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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 (Safety) Registrations, Facilities, 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](#), [COI](#), [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.
- [Fact Sheet](#) located under the “Develop Proposal” section on the SPA web site provides useful institutional information in proposal preparation.
- [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.

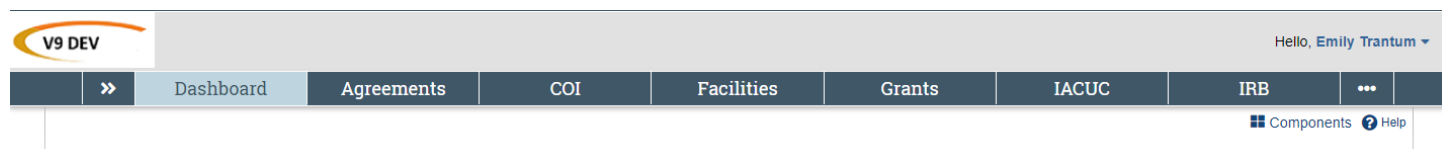
### How to Login

- 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.



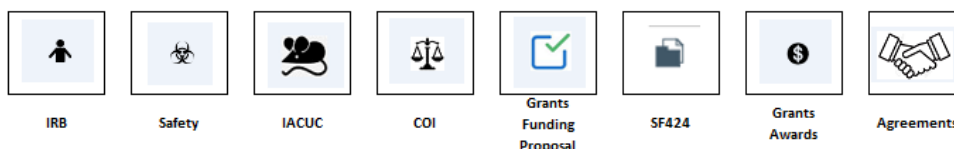
### Navigating UVMClick

- There are 9 main tabs relating to UVMClick (Safety and SF424 Center are not shown)



### Dashboard

- Upon login, users are directed to the Dashboard. Click on Dashboard to show My Inbox, which is a personal list of 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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DashboardGrantsAgreementsCOIIRBIACUCSafety

Page for Christopher CallahanComponentsHelp

Create

My Inbox

Filter by IDEnter text to searchAdd FilterClear All

ID	Name	Date Created	Date Modified	Sponsor State	SPA Administrator	Application Deadline	Submitting Department
STUDY00002691	Research Enhancing Productive Land Activities in the Near Term (REPLANT)	7/27/2023 10:44 AM	4/9/2024 1:00 AM	Clarification Requested (Pre-Review)	Diana Naser		

1 itemspage 1 of 125 / page

## Grants Module

Users can access six modules within the Grants module. Only four modules, including Funding Proposal, Awards, Reports and Help Center, are in use at UVM.

V10 GrantsHello, Christopher Call

DashboardGrantsAgreementsCOIIRBIACUCSafety

Funding ProposalComplex ProjectsAwardsReportsHelp Center

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

## 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.

V10 GrantsHello, Christopher Call

DashboardGrantsAgreementsCOIIRBIACUCSF424 Center

SF424 Help Center

SF424 Center

Single Project ApplicationsMulti Project ApplicationsFunding OpportunitiesDownload OpportunitiesCheck Submission Status

Filter by IDEnter text to searchAdd FilterClear All

ID	Title	State	Package ID	Opp ID	CFDA	Comp ID	First	Last	Created
SF-42400000587	Hydro and Aquaponics	Received By Federal Funding Agency	PKG00269989	USDA-NIFA-FSMA-008641	10.328		Elisa	Ziglar	12/9/2021 10:12 AM
SF-42400000347	Hygienic Design for Produce Farms	Received By Federal Funding Agency	PKG00265073	USDA-NIFA-FSMA-008138	10.328		Elisa	Ziglar	3/25/2021 3:04 PM
SF-42400000018	USDA FSOP - Hygienic Design	Pre-Submission	PKG00258487	USDA-NIFA-FSMA-007213	10.328		Christopher	Callahan	3/31/2020 2:52 PM

3 itemspage 1 of 125 / page

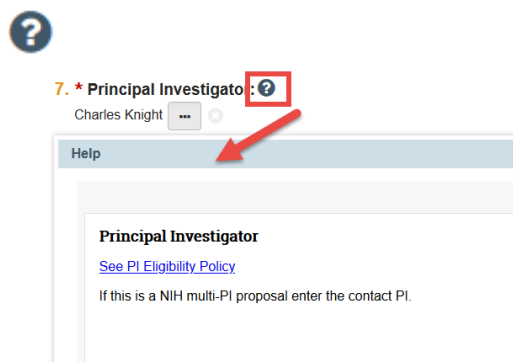
## Other General Guidance:

### Mandatory Questions **Red Asterisk (\*)**

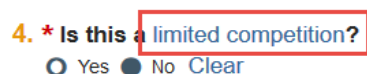
- Many of the SmartForm questions are mandatory.
- This means that you must provide an answer to save the page.
- Mandatory questions are denoted by **red asterisk (\*)**.

## 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

### Navigation Bar on Left Column

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

The two main ways are use of:

- Navigation Bar on left column – Click in Navigation Bar to move between pages
- Hyperlinks – use hyperlinks from within specific smartforms

**Callahan Draft Proposal Demo**

**Proposal Information**

PI:	Christopher Callahan
Submitting Department:	Ext - Programming & Fac Sup
College:	EXTENSION
Direct Sponsor:	Food and Nutrition Service/FNS/USDA
Prime Sponsor:	
Application Deadline:	6/1/2024 Sponsor Deadline (Hard)
SPA Deadline:	5/30/2024
Department Administrative Contact:	Christopher Callahan
SPA Administrator:	Amy Santos
SF424 Link (if applicable):	

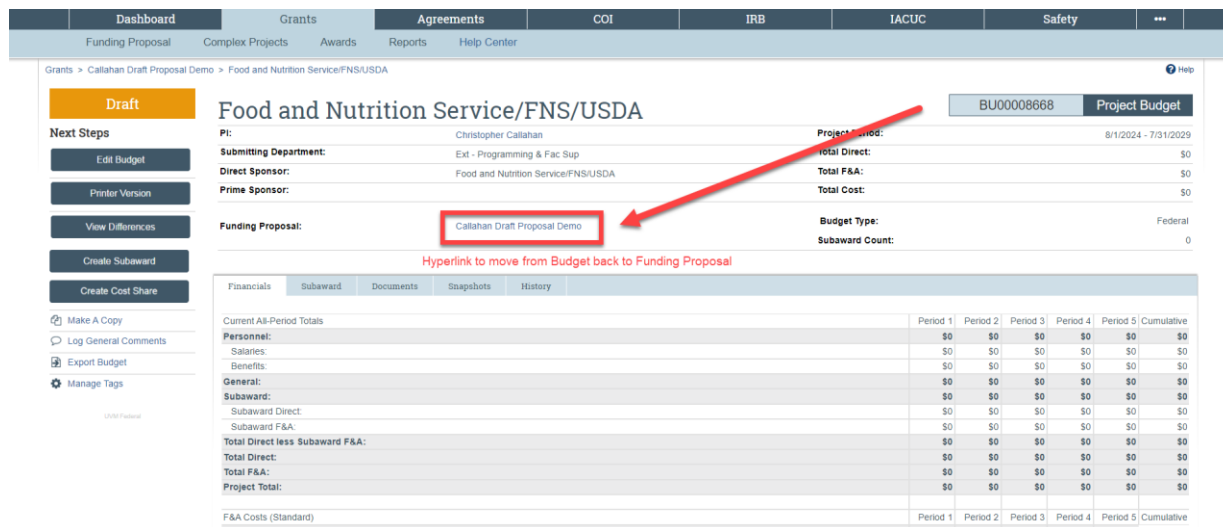
**Budget Information**

Project Period:	8/1/2024 - 7/31/2029
Number of Periods:	5
Sponsor Total Direct:	\$0
Sponsor Total F&A:	\$0
Sponsor Total Cost:	\$0
Proposal Activity:	RESEARCH - Basic - 311
Cost Share Direct:	\$0
Cost Share F&A:	\$0
Cost Share Total:	\$0

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Food and Nutrition Service/FNS/USDA	[Edit]	4/15/2024 2:55 PM	Draft	Federal	\$0	yes

**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.



**Food and Nutrition Service/FNS/USDA**

PI: Christopher Callahan  
 Submitting Department: Ext - Programming & Fac Sup  
 Direct Sponsor: Food and Nutrition Service/FNS/USDA  
 Prime Sponsor:  
 Funding Proposal: **Callahan Draft Proposal Demo**

Project Period: 8/1/2024 - 7/31/2029  
 Total Direct: \$0  
 Total F&A: \$0  
 Total Cost: \$0  
 Budget Type: Federal  
 Subaward Count: 0

Hyperlink to move from Budget back to Funding Proposal

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

## 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, Funding Proposal tab, click the “Create Funding Proposal” button.



**V10 Grants**

Dashboard **Grants** Agreements COI IRB IACUC Safety

Funding Proposal Complex Projects Awards Reports Help Center

**Funding Proposal**

Create Funding Proposal

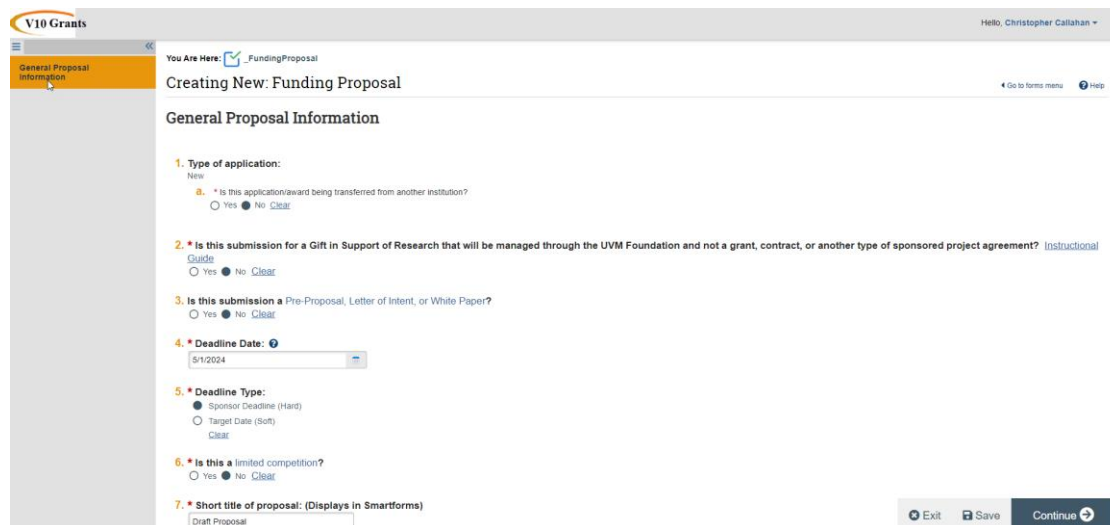
Proposals Draft Internal Review Sponsor Review Awarded Completed

Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	SmartForm State	PI	Direct Sponsor	Submission Type	Application Deadline	Specialist Submitting Department
----	------	-----------------	----	----------------	-----------------	----------------------	----------------------------------

## Step 2

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

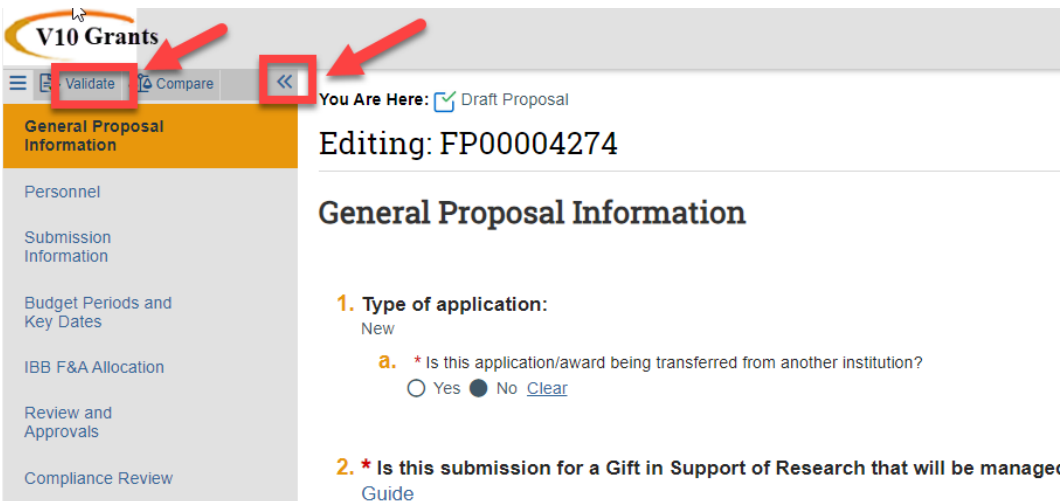


1. Next, complete the 13 questions on the General Proposal Information page.
2. Then click the “Save” button on bottom right corner of screen.
3. Saving will store the information, generate the funding proposal number, and make the record visible to you and to other users in their worklists.
4. You can access any saved proposals through the Dashboard > My Inbox (landing page when you sign in) or the from the Funding Proposals home page.

5. Once you perform the first Save, the left navigation bar of the Funding Proposal smartform expands to include a link to the eight additional pages as shown here.
  - Use the navigation bar to move from page to page or between pages.
  - Or use the “Continue” button to move to the next pages. UVMClick will save the data entered before moving from one page to another.



6. At the top left corner of the screen, the Validate feature allows users to check validations within the proposal to make any needed corrections before submission
  - Users can click this anytime to check for error messages.
  - Errors messages have an embedded hyperlink to page with errors.
  - Click “Refresh” button at top left after errors have been corrected.
  - When done, click the double left arrow to slide the panel closed.



**V10 Grants**

Validate Compare <<

You Are Here: [Draft Proposal](#)

**Editing: FP00004274**

**General Proposal Information**

Personnel

Submission Information

Budget Periods and Key Dates

IBB F&A Allocation


Review and Approvals

Compliance Review

**1. Type of application:**  
New

a. \* Is this application/award being transferred from another institution?  
☐ Yes ☒ No [Clear](#)

**2. \* Is this submission for a Gift in Support of Research that will be managed by the donor?**  
[Guide](#)



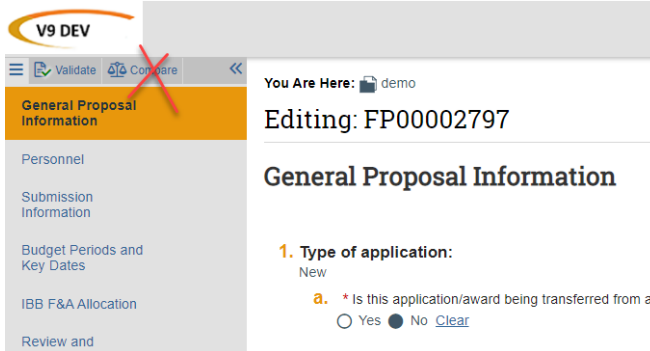
**V10 Grants**

Validate Compare <<

**Error/Warning Messages (15)** Refresh

General Proposal Information	✓
Personnel	✓
Submission Information	✗
✗ FOA Selection The selection of an FOA is required for electronic federal submissions. Please select an opportunity to continue this application.	
Budget Periods and Key Dates	✓
IBB F&A Allocation	✗
✗ Include FA This is a required field; therefore, you must provide the required information.	
Review and Approvals	✗

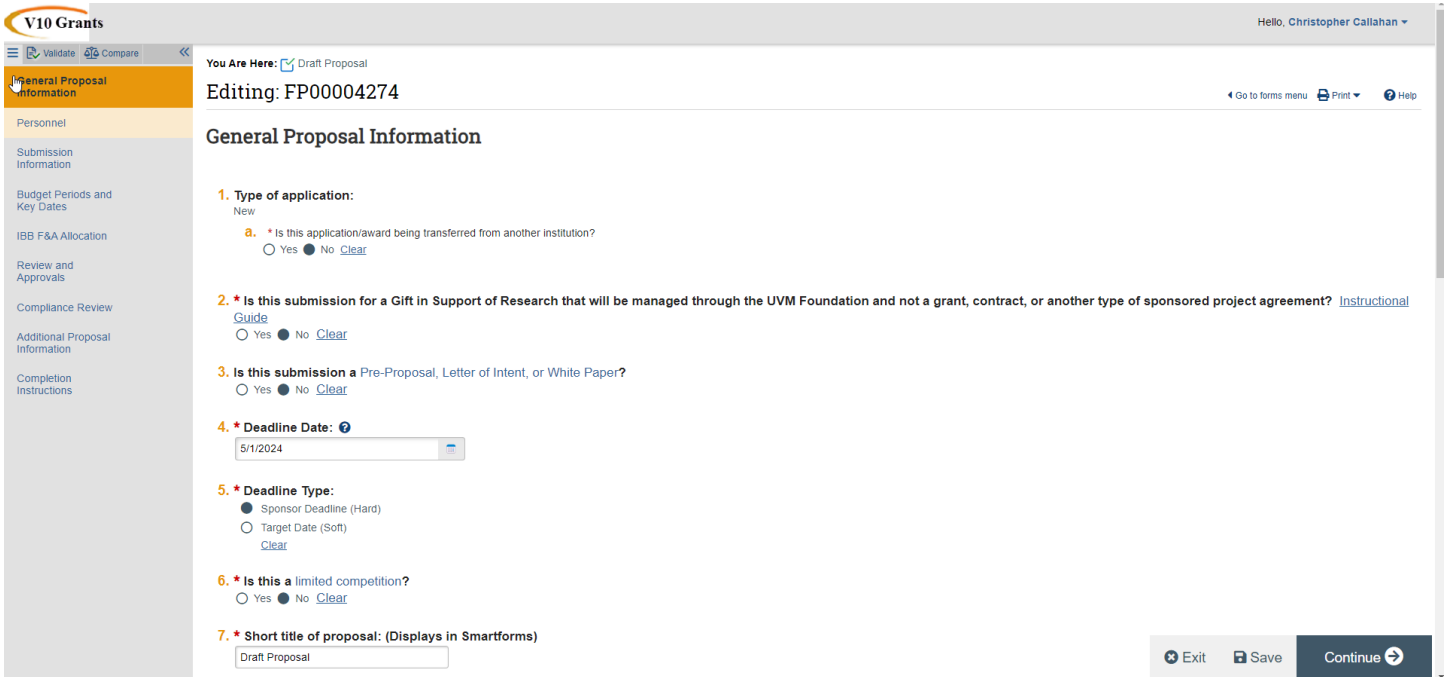
7. The “Compare” button at the top left corner is not useful. We don’t recommend using it.



## 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





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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 <a href="#">Attachment Naming Conventions</a>
2.	*	Is this submission for a Gift in Support of Research that will be managed through the UVM Foundation and not a grant, contract, or another type of sponsored project agreement?	Select yes or no; Click the "Instructional Guide" hyperlink for more information. If yes, a new box will open asking you "What is the total gift amount?" Enter the \$ amount requested.
3.		Is this submission a Pre-Proposal, Letter of Intent, or White Paper?	Select yes or no; Click the hyperlinks for more information.
4.	*	Deadline Date	Enter deadline date
5.	*	Deadline Type	Select Sponsor Deadline (hard) or Target Date (soft)
6.	*	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  Click here for <a href="#">Attachment Naming Conventions</a>
7.	*	Short title of proposal: (Displays in Smartforms)	Allows up to 40 characters; Short title displays on smartforms
8.	*	Long title of proposal: (Displays in Sponsor Application)	Allows up to 255 characters; Long title displays in sponsor application
9.	*	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 <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a>



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10.	*	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 <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.
11.	*	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.
12.	*	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.
13.	*	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.





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## 5.1.b Funding Proposal Smartform > Personnel

**V10 Grants** Hello, Christopher Callahan

**You Are Here:** Draft Proposal

**Editing:** FP00004274

**Personnel**

**1. Principal Investigator:**  
Christopher Callahan  
a. If System to System, add Biosketch in pdf format:  
[None] Upload  
b. If System to System, if required by sponsor, add Other Support in pdf format:  
[None] Upload

**2. \* Responsible Department:**  
Ext - Programming & Fac Sup

**3. Project personnel:**  
a. Add all UVM personnel other than the contact PI:  
+ Add  
Table with 6 columns: First Name, Last Name, Employer, Key, Role, Is FCOI Investigator. (Empty)  
b. If System to System, add non-UVM key personnel:  
+ Add  
Table with 3 columns: Last Name, Key, Role. (Empty)

Exit Save Continue

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 <a href="#">Attachment Naming Conventions</a>



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1.b.		If System to System, if required by sponsor, add Other Support in pdf format:	<p>Respond to this question only if this is a system-to-system application.</p> <p>Upload Other Support in pdf format.</p> <p><b>IMPORTANT NIH INFORMATION:</b> 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 <a href="#">Attachment Naming Conventions</a></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><b>This question is related to just UVM personnel.</b></p> <p><b>Non UVM Personnel will be entered in next question below.</b></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 <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a></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 <a href="mailto:uvmclick@uvm.edu">uvmclick@uvm.edu</a> for assistance in adding the person to the list.</p>



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			<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> <p>This selection is later used in budget to determine the relevant fringe benefit rate.</p>
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 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 <a href="#">Attachment Naming Conventions</a></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>



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3.a.4	*	This individual will be conducting research and is considered an Investigator for Financial Conflict of Interest (FCOI) Disclosures purposes:	<p>"Investigator" is defined as the Principal Investigator (PI), Project Director (PD) or any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research proposed to, or funded by, external sponsors, under grants, contracts, cooperative agreements, or other awards for research.</p> <p>Also, since "FCOI Investigator" is relevant for RESEARCH projects only, if this project is for INSTRUCTION or SERVICE, please answer no for all personnel.</p>
3.b.		If System to System, add non-UVM key personnel:	<p><b>IMPORTANT: If this is not a system-to-system proposal, you need not enter the non-UVM personnel on this page.</b></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> <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</p>



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			<p>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 to pass Grants.gov validations.</p> <p>The rest are optional.</p>
3.b.4.		Staff member organization information	<p>Required fields are</p> <p>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> <p>If this person is a Subaward PI, select Other and type in "Subaward PI"</p>
3.b.6.	*	Credential, e.g., agency login	<p>Enter NIH eRA Commons ID if this person is a PD/PI (on Multiple PI proposal).</p> <p>Otherwise, leave blank.</p>
3.b.7		Degree	Type and Year are both optional fields.
3.b.8.		If System to System, add Biosketch in pdf format:	<p>Upload a Biosketch in pdf format, according to the sponsor guidelines.</p> <p>Click here for <a href="#">Attachment Naming Conventions</a></p> <p>Keep in mind that not all personnel are required to have a Biosketch.</p>
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.



## GRANTS Manual - Funding Proposals

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			<p>Click here for <a href="#">Attachment Naming Conventions</a></p> <p>Keep in mind that not all personnel are required to have a Biosketch.</p>
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.		<p>Select the primary Department Administrative Contact:</p> <p>This individual is the primary administrative contact and will have edit rights and will receive email notifications related to the proposal.</p>	<p>Click the +Add button to get list of personnel at UVM.</p> <p>Select the person you wish to name as the Department Administrative Contact.</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 <b>**NOT**</b> 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.		Add team members who require proposal read-only rights:	Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them read-only rights.



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

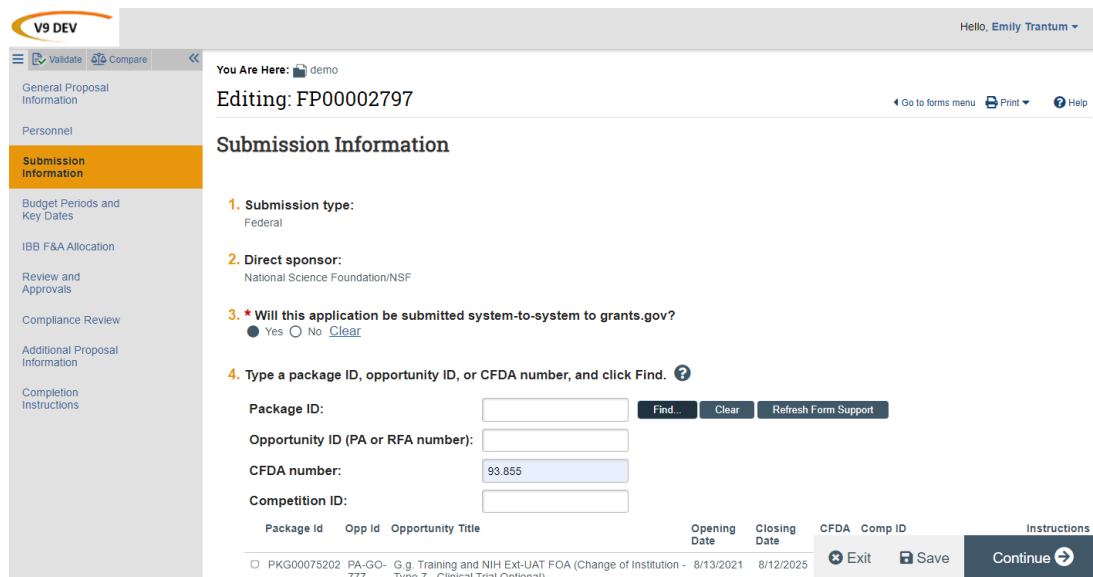
	<p>Keep in mind that Deans, Chairs and Department Business Administrators have view rights to all proposals across campus.</p> <p>Therefore, you may not need to add them again here.</p>	<p>This person will <b>**NOT**</b> be copied on all proposal and award notifications that are sent to the PI from UVMClick.</p> <p>The PI can change this person at any time by submitting a modification request activity.</p>
--	---	---

### 3. Project personnel:

- a. Add all UVM personnel other than the contact PI:

+ Add							
	First Name	Last Name	Employer	Key	Role	Is FCOI Investigator	
 Update	Amy	Brown	UVM Bookstore	yes	Co-Investigator	yes	
 Update	Brandon	Brown	Nursing	yes	Co-Investigator	yes	
 Update	Annie	White	Plant & Soil Science	yes	Other Professional	no	

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



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.





## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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	<p>This data pulled from General Proposal Information Page Question 8. You do not need to enter anything for this question.</p> <p>If you need to correct the sponsor, return to the General Proposal Information page, and make the change there.</p>
3.	*	Will this application be submitted system-to-system to grants.gov?	Select yes.
4.		<p>Type a package ID, opportunity ID, or CFDA number, and click Find.</p> <p><b>*** It is extremely important to get this correct before moving forward****</b></p>	<p>Click the help icon (?) for more information.</p> <p>Use the criteria below to select the federal opportunity for which you are applying.</p> <p>Type in one or more of the following search criteria, which you can get from the opportunity announcement:</p> <ul style="list-style-type: none"><li>Package ID</li><li>Opportunity ID</li><li>CFDA Number</li><li>Competition ID</li></ul> <p>Package ID is the narrowest search. Each succeeding criterion widens the search. Competition ID can only be used in combination with other criteria.</p> <p>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.</p> <p>Click Refresh Form Support to replace the currently attached forms with any supported updates.</p>



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

5.	Add Application Guidelines/Instructions:	<p>Click + Add button an upload the application guidelines.</p> <p>Click here for <a href="#">Attachment Naming Conventions</a></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>
6.	Add any Internal Supporting Documents and Sponsor Correspondences (i.e., relinquishing statements, checklists):	<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>



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### 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 <a href="#">Attachment Naming Conventions</a>
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.



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

		<ul style="list-style-type: none"><li>• SPA RA will submit via Sponsor's electronic submission system</li><li>• PI will submit to Sponsor</li><li>• Other</li></ul>	
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 <a href="#">Attachment Naming Conventions</a></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 <a href="#">Attachment Naming Conventions</a></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>



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.1.e Funding Proposal Smartform > Funding Opportunity Announcement

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

V9 DEV

Hello, Emily Trantum ▾

Validate Compare

You Are Here: demo

Editing: FP00002797

Go to forms menu Print Help

General Proposal Information

Personnel

Submission Information

Funding Opportunity Announcement

Budget Periods and Key Dates

IBB F&A Allocation

Review and Approvals

Compliance Review

Additional Proposal Information

Completion Instructions

1. Required SF424 Forms:

Form Name	Supported
SF424 (R & R) V5.0	yes
Project/Performance Site Location(s) V4.0	yes
Research And Related Other Project Information V1.4	yes
Research & Related Senior/Key Person Profile (Expanded) V4.0	yes
PHS 398 Cover Page Supplement V5.0	yes
PHS 398 Research Plan V4.0	yes
PHS Human Subjects and Clinical Trials Information V3.0	yes

2. Optional SF424 forms:

Form Name	Supported
Research & Related Budget V3.0	yes
Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V3.0	yes
PHS 398 Modular Budget V1.2	yes

3. Package ID:

PKG00075058

4. Opportunity ID:

PA-GN-R01

5. CFDA Number:

93.855

6. Opportunity title:

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

7. Activity Title:

Allergy and Infectious Diseases Research

8. Information URL:

Instructions for FOA00000300

Exit Save 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.

UVM SPONSORED PROJECT ADMINISTRATION

29



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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

V9 DEV

Validate

Compare

General Proposal Information

Personnel

Submission Information

Funding Opportunity Announcement

Budget Periods and Key Dates

IBB F&A Allocation

Review and Approvals

Compliance Review

Additional Proposal Information

Completion Instructions

Hello, Emily Trantum

You Are Here: demo

Editing: FP00002797

Go to forms menu

Print

Help

Budget Periods and Key Dates

1. Project Start Date:

1/1/2023

2. Project End Date:

12/31/2027

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	1/1/2023	12/31/2023
2	Period 2	12	1/1/2024	12/31/2024
3	Period 3	12	1/1/2025	12/31/2025
4	Period 4	12	1/1/2026	12/31/2026
5	Period 5	12	1/1/2027	12/31/2027

Exit

Save

Continue



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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 here. 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 here. 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 here.  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 Budget format. Refer to the NIH Guide for guidance when to use the modular budget format.
5.	Budget Periods	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.



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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

V9 DEV

Hello, Emily Trantum

Validate Compare

You Are Here: demo

Editing: FP00002797

Go to forms menu Print Help

General Proposal Information

Personnel

Submission Information

Funding Opportunity Announcement

Budget Periods and Key Dates

IBB F&A Allocation

Review and Approvals

Compliance Review

Additional Proposal Information

Completion Instructions

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) Model - Algorithm 4a.

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

☐ Yes ☐ No [Clear](#)

Exit

Save

Continue





## GRANTS Manual - Funding Proposals

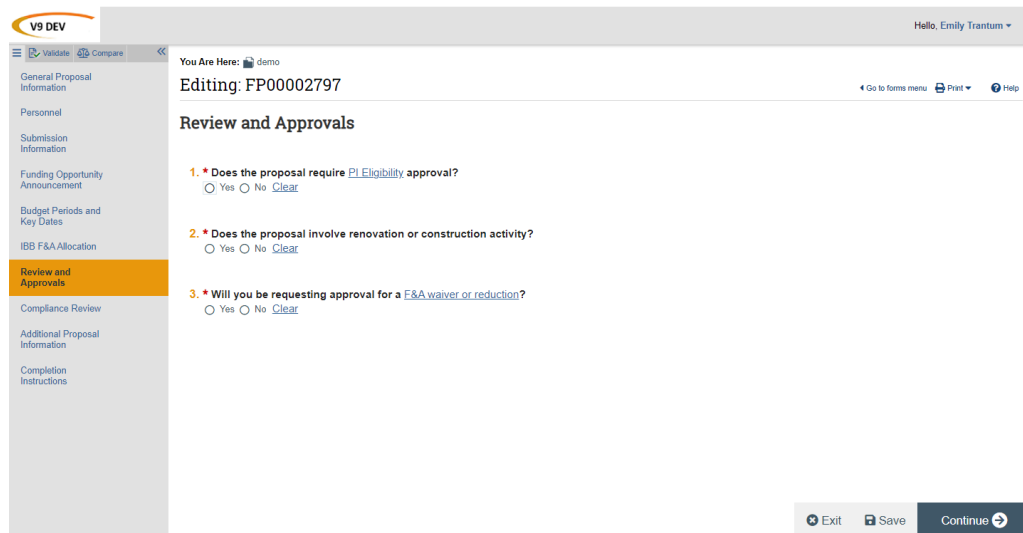
Updated April 30, 2024 (UVMClick Version10)

Complete the three 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 <a href="#">Attachment Naming Conventions</a> If no, Continue to next page.
2	Upload the <a href="#">completed IBB F&amp;A Allocation - Calculation Tool</a> 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 <a href="https://www.uvm.edu/spa/forms-library">https://www.uvm.edu/spa/forms-library</a>  Upload the completed form on this page in the Smartform. Click here for <a href="#">Attachment Naming Conventions</a>
3.	Is there a deviation from the Standard IBB F&A Allocation?  Refer to <a href="#">Funding Proposal Ancillary Review Instruction Guide</a>	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, <b>you will need to initiate an Ancillary Review activity</b> , found on the left side menu of the Funding Proposal Workspace (front page).  Click here for <a href="#">Attachment Naming Conventions</a>

## 5.1.h Funding Proposal Smartform > Ancillary Review and Approvals



Complete the three 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: Click here for <a href="#">Attachment Naming Conventions</a></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: Click here for <a href="#">Attachment Naming Conventions</a></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 Research Administration and Integrity or Director of Sponsored Project Administration: Click here for <a href="#">Attachment Naming Conventions</a></p>



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.1.i Funding Proposal Smartform > Compliance Review

Hello, Catherine Condon ▾

ValidateCompare

General Proposal Information

Personnel

Submission Information

Budget Periods and Key Dates

IBB F&A Allocation

Review and Approvals

Compliance Review

Additional Proposal Information

Completion Instructions

You Are Here: > Dodds Housing Analysis

Editing: FP00005076

Go to forms menuPrintHelp

### Compliance Review

1. \* Human subjects involved in this project:

☐ Yes ☐ No [Clear](#)

2. \* Laboratory animals involved in this project:

☐ Yes ☐ No [Clear](#)

3. \* Radioactive materials and/or radioisotopes involved in this project:

☐ Yes ☐ No [Clear](#)

4. \* Human embryonic stem cells involved in this project:

☐ Yes ☐ No [Clear](#)

5. \* Is this proposal subject to the 2023 NIH Data Management and Sharing (DMS) Policy?

☐ Yes ☐ No [Clear](#)

ExitSaveContinue



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

Complete the six 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.
3.	*	Radioactive materials and/or radioisotopes involved in this project:	Select Yes or No.
4.		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.		Is this proposal subject to the 2023 NIH Data Management and Sharing (DMS) Policy?	Select Yes or No.



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### 5.1.j Funding Proposal Smartform > Additional Proposal Information

**UVMClick** Hello, Catherine Condon

**You Are Here:** [Dodds Housing Analysis](#)

**Editing:** FP00005076

**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](#)

5. \* Is this proposal being submitted to a specific COVID-19 funding opportunity, or is the project activity related to COVID-19?  
☐ Yes ☐ No [Clear](#)

6. \* Will any part of this NSF research project be conducted off-campus or off-site and is subject to the NSF Safe and Inclusive Working Environments Plan requirement? [?](#)  
☐ Yes ☐ No [Clear](#)

[Exit](#) [Save](#) [Continue](#)

Complete the six questions on this page.

Red asterisk \* indicates the question is mandatory.

Number		Question	Response
1.	*	Will there be <a href="#">program income</a> ?	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 <a href="#">SBIR Small Business Innovation Research</a> funding mechanism?	Select Yes or No.  Click help icon (?) for more information



## GRANTS Manual - Funding Proposals

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4.	*	Is this project funded by an <a href="#">STTR Small Business Technology Transfer</a> funding mechanism?	Select Yes or No.  Click help icon (?) for more information
5.	*	Is this proposal being submitted to a specific COVID-19 funding opportunity, or is the project activity related to COVID-19?	Select Yes or No.
6.	*	Will any part of this NSF research project be conducted off-campus or off-site and is subject to the NSF Safe and Inclusive Working Environments Plan requirement?	Select Yes or No. (conditional question that appears only on NSF proposals)



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.1.k Funding Proposal Smartform > Completion Instructions

V10 Grants

[Validate](#) [Compare](#) <<

General Proposal Information

Personnel

Submission Information

Budget Periods and Key Dates

IBB F&A Allocation

Review and Approvals

Compliance Review

Additional Proposal Information

Completion Instructions

Hello, Christopher Callahan ▾

You Are Here: Callahan Draft Proposal Demo

Editing: FP00004273

[Go to forms menu](#) [Print](#) [Help](#)

### Completion Instructions:

**Next Steps**

1. Click the "Validate" tab in the top left corner of the screen to validate that all required questions in this proposal are complete. Correct any errors or omissions. Click the "Validate" tab refresh icon to confirm all are complete.
2. When no errors display, 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'.

✕ Exit

💾 Save

Finish



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## Section 2: Sponsor Budget

For all funding proposals, whether S2S or non-S2S, start from proposal workspace, complete the primary budget and other budgets you may choose to add. Examples of when additional budgets are needed include cost share or subawards.

V10 Grants

Hello, Christopher Callahan

Dashboard

Grants

Agreements

COI

IRB

IACUC

Safety

...

Funding Proposal

Complex Projects

Awards

Reports

Help Center

Grants > Callahan Draft Proposal Demo > Food and Nutrition Service/FNS/USDA

Help

Draft

Next Steps

Edit Budget

Printer Version

View Differences

Create Subaward

Create Cost Share

Make A Copy

Log General Comments

Export Budget

Manage Tags

UVM Federal

Food and Nutrition Service/FNS/USDA

BU00008668

Project Budget

PI: Christopher Callahan

Submitting Department: Ext - Programming & Fac Sup

Direct Sponsor: Food and Nutrition Service/FNS/USDA

Prime Sponsor:

Funding Proposal: Callahan Draft Proposal Demo

Project Period: 8/1/2024 - 7/31/2029

Total Direct: \$0

Total F&A: \$0

Total Cost: \$0

Budget Type: Federal

Subaward Count: 0

Financials

Subaward

Documents

Snapshots

History

Current All-Period Totals

	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
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

F&A Costs (Standard)

	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Start Date:	8/1/2024	8/1/2025	8/1/2026	8/1/2027	8/1/2028	





# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.2.a Sponsor Budget > General Budget Information

Click the “Edit Budget” button to begin. Then complete the budget smart forms. Reminder: The personnel and start and end dates come from the related Funding Proposal pages. To change personnel, start date or end date, return to Funding Proposal, make the changes, and then come back to the Budget to continue.

V10 Grants

ValidateCompare<<

General Budget Information

Financials

Personnel Cost Definition

Personnel Costs

General Cost Definition

General Costs

F&A Cost Overrides

Attachments

Attachments

Hello, Christopher Callahan

You Are Here: Callahan Draft Proposal Demo > Food and Nutrition Service/FNS...

Editing: BU00008668

Go to forms menuPrintHelp

General Budget Information

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

1. \* Budget title:

Food and Nutrition Service/FNS/USDA

2. \* Principal Investigator for this budget:

Christopher Callahan

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:	8/1/2024	8/1/2025	8/1/2026	8/1/2027	8/1/2028
	End:	7/31/2025	7/31/2026	7/31/2027	7/31/2028	7/31/2029
MTDC	Rate:	53%	53.5%	53.5%	53.5%	53.5%

4. \* Does the sponsor have an F&A rate limitation?

☐ Yes ☐ No [Clear](#)

5. Include this budget in Final Sponsor Budget?

☒ Yes ☐ No [Clear](#)

Exit

Save

Continue



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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.  The remaining questions will be renumbered.
4.	*	Does the sponsor have an F&A rate limitation?	Select yes or no.  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.  Upload the required information.  Click here for <a href="#">Attachment Naming Conventions</a>  The remaining questions will be renumbered.
5.		Include this budget in Final Sponsor Budget?	Select yes or no.  Generally, we expect the response to be yes.
6.		Sponsor Salary cap:  <b>IMPORTANT NOTE:</b>	The system will automatically populate the sponsor salary cap.



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

		<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>SPA does not require a completed Cost Share Approval Request Form for “over the cap” cost sharing.</p>	This is an editable field so you may change it if necessary.
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

**V10 Grants** Hello, Christopher Callahan

You Are Here: Callahan Draft Proposal Demo > Food and Nutrition Service/FNS...

Editing: BU00008668

**Personnel Cost Definition**

Go to additional personnel on funding proposal

1. **Import Proposal Personnel**

Personnel costs:

+ Add

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

**V10 Grants** Hello, Christopher Callahan

You Are Here: Callahan Draft Proposal Demo > Food and Nutrition Service/FNS...

Editing: BU00008668

**Personnel Cost Definition**

Go to additional personnel on funding proposal

1. **Personnel costs:**

+ Add

Staff Member	Appointment	Role	Is Key
Christopher Callahan	12 months	PD/PI	yes
Amy Brown	12 months	Co-Investigator	yes
Brandon Brown	9 months	Co-Investigator	yes
Annie White	9 months	Other Professional	yes



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

Complete the one question on this page.

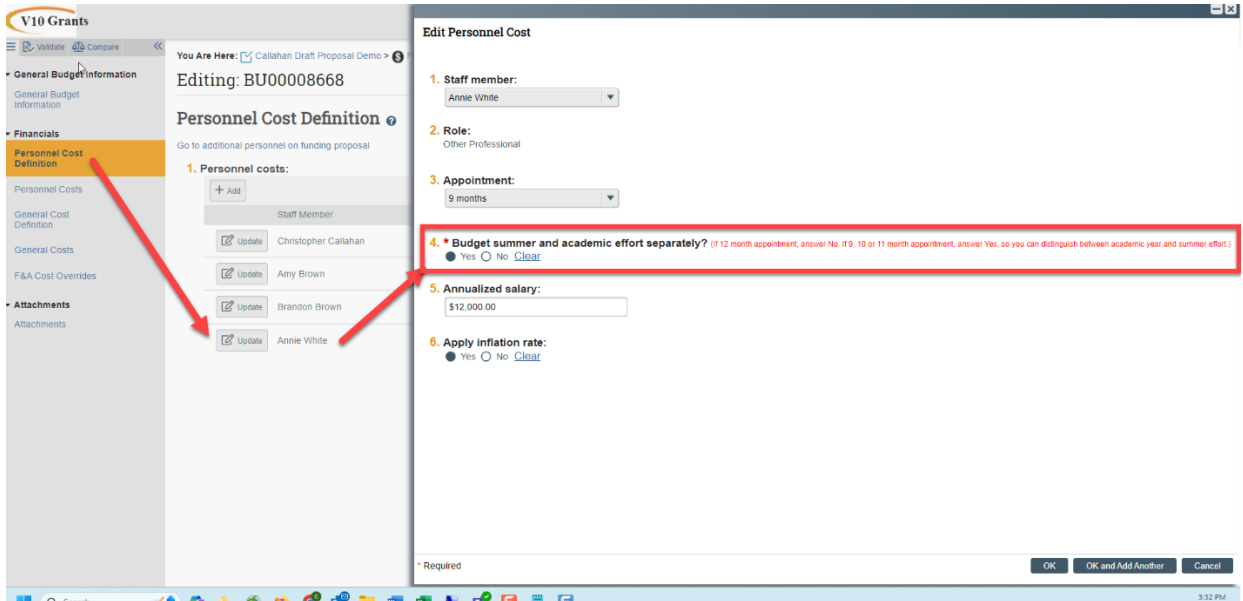
Red asterisk \* indicates the question is mandatory.

Number		Question	
1.		+ Add	<p>Click "Add" 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 <ol style="list-style-type: none"><li>1. Staff Member</li><li>2. Role</li><li>3. Appointment</li><li>4. Base salary applied</li><li>5. Apply inflation rate</li></ol>	

## NEW QUESTION IN V10

### 4. \* Budget summer and academic year effort separately?

- If 12 month appointment, answer “No.”
- If 9, 10 or 11 months appointment, answer “Yes.” Then budget 2 lines – one for summer and one for academic year so you can distinguish between academic year and summer effort.



**V10 Grants**

You Are Here: Callahan Draft Proposal Demo > 3

Editing: BU00008668

**Personnel Cost Definition**

Go to additional personnel on funding proposal

1. Personnel costs:

+ Add

Staff Member

[Update] Christopher Callahan

[Update] Amy Brown

[Update] Brandon Brown

[Update] Annie White

**Edit Personnel Cost**

1. Staff member: Annie White

2. Role: Other Professional

3. Appointment: 9 months

4. \* Budget summer and academic effort separately? (If 12 month appointment, answer No. If 9, 10 or 11 month appointment, answer Yes, so you can distinguish between academic year and summer effort.)

☒ Yes ☐ No [Clear](#)

5. Annualized salary: \$12,000.00

6. Apply inflation rate: ☒ Yes ☐ No [Clear](#)

\* Required

OK OK and Add Another Cancel

3:52 PM

### 5.2.c Sponsor Budget > Personnel Costs

## IMPORTANT CHANGE 1 - HOW SALARIES ARE DISPLAYED IN V10

In earlier versions of UVMClick, salaries were shown as “Base salary applied” which represented the person’s salary.

#### Example of “Base salary applied”

- A 12 month employee earning \$12,000 a year was shown as \$12,000
- A 9 month employee earning \$9,000 a year was shown as \$9,000

In the new version (V10) of UVMClick, salaries are now shown as “Annualized salary” meaning they reflect what the employee would be making if the employee worked a full 12 months.

#### Example of “Annualized salary”

- 12 month employees show salary for 12 months
- 9 month employees show the 9 month salary annualized into 12 months
- Example: A 9 month person earning \$9,000 a year would show as \$12,000 a year

## IMPORTANT CHANGE 2 – PERSON MONTHS replaces percent effort

In earlier versions of UVMClick, personnel budgets were calculated using “percent effort”

#### Example of “Percent effort”

- A 12 month employee earning \$12,000 working 50% effort would cost \$6,000
- A 9 month employee earning \$9,000
  - Working 10% academic year – cost = \$900
  - Working 100% effort summer = \$3,000

#### Example of “Person Months”

- A 12 month employee earning \$12,000 working 6 person months = \$6,000
- A 9 month employee earning \$9,000 shows as \$12,000 “Annualized”
  - Working 1 person months = \$1,000
  - Working 3 months summer = \$3,000



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

Personnel Costs		Period 1 Start: 8/1/2024 End: 7/31/2025 Duration: 12.00	Period 2 Start: 8/1/2025 End: 7/31/2026 Duration: 12.00	Period 3 Start: 8/1/2026 End: 7/31/2027 Duration: 12.00	Period 4 Start: 8/1/2027 End: 7/31/2028 Duration: 12.00	Period 5 Start: 8/1/2028 End: 7/31/2029 Duration: 12.00
<b>Save</b>  Person: Christopher Callahan Role: PD/PI	Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	FB Rate:	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>
	Annualized Sal.:	\$12,000.00	\$12,360.00	\$12,731.00	\$13,113.00	\$13,506.00
	Monthly Rate:	\$1,000.00	\$1,030.00	\$1,060.92	\$1,092.75	\$1,125.50
Person: Amy Brown Role: Co-Investigator	Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	FB Rate:	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>
	Annualized Sal.:	\$12,000.00	\$12,360.00	\$12,731.00	\$13,113.00	\$13,506.00
	Monthly Rate:	\$1,000.00	\$1,030.00	\$1,060.92	\$1,092.75	\$1,125.50
Person: Brandon Brown Role: Co-Investigator	SM Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	SM Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	AY Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	AY Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	FB Rate:	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>
	Annualized Sal.:	\$12,000.00	\$12,360.00	\$12,731.00	\$13,113.00	\$13,506.00
Person: Annie White Role: Other Professional	SM Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	SM Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	AY Effort Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	AY Sal Req Mos.:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	FB Rate:	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>	<input type="text" value="43.8 %"/>
	Annualized Sal.:	\$12,000.00	\$12,360.00	\$12,731.00	\$13,113.00	\$13,506.00

When budgeting for 12 month employees, show all effort as “number of months” during project period.

When budgeting for 9 month employee, show all effort as either SM Effort Mos (Summer effort months) or as AY Effort Mos (Academic Year effort months)

FB Rate: “Fringe Benefit Rate”



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

V10 Grants

Validate

Compare

General Budget Information

General Budget Information

Financials

Personnel Cost Definition

Personnel Costs

General Cost Definition

General Costs

F&A Cost Overrides

Attachments

Attachments

You Are Here: Callahan Draft Proposal Demo > Food and Nutrition Service/FNS...

Editing: BU00008668

Go to forms menu

Print

Help

Personnel Costs

Budget Summary

Period:	Period 1	Period 2	Period 3	Period 4	Period 5	Budget Totals
Start:	8/1/2024	8/1/2025	8/1/2026	8/1/2027	8/1/2028	
End:	7/31/2025	7/31/2026	7/31/2027	7/31/2028	7/31/2029	
Duration:	12.00	12.00	12.00	12.00	12.00	
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:	Period 1	Period 2	Period 3	Period 4	Period 5
	Start:	8/1/2024	8/1/2025	8/1/2026	8/1/2027	8/1/2028
	End:	7/31/2025	7/31/2026	7/31/2027	7/31/2028	7/31/2029
	Duration:	12.00	12.00	12.00	12.00	12.00
Person: Christopher Callahan	Salary:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Role: PD/PI	Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Person: Amy Brown	Salary:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Role: Co-Investigator	Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Person: Brandon Brown	Salary:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Role: Co-Investigator	Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Person: Annie White	Salary:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Role: Other Professional	Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$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

1. Personnel costs notes:

Exit

Save

Continue

## 5.2.d Sponsor Budget > General Cost Definition

V9 DEV

Validate

Compare

General Budget Information

General Budget Information

Financials

Personnel Cost Definition

Personnel Costs

General Cost Definition

General Costs

F&A Cost Overrides

Attachments

Attachments

You Are Here: demo > National Science Foundation/NS...

Editing: BU00005933

Go to forms menu

Print

Help

General Cost Definition

1. General costs:

+ Add

Cost Type	Description	Cost
<div>Update</div>	Lab Research Supplies & Services	\$5,000.00
<div>Update</div>	Travel: Domestic	\$3,500.00

Exit

Save

Continue

UVM SPONSORED PROJECT ADMINISTRATION

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# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.2.e Sponsor Budget > General Costs

You Are Here: demo > National Science Foundation/NS...

Editing: BU00005933

General Costs

Budget Summary

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027	Budget Totals
General Total:	\$8,500.00	\$8,755.00	\$9,017.00	\$9,289.00	\$9,567.00	\$45,128.00
Direct Total:	\$18,560.00	\$17,056.00	\$17,567.00	\$18,095.00	\$18,640.00	\$87,918.00
Indirect Total:	\$9,274.00	\$9,551.00	\$9,838.00	\$10,133.00	\$10,438.00	\$49,234.00
Grand Total:	\$25,834.00	\$26,607.00	\$27,405.00	\$28,228.00	\$29,078.00	\$137,152.00

General Costs

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027
Cost Type: Lab Research Supplies & Services Description:	\$5,000.00	\$5,150.00	\$5,304.00	\$5,464.00	\$5,628.00
Cost Type: Travel Domestic Description:	\$3,500.00	\$3,605.00	\$3,713.00	\$3,825.00	\$3,939.00
General Cost Total:	\$8,500.00	\$8,755.00	\$9,017.00	\$9,289.00	\$9,567.00

1. General costs other notes:

Exit Save Continue

## 5.2.f Sponsor Budget > Attachments

You Are Here: demo > National Science Foundation/NS...

Editing: BU00005933

Attachments:

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

+ Add Drag and drop files to upload

Name
Internal documents(0.01)

Exit Save Finish



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.2.g Sponsor Budget >Finish

»

Dashboard

Agreements

COI

Facilities

Grants

IACUC

IRB

...

Funding ProposalComplex ProjectsAwardsDocument ReviewReportsHelp Center

Draft

Next Steps

Edit Budget

Printer Version

View Differences

Create Subaward

Create Cost Share

Make A Copy

Log General Comments

Export Budget

Manage Tags

UVM Federal

National Science Foundation/NSF

BU00005933Project Budget

PI:Emily TrantumProject Period:1/1/2023 - 12/31/2027

Submitting Department:ChemistryTotal Direct:\$87,918

Direct Sponsor:National Science Foundation/NSFTotal F&A:\$49,234

Prime Sponsor:Total Cost:\$137,152

Funding Proposal:demoBudget Type:Federal

Subaward Count:0

FinancialsSubawardDocumentsSnapshotsHistory

Current All-Period Totals	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Personnel:	\$8,060	\$8,301	\$8,550	\$8,806	\$9,073	\$42,790
Salaries:	\$5,500	\$5,665	\$5,835	\$6,010	\$6,191	\$29,201
Benefits:	\$2,560	\$2,636	\$2,715	\$2,796	\$2,882	\$13,589
General:	\$8,500	\$8,755	\$9,017	\$9,289	\$9,567	\$45,128
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:	\$16,560	\$17,056	\$17,567	\$18,095	\$18,640	\$87,918
Total Direct:	\$16,560	\$17,056	\$17,567	\$18,095	\$18,640	\$87,918
Total F&A:	\$9,274	\$9,551	\$9,838	\$10,133	\$10,438	\$49,234
Project Total:	\$25,834	\$26,607	\$27,405	\$28,228	\$29,078	\$137,152



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### Section 3: Subaward Budget

From the main budget screen, create subaward if applicable.

»

Dashboard

Agreements

COI

Facilities

Grants

IACUC

IRB

...

Funding Proposal

Complex Projects

Awards

Document Review

Reports

Help Center

Draft

Next Steps

Edit Budget

Printer Version

View Differences

Create Subaward

Create Cost Share

Make A Copy

Log General Comments

Export Budget

Manage Tags

National Science Foundation/NSF

BU00005933

Project Budget

PI: Emily Trantum

Submitting Department: Chemistry

Direct Sponsor: National Science Foundation/NSF

Prime Sponsor:

Funding Proposal: demo

Project Period: 1/1/2023 - 12/31/2027

Total Direct: \$87,918

Total F&A: \$49,234

Total Cost: \$137,152

Budget Type: Federal

Subaward Count: 0

Financials

Subaward

Documents

Snapshots

History

	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Current All-Period Totals						
Personnel:	\$8,060	\$8,301	\$8,550	\$8,806	\$9,073	\$42,790
Salaries:	\$5,500	\$5,665	\$5,835	\$6,010	\$6,191	\$29,201
Benefits:	\$2,560	\$2,636	\$2,715	\$2,796	\$2,882	\$13,589
General:	\$8,500	\$8,755	\$9,017	\$9,289	\$9,567	\$45,128
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:	\$16,560	\$17,056	\$17,567	\$18,095	\$18,640	\$87,918
Total Direct:	\$16,560	\$17,056	\$17,567	\$18,095	\$18,640	\$87,918
Total F&A:	\$9,274	\$9,551	\$9,838	\$10,133	\$10,438	\$49,234
Project Total:	\$25,834	\$26,607	\$27,405	\$28,228	\$29,078	\$137,152



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### 5.3.a Subaward > Subaward Budget Information

Answer the following smart forms to add your subaward.

ValidateCompare

General Budget Information

Subaward Budget Information

All Personnel

Financials

Per Period Cost Totals

Attachments

Attachments

You Are Here: demo > National Science Foundation/NS... > Rhode Island College

Editing: BU00005935

Go to forms menuPrintHelp

Subaward Budget Information

1. \* Title:

Rhode Island College

2. \* Organization:

Rhode Island College

3. UVM Principal Investigator:

Emily Trantum

4. Subawardee PI First Name:

Mickey

Subawardee PI Last Name:

Mouse

5. \* Subaward budget detail level:

Per Period Direct and Indirect Totals

6. Include this subaward in Final Sponsor Budget?

Yes

No

Clear

7. Subaward amount subject to UVM F&A (Defaults to federal MTDC rule of first \$25k only):

\$25,000

Exit

Save

Continue



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.3.b Subaward > Subaward Per period Costs Totals

ValidateCompare

General Budget Information

Subaward Budget Information

All Personnel

Financials

Per Period Cost Totals

Attachments

Attachments

You Are Here: demo > National Science Foundation/NS... > Rhode Island College

Editing: BU00005935

Go to forms menuPrintHelp

Per Period Cost Totals

Total Direct:\$500,000

Total Indirect:\$210,000

Total Project:\$710,000

	Period Start: 1/1/2023 End: 12/31/2023	2 1/1/2024 12/31/2024	3 1/1/2025 12/31/2025	4 1/1/2026 12/31/2026	5 1/1/2027 12/31/2027	Total
Cost Totals						
Direct:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Indirect:	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$210,000
Grand Total:	\$142,000	\$142,000	\$142,000	\$142,000	\$142,000	\$710,000

1. Budget notes:

ExitSaveContinue



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 5.3.c Subaward > Subaward Attachments

Validate Compare

You Are Here: demo > National Science Foundation/NSF > Rhode Island College

Editing: BU00005935

Go to forms menu Print Help

**Attachments:**

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

+ Add

Name

There are no items to display

Exit Save Finish

## 5.3.d Subaward > Subaward Finish

Dashboard Admin Agreements COI Facilities Grants IACUC

Funding Proposal Complex Projects Awards Document Review Reports Help Center

Admin View Help

**Draft**

**Next Steps**

Edit Budget

Printer Version

View Differences

Log General Comments

Export Budget

Withdraw

Manage Tags

Recalculate Budget Totals

Administration

**Rhode Island College**

BU00005935 Subaward Budget

Organization: Rhode Island College

Subaward PI: Mickey Mouse

Project Period: 1/1/2023 - 12/31/2027

Direct Sponsor: National Science Foundation/NSF

Prime Sponsor:

Funding Proposal: demo

Parent Budget: National Science Foundation/NSF

PI: Emily Trantum

Department: Chemistry

Department Admin Contact:

Financial Personnel Snapshots History

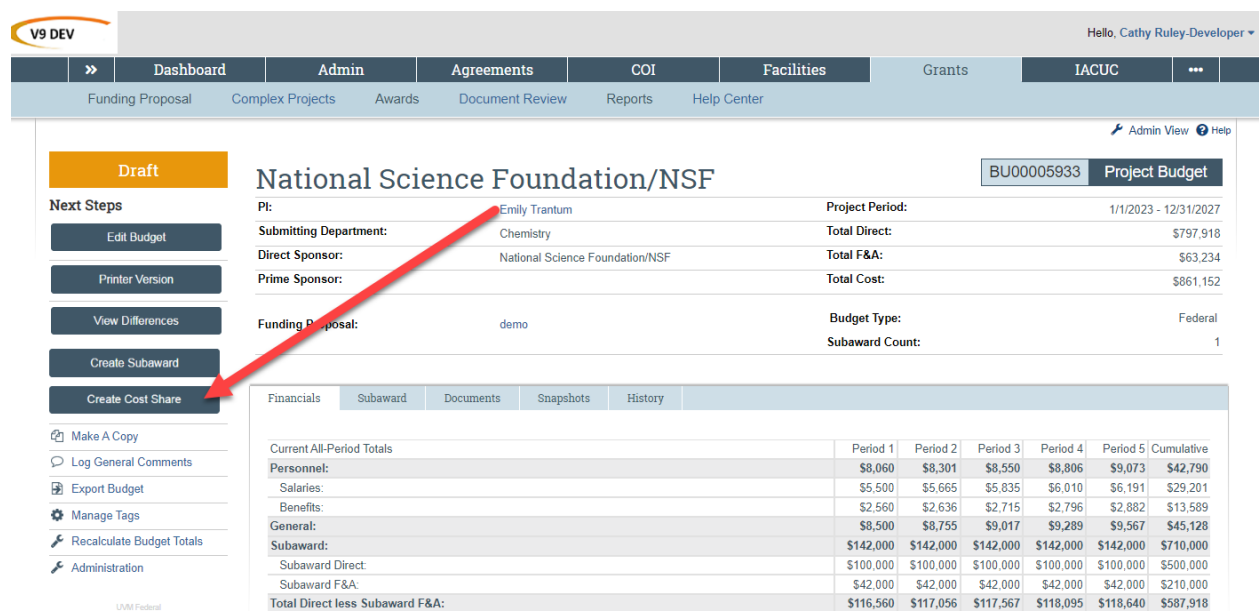
	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Current All-Period Totals						
Total Direct:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Total Indirect:	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$210,000
Project Total:	\$142,000	\$142,000	\$142,000	\$142,000	\$142,000	\$710,000

## 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.



**V9 DEV** Hello, Cathy Ruley-Developer

Dashboard Admin Agreements COI Facilities Grants IACUC ...

Funding Proposal Complex Projects Awards Document Review Reports Help Center

**Draft** National Science Foundation/NSF BU00005933 Project Budget

**Next Steps**

- Edit Budget
- Printer Version
- View Differences
- Create Subaward
- Create Cost Share**
- Make A Copy
- Log General Comments
- Export Budget
- Manage Tags
- Recalculate Budget Totals
- Administration

PI: Emily Trantum Project Period: 1/1/2023 - 12/31/2027

Submitting Department: Chemistry Total Direct: \$797,918

Direct Sponsor: National Science Foundation/NSF Total F&A: \$63,234

Prime Sponsor: Total Cost: \$861,152

Funding Proposal: demo Budget Type: Federal

Subaward Count: 1

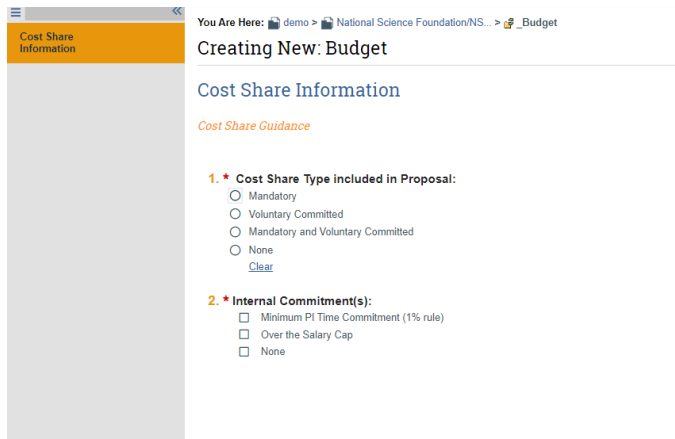
Financials	Subaward	Documents	Snapshots	History		
Current All-Period Totals						
Personnel:	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
	\$8,060	\$8,301	\$8,550	\$8,806	\$9,073	\$42,790
Salaries:	\$5,500	\$5,665	\$5,835	\$6,010	\$6,191	\$29,201
Benefits:	\$2,560	\$2,636	\$2,715	\$2,796	\$2,882	\$13,589
General:	\$8,500	\$8,755	\$9,017	\$9,289	\$9,567	\$45,128
Subaward:	\$142,000	\$142,000	\$142,000	\$142,000	\$142,000	\$710,000
Subaward Direct:	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Subaward F&A:	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$210,000
Total Direct less Subaward F&A:	\$116,560	\$117,056	\$117,567	\$118,095	\$118,640	\$587,918

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.



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:  <b>Subsequent questions are conditional, and the remaining questions will be renumbered based on your response.</b>	Select Mandatory, Voluntary Committed, Mandatory and Voluntary Committed or None.
2.	*	Is all Mandatory and/or Voluntary Committed Cost Share coming solely from the submitting department?	Select yes or no.  If you select no, a new Question 3 will appear.
3.	*	For Mandatory or Voluntary Committed Cost Share, upload the Cost Share Approval Request Form for each department providing cost share:  <b>IMPORTANT:</b>  This step requires completion of the Cost Share Approval Request form before the proposal may be approved for submission.	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/Dean (or their designee) of the department providing the cost share.





## GRANTS Manual - Funding Proposals

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		<p>We strongly recommend you <b>complete this form well ahead of the sponsor deadline</b> to ensure enough time to obtain needed approval(s) from Department Chairs on the Cost Share Approval Request form.</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 <a href="#">Attachment Naming Conventions</a></p>
4.	*	Will you be using unrecovered F&A to meet Mandatory Cost Share?	<p>Select yes or no;</p> <p>If you select yes, a new Question 5 will appear.</p>
5.	*	Upload the Unrecovered F&A Calculator Tool:	<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> <p>Click here for <a href="#">Attachment Naming Conventions</a></p>
6.	*	Will you be using Third Party Cost Share as part of Mandatory Committed and/or Voluntary Committed Cost Share?	<p>Select yes or no;</p> <p>If you select yes, a new Question 7 will appear.</p>
7.	*	Do you have a Third-Party commitment letter(s)?	<p>Select yes or no;</p> <p>If you select yes, a new Question 8 will appear.</p>
8.	*	Upload the Third-Party commitment letter(s):	<p>Use the Add button to upload each Third-Party commitment letter as part of Question 8.</p> <p>Click here for <a href="#">Attachment Naming Conventions</a></p>



## GRANTS Manual - Funding Proposals

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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: demo > Cost Sharing for National Scie...

Editing: BU00005936

Go to forms menu Print Help

### General Budget Information

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

- Budget title:**  
Cost Sharing for National Science Founda
- Principal Investigator for this budget:**  
Emily Trantum
- Does this budget use the standard F&A cost base and rates?**  
☒ Yes ☐ No [Clear](#)

	Period	1	2	3	4	5
F&A Cost Base	Start:	1/1/2023	1/1/2024	1/1/2025	1/1/2026	1/1/2027
	End:	12/31/2023	12/31/2024	12/31/2025	12/31/2026	12/31/2027
MTDC	Rate:	56%	56%	56%	56%	56%
- Include this budget in Final Sponsor Budget?**  
☐ Yes ☒ No [Clear](#)

Exit Save Continue

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.
3.a.	*	Non-standard F&A cost base and rates	Enter the sponsor's F&A Cost Base – in almost all cases, you will leave the F&A Cost Base as MTDC.  Contact your <a href="#">SPA Research Administrator</a> if you need additional guidance on this question.



## GRANTS Manual - Funding Proposals

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			Enter your sponsor's F&A rate for each year.  You may click the small blue carrot icon in Year 1 to populate the remaining years if the rate remains unchanged.
4.	*	Include this budget in Final Sponsor Budget?	<b>Always Select No to this question.</b>
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: demo > Cost Sharing for National Science Foundation

Editing: BU00005936

Go to forms menu Print Help

### Personnel Costs - Cost Share

**Budget Summary**

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027	Budget Totals
Personnel Total:	\$5,129.00	\$5,282.00	\$5,439.00	\$5,602.00	\$5,773.00	\$27,225.00
Direct Total:	\$5,129.00	\$5,282.00	\$5,439.00	\$5,602.00	\$5,773.00	\$27,225.00
Indirect Total:	\$2,872.00	\$2,958.00	\$3,046.00	\$3,137.00	\$3,233.00	\$15,246.00
Grand Total:	\$8,001.00	\$8,240.00	\$8,485.00	\$8,739.00	\$9,006.00	\$42,471.00

**Personnel Costs**

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027
<b>Person: Emily Trantum</b> Role: PD/PI	Sal Req: 5% Base: \$10,000.00 Salary: \$500.00 Benefits: \$233.00 Total: \$733.00	Sal Req: 5% Base: \$10,300.00 Salary: \$515.00 Benefits: \$240.00 Total: \$755.00	Sal Req: 5% Base: \$10,609.00 Salary: \$530.00 Benefits: \$247.00 Total: \$777.00	Sal Req: 5% Base: \$10,927.00 Salary: \$546.00 Benefits: \$254.00 Total: \$800.00	Sal Req: 5% Base: \$11,255.00 Salary: \$563.00 Benefits: \$262.00 Total: \$825.00
<b>Person: Amy Brown</b> Role: Faculty	Sal Req: 5% Base: \$10,000.00 Salary: \$500.00 Benefits: \$233.00 Total: \$733.00	Sal Req: 5% Base: \$10,300.00 Salary: \$515.00 Benefits: \$240.00 Total: \$755.00	Sal Req: 5% Base: \$10,609.00 Salary: \$530.00 Benefits: \$247.00 Total: \$777.00	Sal Req: 5% Base: \$10,927.00 Salary: \$546.00 Benefits: \$254.00 Total: \$800.00	Sal Req: 5% Base: \$11,255.00 Salary: \$563.00 Benefits: \$262.00 Total: \$825.00
<b>Person: Bernard Brown</b> Role: Other Professional	Sal Req: 10% Base: \$10,000.00 Salary: \$1,000.00 Benefits: \$465.00 Total: \$1,465.00	Sal Req: 10% Base: \$10,300.00 Salary: \$1,030.00 Benefits: \$479.00 Total: \$1,509.00	Sal Req: 10% Base: \$10,609.00 Salary: \$1,061.00 Benefits: \$493.00 Total: \$1,554.00	Sal Req: 10% Base: \$10,927.00 Salary: \$1,093.00 Benefits: \$508.00 Total: \$1,601.00	Sal Req: 10% Base: \$11,255.00 Salary: \$1,126.00 Benefits: \$524.00 Total: \$1,650.00
<b>Person: Colin Brown</b> Role: Co-PD/PI	Sal Req: 15% Base: \$10,000.00 Salary: \$1,500.00 Benefits: \$668.00 Total: \$2,168.00	Sal Req: 15% Base: \$10,300.00 Salary: \$1,545.00 Benefits: \$678.00 Total: \$2,193.00	Sal Req: 15% Base: \$10,609.00 Salary: \$1,591.00 Benefits: \$688.00 Total: \$2,249.00	Sal Req: 15% Base: \$10,927.00 Salary: \$1,639.00 Benefits: \$698.00 Total: \$2,304.00	Sal Req: 15% Base: \$11,255.00 Salary: \$1,687.00 Benefits: \$708.00 Total: \$2,350.00

Save Exit Save Continue

## 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.



# GRANTS Manual - Funding Proposals

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UVMClick

## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

ValidateCompare

General Budget Information

Cost Share Information

General Budget Information

Financials

Personnel Costs - Cost Share

General Cost Definition

General Costs

F&A Cost Overrides

Attachments

Attachments

You Are Here: demo > Cost Sharing for National Science Foundation

Editing: BU00005936

Go to forms menuPrintHelp

General Cost Definition

1. General costs:

Add

Cost Type	Description	Cost
Update	Lab Research Supplies & Services	\$50,000.00

ExitSaveContinue

## 5.4.f Cost Share Budget > General Costs

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

ValidateCompare

General Budget Information

Cost Share Information

General Budget Information

Financials

Personnel Costs - Cost Share

General Cost Definition

General Costs

F&A Cost Overrides

Attachments

Attachments

You Are Here: demo > Cost Sharing for National Science Foundation

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Go to forms menuPrintHelp

General Costs

Budget Summary

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027	Budget Totals
General Total:	\$50,000.00	\$51,500.00	\$53,045.00	\$54,636.00	\$56,275.00	\$265,456.00
Direct Total:	\$65,129.00	\$66,782.00	\$68,484.00	\$69,238.00	\$70,048.00	\$340,681.00
Indirect Total:	\$30,872.00	\$31,798.00	\$32,751.00	\$33,733.00	\$34,747.00	\$163,901.00
Grand Total:	\$86,001.00	\$88,580.00	\$91,235.00	\$93,971.00	\$96,795.00	\$456,582.00

Save

	Period 1 1/1/2023 12/31/2023	Period 2 1/1/2024 12/31/2024	Period 3 1/1/2025 12/31/2025	Period 4 1/1/2026 12/31/2026	Period 5 1/1/2027 12/31/2027
Cost Type: Lab Research Supplies & Services	\$50,000.00	\$51,500.00	\$53,045.00	\$54,636.00	\$56,275.00
Description:					
General Cost Total:	\$50,000.00	\$51,500.00	\$53,045.00	\$54,636.00	\$56,275.00

1. General costs other notes:

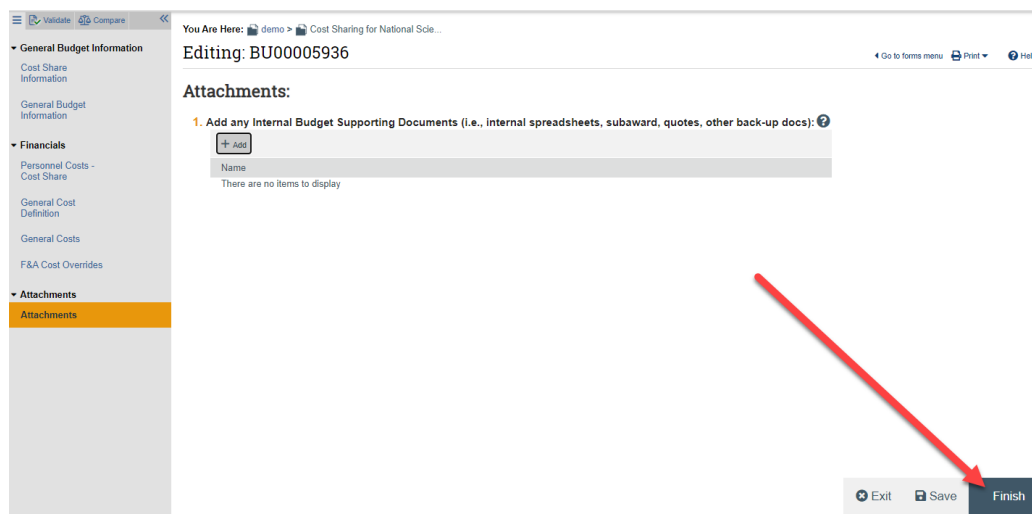
ExitSaveContinue

UVM SPONSORED PROJECT ADMINISTRATION

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## 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.



You Are Here: [demo](#) > [Cost Sharing for National Science Foundation](#)

Editing: BU00005936

Go to forms menu Print Help

**Attachments:**

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

+ Add

Name
There are no items to display

Exit Save Finish



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## Section 5: Create-Update SF424 (if applicable)

When submitting S2S proposals you will need to create the sponsor required forms by creating an SF424. The "create/update SF424 function is available from the funding proposal workspace.

PI:	Rodney Scott
Submitting Department:	Neurological Sciences
College:	LARNER COLLEGE OF MEDICINE
Direct Sponsor:	Natl Institutes of Health/NIH
Prime Sponsor:	
Application Deadline:	8/16/2020 Sponsor Deadline (hard)
SPA Deadline:	8/13/2020
Department Administrative Contact:	
SPA Administrator:	Julie Macy
SF424 Link (if applicable):	SF-424000000008

Project Period:	7/1/2020 - 6/30/2025
Number of Periods:	5
Sponsor Total Direct:	\$1,102,100
Sponsor Total F&A:	\$258,775
Sponsor Total Cost:	\$1,360,875
Proposal Activity:	RESEARCH - Developmental - 311
Cost Share Direct:	
Cost Share F&A:	
Cost Share Total:	

Name	Smart-Form	Date Modified	State	Funding Source	Total	In Financials?
Natl Institutes of Health/NIH	[Edit]	8/28/2019 2:15 PM	Draft	Federal	\$1,360,875	yes

## Example of SF424 form set

**WARNING:** Selecting "OK" below will override 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 override any manual changes made in the SF424 form. Select "Cancel" if you do not wish to execute this activity.

Action	Status
<input checked="" type="checkbox"/> Research & Related SeniorKey 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 (R&R) V2.0	
<input checked="" type="checkbox"/> PHS Human Subjects and Clinical Trials Information V1.0	
<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 YR 36 ATT V1.4	
<input checked="" type="checkbox"/> PHS Assignment Request Form V2.0	

To begin your edits, navigate to the grant application button.





# GRANTS Manual - Funding Proposals

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Funding Proposal

Complex Projects

Awards

Document Review

Reports

Help Center

Pre-Submission

Edit Grant Application

Printer Version

View Differences

Validate Submission

Generate PDF Version

Assign Editors and Readers

Log Comment

Import Subaward

September 1, 2019 Demo Proposal

SF-42400000008

SF424

Descriptive Title:

September 1, 2019 Demo Proposal

Submission Type:

New

PDF Version(s):

Not Available. Please execute Generate PDF Version activity

Start Date:

7/1/2020

End Date:

6/30/2025

Agency

Tracking Number:

Grant

FOA:

PKG00037257/PA-EN-R01/CA00000003

Parent Project:

PT00000111

Date Modified:

8/26/2019 3:07 PM

Tracking Number:

Received Date/Time:

Status Updated:

Download R&R Subaward Budget forms

History

Change Log

Activity	Author	Activity Date
SF424 Created	Scott, Rodney Craig	8/26/2019 3:07 PM



## GRANTS Manual - Funding Proposals

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### 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.

Application Filing Name:	
September 1, 2019 Demo Proposal	
<b>Following forms are optional, Please select any that you wish to include in your application:</b>	
Form Name	Select Optional Forms
<input checked="" type="checkbox"/> Research & Related Budget V1.4	SF424 (R & R) V2.0
<input type="checkbox"/> PHS 398 Modular Budget V1.2	Project/Performance Site Location(s) (V2.0)
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.4	Research & Related Other Project Information V1.4
<input checked="" type="checkbox"/> PHS Assignment Request Form V2.0	Research And Related Senior/Key Person Profile (Expanded) (V2.0)
	PHS 398 Cover Page Supplement V4.0
	R&R Budget - Period 1 - Section A & B
	R&R Budget - Period 1 - Section C, D & E
	R&R Budget - Period 1 - Section F-K
	R&R Budget - Period 2 - Section A & B
	R&R Budget - Period 2 - Section C, D & E
	R&R Budget - Period 2 - Section F-K
	R&R Budget - Period 3 - Section A & B
	R&R Budget - Period 3 - Section C, D & E
	R&R Budget - Period 3 - Section F-K
	R&R Budget - Period 4 - Section A & B
	R&R Budget - Period 4 - Section C, D & E
	R&R Budget - Period 4 - Section F-K
	R&R Budget - Period 5 - Section A & B
	R&R Budget - Period 5 - Section C, D & E
	R&R Budget - Period 5 - Section F-K
	R&R Budget - Cumulative
	R&R Subaward Budget - Number of Subawards
	R&R Subaward Budget 1 - Period 1 - Section A & B
	R&R Subaward Budget 1 - Period 1 - Section C, D & E
	R&R Subaward Budget 1 - Period 1 - Section F-K
	R&R Subaward Budget 1 - Cumulative Budget
	PHS 398 Research Plan (V4.0)
	PHS Assignment Request Form V2.0
	PHS Human Subjects and Clinical Trials Information V1.0
	End Of Form Pages
<b>Following forms are required:</b>	
Form Name	
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	



## GRANTS Manual - Funding Proposals

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

"Complete the smart form pages, populated within the SF424 sponsor application. The **red \*** fields are required, however some non \* fields may be also required by the sponsor.

**SF 424 (R&R) Application for Federal Assistance**

**Submission Information**

1. \* Type of Submission

Application

2. Date Submitted

3. Date Received by State

**Identifiers**

1. Federal Identifier

2. Applicant Identifier

3. State Application Identifier

4. Agency Routing Identifier

5. Previous Grants.gov Tracking ID

**Attachments**

1. Pre-Application

[None] Upload

2. Cover Letter Attachment

[None] Upload



## GRANTS Manual - Funding Proposals

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

**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]



# GRANTS Manual - Funding Proposals

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## 5.5.d SF424 > Research & Related Other Project Information

Edit: SF-424 - SF-42400000008

[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 assesment (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



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### 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



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	22a. Other Project Role Category
	23. Degree Type
	24. Degree Year
	25. Attach Biographical Sketch Click here for <a href="#">Attachment Naming Conventions</a>
	26. Attach Current & Pending Support Click here for <a href="#">Attachment Naming Conventions</a>

### 5.5.f SF424 > PHS 398 Cover Page Supplement

#### 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





## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

### 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) <sup>1</sup>

☐ 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:



## GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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

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	Pre.	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	\$	12	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$ 00
2.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Total Funds requested for all Senior Key Persons in the attached file													

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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	Graduate Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## 5.5.h SF424 > PHS 398 Research Plan

[<< Back](#)

### PHS 398 Research Plan ▢

**Introduction**

- Introduction to Application (for Resubmission and Revision applications):  

[None] Upload

**Research Plan Section**

- Specific Aims:  

[None] Upload
- \* Research Strategy:  

0-day-sample.pdf(0.01) Upload Revision ✕
- Progress Report Publication List:  

[None] Upload

**Other Research Plan Section**

- Vertebrate Animals:  

[None] Upload
- Select Agent Research:  

[None] Upload
- Multiple PD/PI Leadership Plan:  

[None] Upload
- Consortium/Contractual Arrangements:  

[None] Upload
- 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

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

There are no items to display

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## GRANTS Manual - Funding Proposals

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

#### 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](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:



## GRANTS Manual - Funding Proposals

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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. Rer be honored.

Study Sections: [https://grants.nih.gov/grants/phs\\_assignment\\_information.htm#StudySection](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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

« Back

Save

Exit

Hide/Show Errors

Print

Jump To ▼



# GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

## 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 delayed onset of human subjects study information. 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



## GRANTS Manual - Funding Proposals

*Updated April 30, 2024 (UVMClick Version10)*

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### 5.5.j SF424 > End of Form Pages / Finish

---

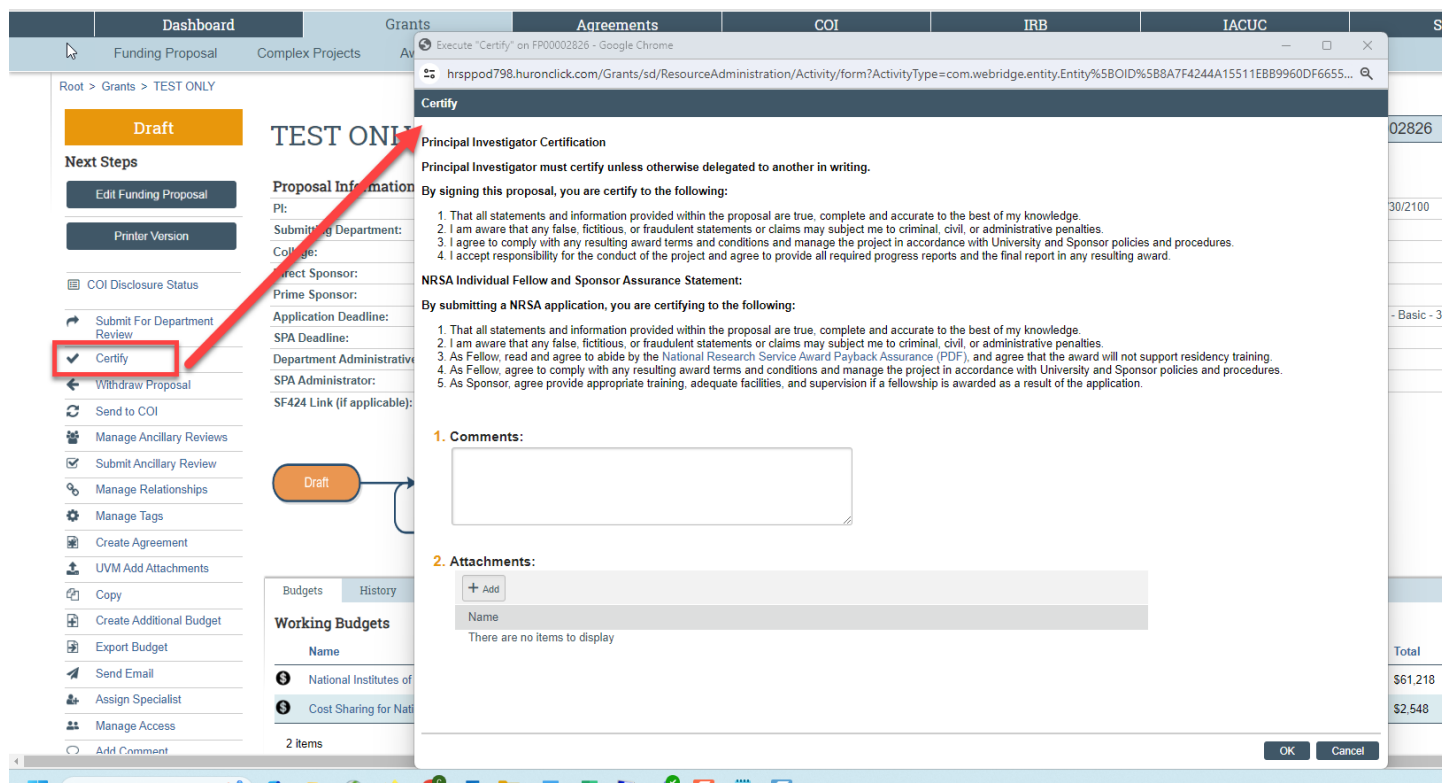
Congratulations! You have entered all required and selected optional forms. Please use project's workspace for further actions, processing and status of this project.

---



## Chapter 6: PI Certification

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



The screenshot shows the UVMClick Grants Manual interface. The left navigation bar has a 'Certify' button highlighted with a red box. A red arrow points from this button to the 'Certify' form overlay. The form contains the following sections:

- Principal Investigator Certification**

Principal Investigator must certify unless otherwise delegated to another in writing.

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 provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application.
- Comments:**

1. Comments:

2. Attachments:

There are no items to display

### How to Certify

1. PI can click the "Certify" button on left navigation bar at any time, or
2. If the PI has not yet provided certification at the time the proposal has been "Submitted For Department Review" an email notification will be generated for the PI with a link to provide their 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

Principal Investigator must certify unless otherwise delegated to another in writing.

By signing this proposal, you are certify 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:

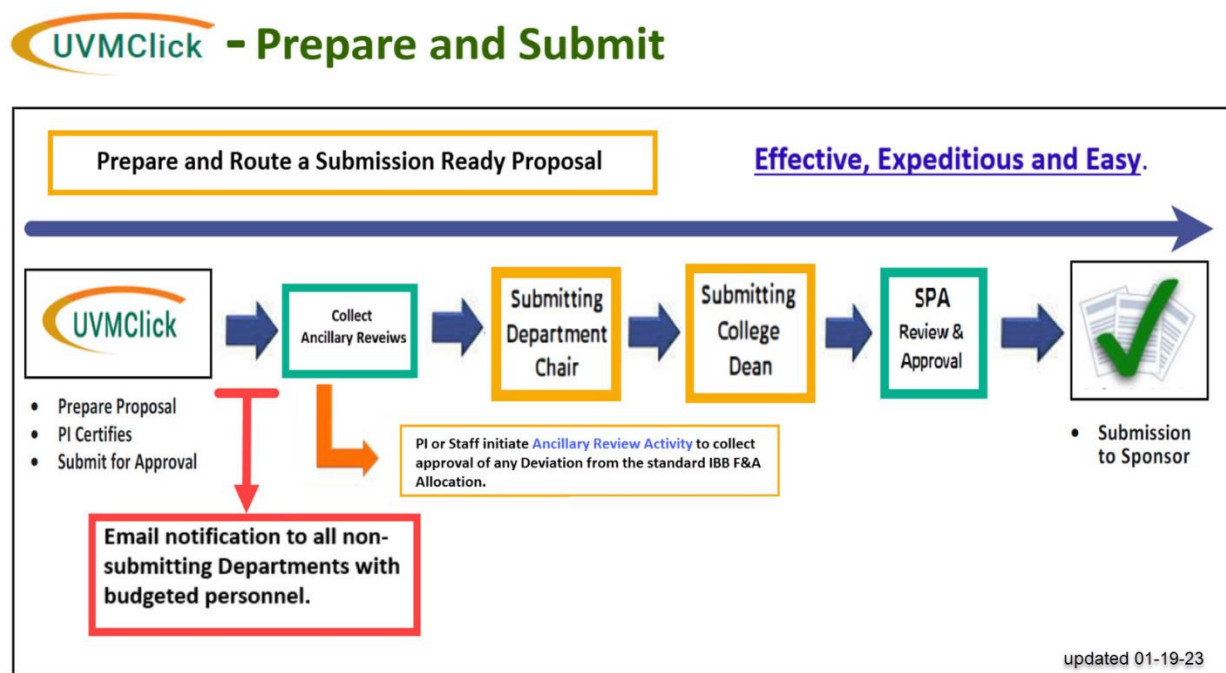
By submitting a NRSA application, you are certifying to the following:

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. As Sponsor, agree provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application.

## 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 proposal department 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).



## GRANTS Manual - Funding Proposals

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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."

Funding Proposal

Complex Projects

Awards

Document Review

Reports

Help Center

Draft

34619 Macy Test

FP00000139 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

PI: Jane Kolodinsky

Submitting Department: Com Dev & Applied Economics

College: COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Direct Sponsor: National Inst Food Agriculture/NIFA/USDA

Prime Sponsor:

Application Deadline: 7/14/2022 Sponsor Deadline (Hard)

SPA Deadline: 7/12/2022

Department Administrative Contact: Elisa Ziglar

SPA Administrator: Julie Macy

SF424 Link (if applicable): SF-42400000064

Budget Information

Project Period: 1/1/2020 - 12/31/2022

Number of Periods: 3

Sponsor Total Direct: \$379,860

Sponsor Total F&A: \$97,548

Sponsor Total Cost: \$477,408

Proposal Activity: RESEARCH - Experiment Station - 351

Cost Share Direct: \$723

Cost Share F&A: \$384

Cost Share Total: \$1,107

Draft

Department Review

Specialist Review

Sponsor Review

Awarded

UVM SPONSORED PROJECT ADMINISTRATION

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## 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: