide.</td>
</tr>
</tbody>
</table>
5.1.e Funding Proposal Smartform > Funding Opportunity Announcement

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

<table>
<thead>
<tr>
<th>Required SF424 Forms:</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 (R&amp;R) V2.0</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Project/Performance Site Location(s) V2.0</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Other Project Information V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Sponsor/Key Person Profile (Expanded) V2.0</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement V4.0</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Research Plan V4.0</td>
<td>yes</td>
</tr>
<tr>
<td>PHS Human Subjects and Clinical Trials Information V1.0</td>
<td>yes</td>
</tr>
</tbody>
</table>

2. Optional SF424 forms:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research &amp; Related Budget V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>Research &amp; Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4</td>
<td>yes</td>
</tr>
<tr>
<td>PHS 398 Modular Budget V1.2</td>
<td>yes</td>
</tr>
<tr>
<td>PHS Assignment Request Form V2.0</td>
<td>yes</td>
</tr>
</tbody>
</table>

3. Package ID:
   PKG30007025

4. Opportunity ID:
   PA-ENH-R01

5. CFDA Number:
   93.865

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

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

8. Information URL:
   Instructions for FDA000000003

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project Start Date</td>
<td>This pulls in from General Proposal Information Question 11 and cannot be edited here. Instead, return to that page if you’d like to change the Project Start Date.</td>
</tr>
<tr>
<td>2.</td>
<td>Project End Date</td>
<td>This pulls in from Question 5 below. It cannot be edited here. Instead, adjust the end date in Question 5 below and this will be updated to reflect the end date you wish to have.</td>
</tr>
<tr>
<td>3.</td>
<td>Project length (years)</td>
<td>This pulls in from Question 5 below and cannot be edited here. To change, adjust the periods in Question 5 below.</td>
</tr>
<tr>
<td>4.</td>
<td>PHS/NIH Modular budget?</td>
<td>If this is an NIH System-to-System application, use this question to indicate if you plan to use the PHS/NIH Modular</td>
</tr>
</tbody>
</table>
| 5. | Budget Periods | Budget format. Refer to the NIH Guide for guidance when to use the modular budget format.

Add or remove periods here.

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.

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.
5.1.g Funding Proposal Smartform > 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.**

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does this proposal include F&amp;A (indirects)?</td>
<td>Select yes or no; If yes, a new box will open asking you upload the IBB F&amp;A Allocation – Calculation Tool. Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td></td>
<td>Allocation of IBB F&amp;A is only relevant if sponsor provides F&amp;A costs in awarded budget.</td>
<td>If no, Continue to next page.</td>
</tr>
<tr>
<td>2</td>
<td>Upload the completed IBB F&amp;A Allocation - Calculation Tool either as a pdf or excel</td>
<td>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 <a href="https://www.uvm.edu/spa/forms-library">https://www.uvm.edu/spa/forms-library</a></td>
</tr>
</tbody>
</table>

Complete the two questions on this page.
Red asterisk * indicates the question is mandatory.
2. Is there a deviation from the Standard IBB F&A Allocation?

Refer to [Funding Proposal Ancillary Review Instruction Guide](#)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Upload the completed form on this page in the Smartform.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Click here for <a href="#">Attachment Naming Conventions</a></td>
</tr>
</tbody>
</table>

If yes, deviations from the standard F&A allocation, outside the proposal submitting college, must be approved by each non-submitting college.

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).

Click here for [Attachment Naming Conventions](#)
5.1.h Funding Proposal Smartform > Ancillary Review and Approvals

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>* Does proposal require PI Eligibility approval?</td>
<td>Click the hyperlink for more information about PI Eligibility. 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: Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td>2.</td>
<td>* Does proposal involve renovation or construction activity?</td>
<td>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: Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td>3.</td>
<td>* Will you be requesting approval for a F&amp;A waiver or reduction?</td>
<td>Select Yes or No. If you selected Yes, please upload approval letter from either Executive Director of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.1.i Funding Proposal Smartform > Compliance Review

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>* Human subjects involved in this project</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>* Laboratory animals involved in this project</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. *</td>
<td>Will there be program income?</td>
<td>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.</td>
</tr>
<tr>
<td>2. *</td>
<td>Is this project cancer related?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>3. *</td>
<td>Is this project funded by an SBIR Small Business Innovation Research funding mechanism?</td>
<td>Select Yes or No. Click help icon (?) for more information</td>
</tr>
<tr>
<td></td>
<td>Is this project funded by an <strong>STTR Small Business Technology Transfer</strong> funding mechanism?</td>
<td>Select Yes or No. Click help icon (?) for more information</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>

*STTR Small Business Technology Transfer*
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)

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'.

Completion Instructions for non-SF424 submissions (4 steps)

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'.
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'.
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.

![Budget Example](image-url)
**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)

---

### 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](#)

   ![Standard F&A cost base and rates]

   Complete the eight questions on this page.

   Red asterisk * indicates the question is mandatory.

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Budget Title</td>
<td>Will default to Sponsor name. Leave as is.</td>
</tr>
<tr>
<td>2.</td>
<td>* Principal Investigator for this Budget</td>
<td>Will default to overall PI name. Leave as is.</td>
</tr>
<tr>
<td>3.</td>
<td>* Does this budget use the standard F&amp;A cost base and rates?</td>
<td>Select yes or no. If you select no, a new question will appear asking you to provide the non-standard F&amp;A cost base and rates. Enter the base and rates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4.</td>
<td>*</td>
<td>Does the sponsor have an F&amp;A rate limitation?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The remaining questions will be renumbered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select yes or no.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you select yes, a new question will appear: Please attach the Sponsor's F&amp;A policy or attach document with the web address to the Sponsor's F&amp;A policy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload the required information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click here for Attachment Naming Conventions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The remaining questions will be renumbered.</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Include this budget in Final Sponsor Budget?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select yes or no.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generally we expect the response to be yes.</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Sponsor Salary cap:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IMPORTANT NOTE:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If this is the case, you must Create a Cost Share Budget as described later in this document.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You do <strong>NOT</strong> need to have a completed Cost Share Approval Request Form for “over the cap” cost sharing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The system will automatically populate the sponsor salary cap.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This is an editable field so you may change it if necessary.</td>
</tr>
<tr>
<td>7.</td>
<td>*</td>
<td>Apply inflation rate to personnel costs?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select yes or no.</td>
</tr>
<tr>
<td>8.</td>
<td>*</td>
<td>Enter inflation rates:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter inflation rates you wish to use in your budget.</td>
</tr>
</tbody>
</table>
5.2.b Sponsor Budget > Personnel Cost Definition

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Personnel Costs – Import Proposal Personnel</td>
<td>Click &quot;Import Proposal Personnel&quot; 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 &quot;Go to additional personnel on funding proposal&quot; 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.</td>
</tr>
<tr>
<td>Update</td>
<td>Update information</td>
<td></td>
</tr>
</tbody>
</table>
1. Staff Member
2. Role
3. Appointment
4. Base salary applied
5. Apply inflation rate

5.2.c Sponsor Budget > Personnel Costs

Personnel Costs

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2026</td>
<td>7/1/2022</td>
<td>7/1/2023</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
<td></td>
</tr>
<tr>
<td>6/30/2021</td>
<td>6/30/2022</td>
<td>6/30/2023</td>
<td>6/30/2024</td>
<td>6/30/2025</td>
<td></td>
</tr>
</tbody>
</table>

Person: Rodney Scott
- Salary: $0.00
- Benefits: $0.00

Person: Rubin Goldberg
- Salary: $0.00
- Benefits: $0.00

Person: Jeremy Holden
- Salary: $0.00
- Benefits: $0.00

Person: Jill Ingalls
- Salary: $0.00
- Benefits: $0.00

Person: Nithinkumar Jabe
- Salary: $0.00
- Benefits: $0.00

Person: Mindy Keel
- Salary: $0.00
- Benefits: $0.00

Salary Cost Total: $0.00
Benefits Cost Total: $0.00
Personnel Cost Total: $0.00

<table>
<thead>
<tr>
<th>Effort: 100%</th>
<th>Effort: 100%</th>
<th>Effort: 100%</th>
<th>Effort: 100%</th>
<th>Effort: 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sal Req: 100%</td>
<td>Sal Req: 100%</td>
<td>Sal Req: 100%</td>
<td>Sal Req: 100%</td>
<td>Sal Req: 100%</td>
</tr>
<tr>
<td>FB Rate: 46%</td>
<td>FB Rate: 46%</td>
<td>FB Rate: 46%</td>
<td>FB Rate: 46%</td>
<td>FB Rate: 46%</td>
</tr>
<tr>
<td>Base: $47,000.00</td>
<td>Base: $47,000.00</td>
<td>Base: $47,000.00</td>
<td>Base: $47,000.00</td>
<td>Base: $47,000.00</td>
</tr>
</tbody>
</table>
1. Personnel costs notes:

5.2.d Sponsor Budget > General Cost Definition

General Cost Definition

1. General costs:

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Description</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADP/Computer Services</td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td>$4,400.00</td>
</tr>
<tr>
<td>Publication Costs</td>
<td></td>
<td>$4,400.00</td>
</tr>
</tbody>
</table>
5.2.e  Sponsor Budget > General Costs

<table>
<thead>
<tr>
<th>General Costs</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2020</td>
<td>7/1/2021</td>
<td>7/1/2022</td>
<td>7/1/2023</td>
<td>7/1/2024</td>
<td>7/1/2025</td>
</tr>
<tr>
<td></td>
<td>6/30/2021</td>
<td>6/30/2022</td>
<td>6/30/2023</td>
<td>6/30/2024</td>
<td>6/30/2025</td>
<td></td>
</tr>
<tr>
<td>General Total:</td>
<td>$18,800.00</td>
<td>$18,800.00</td>
<td>$18,800.00</td>
<td>$18,800.00</td>
<td>$18,800.00</td>
<td>$34,000.00</td>
</tr>
<tr>
<td>Direct Total:</td>
<td>$87,420.00</td>
<td>$87,420.00</td>
<td>$87,420.00</td>
<td>$87,420.00</td>
<td>$87,420.00</td>
<td>$247,100.00</td>
</tr>
<tr>
<td>Indirect Total:</td>
<td>$48,955.00</td>
<td>$48,955.00</td>
<td>$48,955.00</td>
<td>$48,955.00</td>
<td>$48,955.00</td>
<td>$244,775.00</td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$136,755.00</td>
<td>$136,755.00</td>
<td>$136,755.00</td>
<td>$136,755.00</td>
<td>$136,755.00</td>
<td>$681,875.00</td>
</tr>
</tbody>
</table>

1. General costs other notes:

5.2.f  Sponsor Budget > Attachments

Attachments:

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

   Name: 

   There are no items to display.
5.2.g Sponsor Budget >Finish

The image shows a page from a GRANTS Manual - Funding Proposals document. The page is a screenshot of a software interface for managing funding proposals. The page includes a table with details of a funding proposal, including financial information for the National Institutes of Health (NIH). The proposal is dated September 1, 2019, and is associated with the NIH grant BU00000189. The table outlines various financial breakdowns such as personnel, benefits, travel, and more, with specific amounts for each period and cumulative totals. The interface also includes options for drafting the proposal, viewing differences, and creating a cost share.
Section 3: Subaward Budget

From the main budget screen, create subaward if applicable.
5.3.a Subaward > Subaward Budget Information

Answer the following smart forms to add your subaward.
5.3.b Subaward > Subaward Per period Costs Totals

### Per Period Cost Totals

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$169,000</td>
<td>$165,000</td>
<td>$165,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>Indirect</td>
<td>$23,000</td>
<td>$23,000</td>
<td>$33,000</td>
<td>$33,000</td>
<td>$33,000</td>
<td>$33,000</td>
<td>$33,000</td>
<td>$33,000</td>
<td>$166,000</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$133,000</td>
<td>$133,000</td>
<td>$133,000</td>
<td>$133,000</td>
<td>$133,000</td>
<td>$169,000</td>
<td>$208,000</td>
<td>$198,000</td>
<td>$666,000</td>
</tr>
</tbody>
</table>

1. **Budget notes:**
5.3.c Subaward > Subaward Attachments

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

5.3.d Subaward > Subaward Finish

Draft
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.

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.

### Cost Share Information

**Cost Share Guidance**

1. **Cost Share Type included in Proposal:**
   - Mandatory
   - Voluntary Committed
   - Mandatory and Voluntary Committed
   - None

2. **Is all Mandatory and/or Voluntary Committed Cost Share coming solely from the submitting department?**
   - Yes
   - No

3. **Will you be using unrecovered F&A to meet Mandatory Cost Share?**
   - Yes
   - No

4. **Will you be using Third Party Cost Share as part of Mandatory Committed and/or Voluntary Committed Cost Share?**
   - Yes
   - No

5. **Internal Commitment(s):**
   - Minimum PI Time Commitment (1% rule)
   - Over the Salary Cap
   - None

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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>* Cost Share Type included in Proposal:</td>
<td>Select Mandatory, Voluntary Committed, Mandatory and Voluntary Committed or None.</td>
</tr>
<tr>
<td></td>
<td>Subsequent questions are conditional and the remaining questions will be renumbered based on your response.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Is all Mandatory and/or Voluntary Committed Cost Share coming solely from the submitting department?</td>
<td>Select yes or no; If you select no, a new Question 3 will appear.</td>
</tr>
<tr>
<td>3.</td>
<td>For Mandatory or Voluntary Committed Cost Share, upload the Cost Share Approval Request Form for each department providing cost share:</td>
<td>Use the hyperlink to download the form. You will need to provide a separate form from each department providing cost sharing. Complete the form and have the form signed by the Department Chair (or Chair’s designee) of the department providing the cost share. Use the Add button. First, select the name of the department providing cost share form the list. Then upload the completed, signed form. You may upload as many forms as needed. Click here for Attachment Naming Conventions</td>
</tr>
<tr>
<td>4.</td>
<td>Will you be using unrecovered F&amp;A to meet Mandatory Cost Share?</td>
<td>Select yes or no; If you select yes, a new Question 5 will appear.</td>
</tr>
<tr>
<td>5.</td>
<td>Upload the Unrecovered F&amp;A Calculator Tool:</td>
<td>Use the hyperlink to download the form. Complete the excel calculator tool. Click the Upload button to upload the excel document as part of Question 5.</td>
</tr>
</tbody>
</table>

IMPORTANT:
This step requires completion of the Cost Share Approval Request form before the proposal may be approved for submission.

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

Click continue to save and to move to next page.
5.4.c Cost Share Budget > General Budget Information

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>* Budget Title:</td>
<td>This auto-populates. Do not change.</td>
</tr>
<tr>
<td>2.</td>
<td>* Principal Investigator for this budget:</td>
<td>This auto-populates. Do not change.</td>
</tr>
<tr>
<td>3.</td>
<td>* Does this budget use the standard F&amp;A cost base and rates?</td>
<td>Select yes or no; If you select no, a new question will appear.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3.a.</td>
<td>*</td>
<td>Non-standard F&amp;A cost base and rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter the sponsor’s F&amp;A Cost Base – in almost all cases, you will leave the F&amp;A Cost Base as MTDC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact your <a href="#">SPA Research Administrator</a> if you need additional guidance on this question.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter your sponsor’s F&amp;A rate for each year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You may click the small blue carrot icon in Year 1 to populate the remaining years if the rate remains unchanged.</td>
</tr>
<tr>
<td>4.</td>
<td>*</td>
<td>Include this budget in Final Sponsor Budget?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Always Select No to this question.</td>
</tr>
<tr>
<td>5.</td>
<td>*</td>
<td>Enter inflation rates:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click continue to save and to move to next page.</td>
</tr>
</tbody>
</table>
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.

Personnel Costs - Cost Share

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Personnel Total</th>
<th>Direct Total</th>
<th>Indirect Total</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td><strong>Period 2</strong></td>
<td><strong>Period 3</strong></td>
<td><strong>Budget Totals</strong></td>
<td></td>
</tr>
<tr>
<td>8/1/2019</td>
<td>8/1/2020</td>
<td>8/1/2021</td>
<td>7/31/2022</td>
<td></td>
</tr>
<tr>
<td>$59,553.00</td>
<td>$59,553.00</td>
<td>$59,553.00</td>
<td>$78,659.00</td>
<td></td>
</tr>
<tr>
<td>$189,553.00</td>
<td>$189,553.00</td>
<td>$189,553.00</td>
<td>$468,659.00</td>
<td></td>
</tr>
<tr>
<td>$72,550.00</td>
<td>$72,550.00</td>
<td>$72,550.00</td>
<td>$217,650.00</td>
<td></td>
</tr>
<tr>
<td>$262,103.00</td>
<td>$262,103.00</td>
<td>$262,103.00</td>
<td>$786,309.00</td>
<td></td>
</tr>
</tbody>
</table>

| Person: Catherine | Sal Req: 10%, Base: $100,000.00, Salary: $10,000.00, Benefits: $4,500.00, Total: $14,500.00 |
| Person: Ellen    | Sal Req: 10%, Base: $198,954.00, Salary: $198,954.00, Benefits: $198,954.00, Total: $16,053.00 |
| Person: Amy     | Sal Req: 10%, Base: $100,000.00, Salary: $10,000.00, Benefits: $4,500.00, Total: $14,500.00 |
| Person: Brenda  | Sal Req: 10%, Base: $100,000.00, Salary: $10,000.00, Benefits: $4,500.00, Total: $14,500.00 |

Salary Cost Total: $40,955.00
Benefits Cost Total: $18,558.00
Personnel Cost Total: $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.

5.4.f Cost Share Budget > General Costs

- Adjust the costs for each project period as needed.
- Click continue to move to next page.
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.
Section 5: Create-Update SF424 (if applicable)

When submitting 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.

Example of SF424 form set
To begin your edits navigate to the grant application button.
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.
5.5.b  SF424 > SF424 (R&R) V2.0

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

![Image of SF424 form]

- **Type of Submission**: Application
- **Date Submitted**: 
- **Date Received by State**: 
- **Identifiers**
  - Federal Identifier
  - Applicant Identifier
  - State Application Identifier
  - Agency Routing Identifier
  - Previous Grants.gov Tracking ID
- **Attachments**
  - Pre-Application (None)
  - Cover Letter Attachment (None)
5.5.c SF424 > Project/Performance Site Location(s)

[Image of SF424 form with project location details]
5.5.d SF424 > Research & Related Other Project Information

Research & Related Other Project Information:

1. Are Human Subjects Involved?
   - Yes ☐ No ☐
   - If YES to Human Subjects:
     - Is the Project Exempt from Federal regulations?
       - Yes ☐ No ☐
     - If yes, check appropriate exemption number:
       - [Checkboxes]
     - If no, is the IRB review Pending?
       - Yes ☐ No ☐
       - IRB Approval Date

   Human Subject Assurance Number:

2. Are Vertebrate Animals Used?
   - Yes ☐ No ☐
   - If YES to Vertebrate Animals:
     - Is the IACUC review Pending?
       - Yes ☐ No ☐
       - IACUC Approval Date

   Animal Welfare Assurance Number:
GRANTS Manual - Funding Proposals

3. * Is proprietary/confidential 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 the 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 the 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
## 5.5.e SF424 > Research & Related Senior/Key Person Profile

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

[Image of PHS 398 Cover Page Supplement]

Vegetable Animals Section

- Are pets/animals euthanized?
  - Yes  
  - No

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

If "Yes" to AVMA guidelines, describe method and provide scientific justification:

Program Income Section

- Is program income anticipated during the periods which the grant support is requested?
  - Yes  
  - No

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.
Human Embryonic Stem Cells Section

1. * Does the proposed project involve human embryonic stem cells?
   - Yes
   - No

   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):
   - Value
   - There are no items to display

Inventions and Patents Section (for Renewal applications)

1. Inventions and Patents:
   - Yes
   - No

2. If "Yes" then answer the following:
   - Previously Reported:
     - Yes
     - No

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:
### 5.5.g SF424 > Research & Related Budget

![Research & Related Budget Form](image)

#### 5.5.h SF424 > PHS 398 Research Plan
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 PI/PI Leadership Plan:
   [None]  Upload

4. Consortium/Contractual Arrangements:
   [None]  Upload

5. Letters of Support:
   [None]  Upload
6. Resource Sharing Plan(s):
[None]  Upload

7. Authentication of Key Biological and/or Chemical Resources:
[None]  Upload

Appendix

1. Appendix:

   ![Add](Add)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   There are no items to display

5.5.i SF424 > PHS 398 Assignment Request Form
PHS Assignment Request Form

Funding Opportunity Information

* Funding Opportunity Number:
  PAEN-R01

* Funding Opportunity Title:
  Geriatric 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.html#AwardingComponents

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
<th>Third Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assign to Awarding Component: [ ] [ ] [ ]

Do Not Assign to Awarding Component: [ ] [ ] [ ]
### 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. Remember, it will be honored.

**Study Sections:** [https://grants.nih.gov/grants/phs_assignment_information.html#StudySection](https://grants.nih.gov/grants/phs_assignment_information.html#StudySection)

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
<th>Third Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assign to Study Section:

Do Not Assign to Study Section:

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

- None

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

Note: Please do not provide names of individuals.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

   If Yes, provide an explanation of why the application does not involve human subjects research.
   [None] [Uploaded]

   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(s)' as appropriate. Delayed onset studies are those for which there are no studies. 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] [Uploaded]

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

   [Add]
   Short Study Title Study Title Display Order
   There are no items to display

5. Delayed Onset Study(s):

   [Add]
   Study Title Anticipated Clinical Trial? Justification Display Order
   There are no items to display
### 5.5.j SF424 > End of Form Pages / Finish

Congratulations! You have entered all required and selected optional forms. Please use project's workspace for further actions, processing and status of this project.
Chapter 6: PI Certification

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

How to Certify

The PI can certify in one of two methods:

1. 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.
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.
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”.
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: