GRANTS Manual - Funding Proposals

Updated April 30, 2024 (UVMClick Version10)

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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

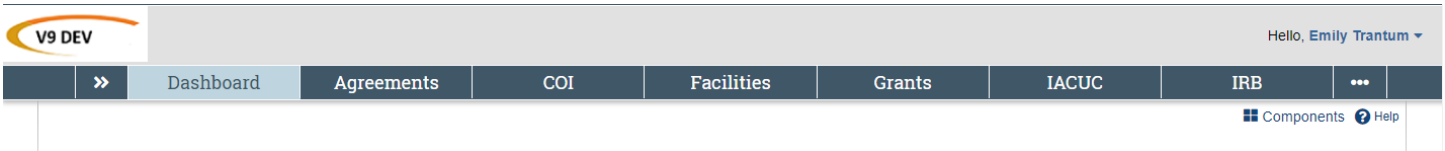
- UVMClick is not browser dependent. Users may any browser to get optimal results.

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)



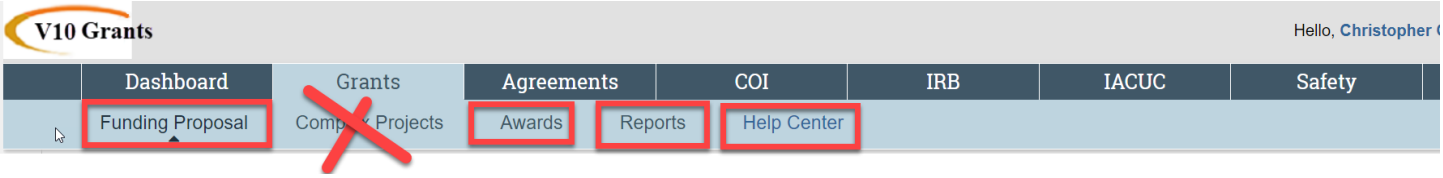
Dashboard

- 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

Grants Module

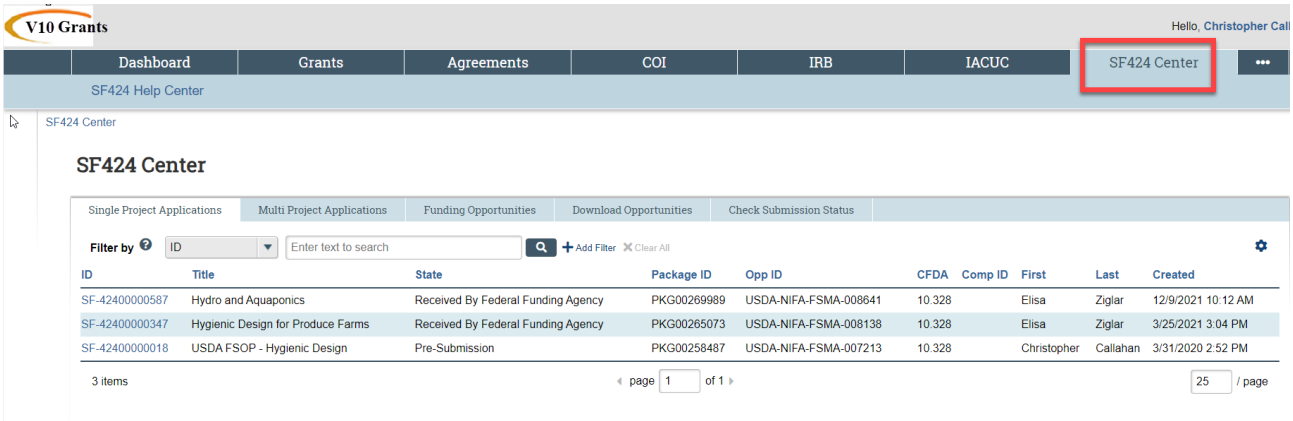
Users can access six modules within the Grants module. Only four modules, including Funding Proposal, Awards, Reports and Help Center, are in use at UVM.



- 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.



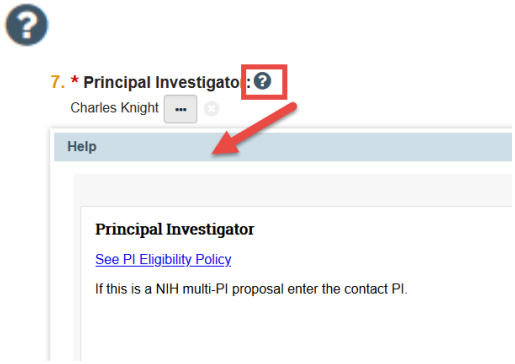
Other General Guidance:

Mandatory Questions Red Asterisk (*)

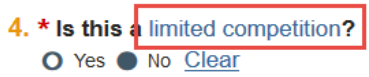
- Many of the SmartForm questions are mandatory.
- This means that you must provide an answer to save the page.
- Mandatory questions are denoted by **red asterisk (*).**

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.



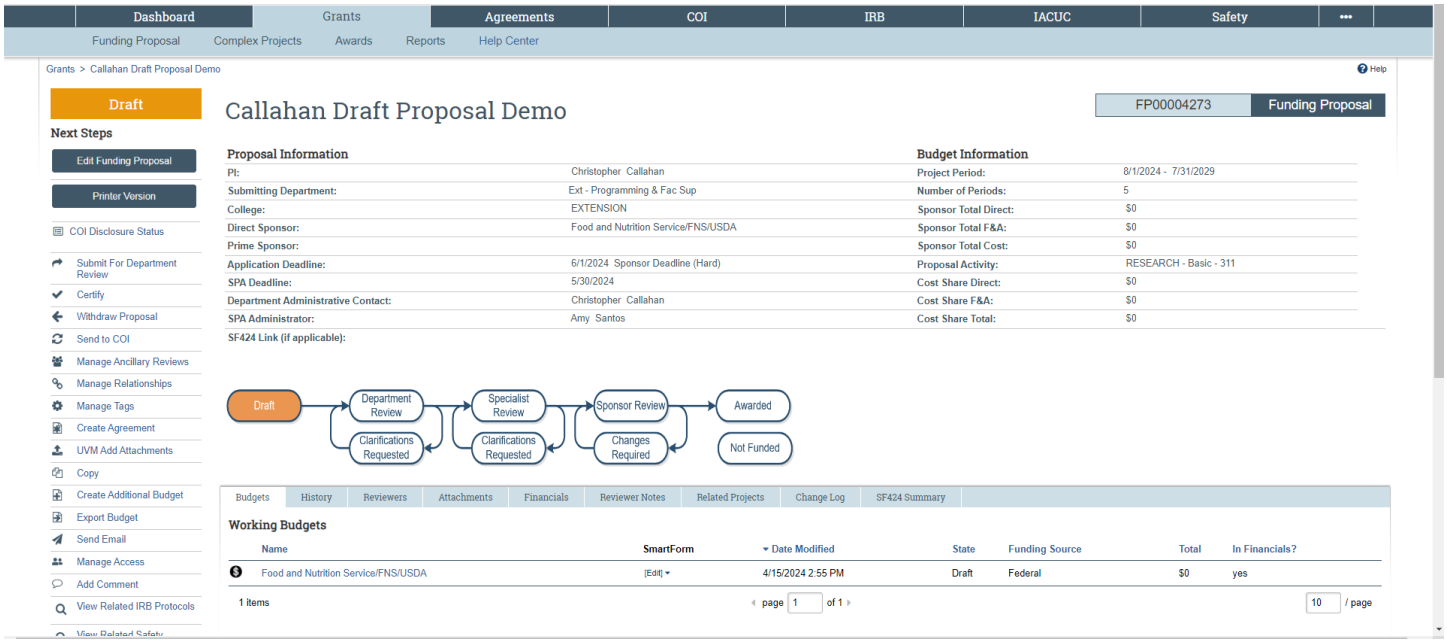
Chapter 4: Navigating in UVMClick

Navigation Bar on Left Column

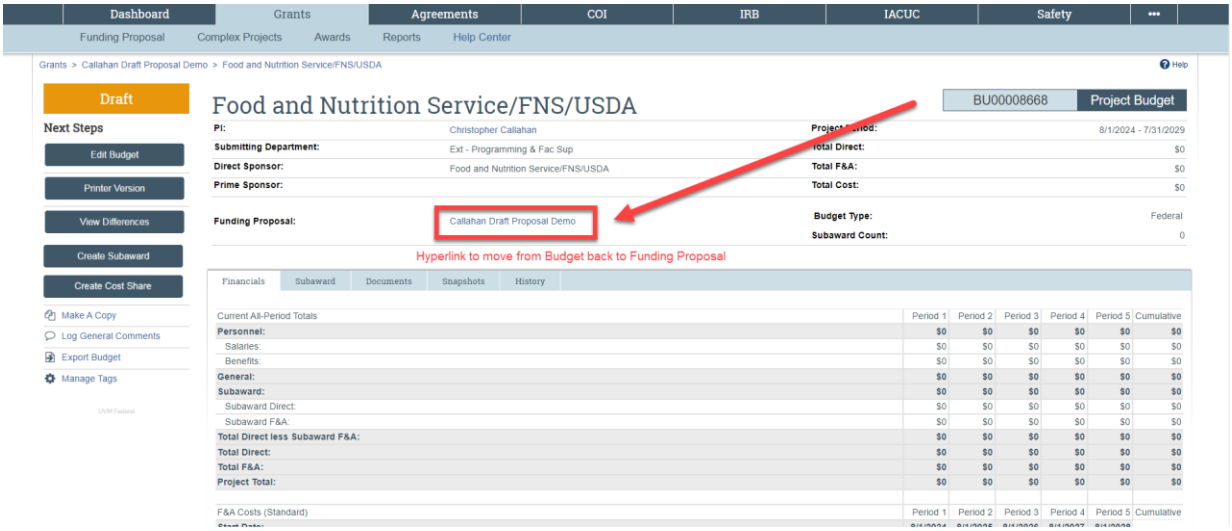
There are several ways to navigate between the components of a funding proposal.

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



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.



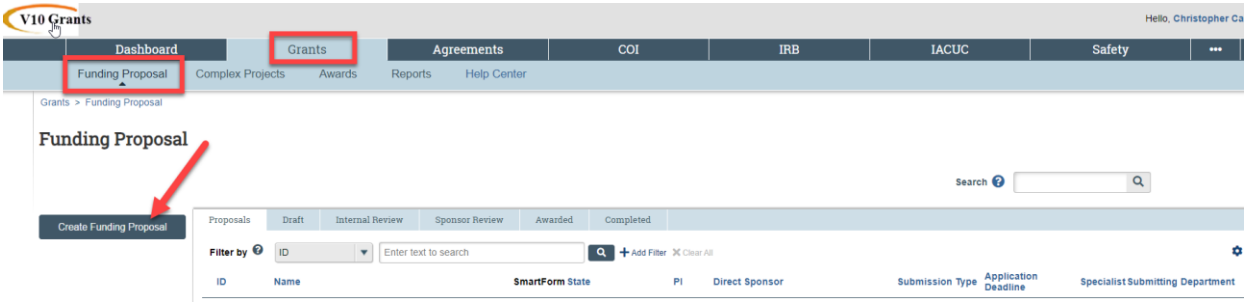
Chapter 5: Create New Funding Proposal

Funding Proposals can have up 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)*

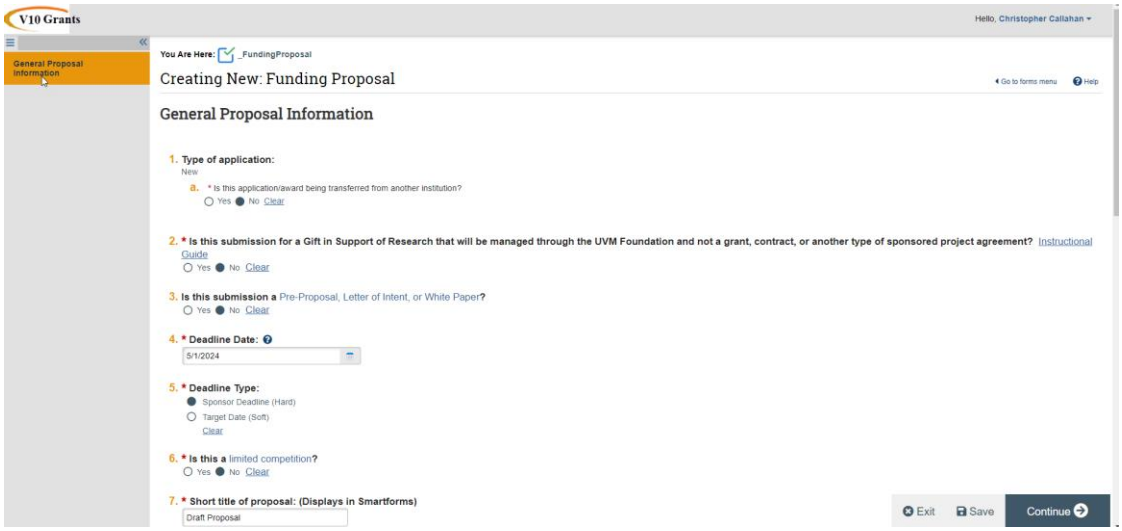
Step 1

From the Grants module, Funding Proposal tab, click the "Create Funding Proposal" button.



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.

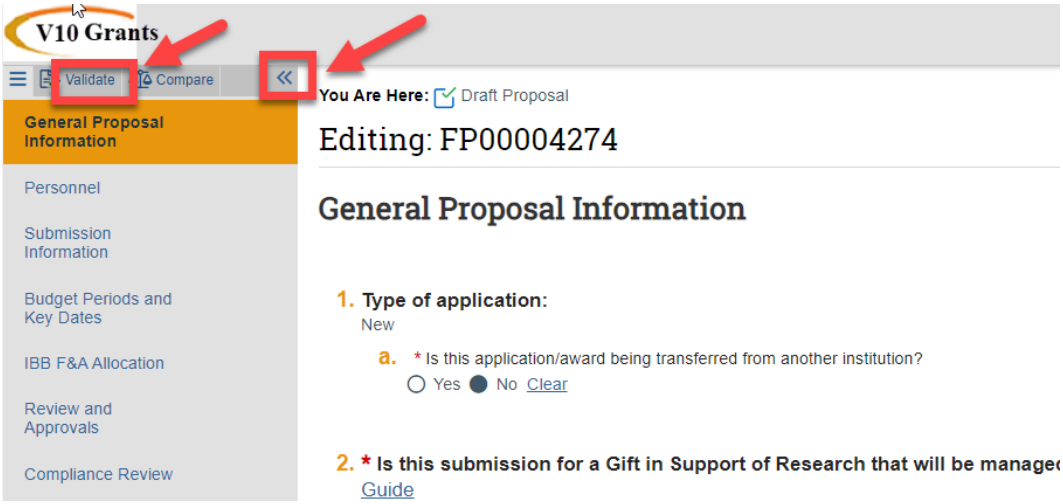
5. Once you perform the first Save, the left navigation bar of the Funding Proposal smartform expands to include a link to the eight additional pages as shown here.

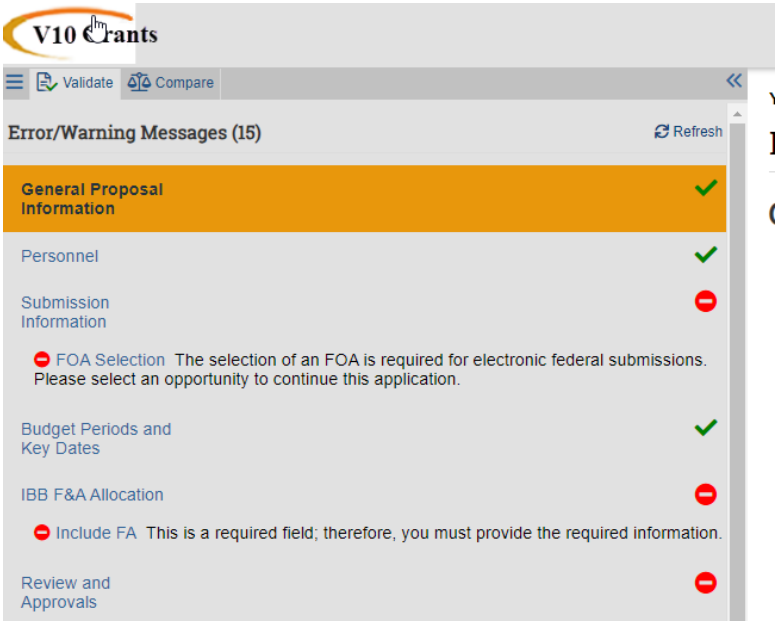
   - Use the navigation bar to move from page to page or between pages.

   - Or use the "Continue" button to move to the next pages. UVMClick will save the data entered before moving from one page to another.

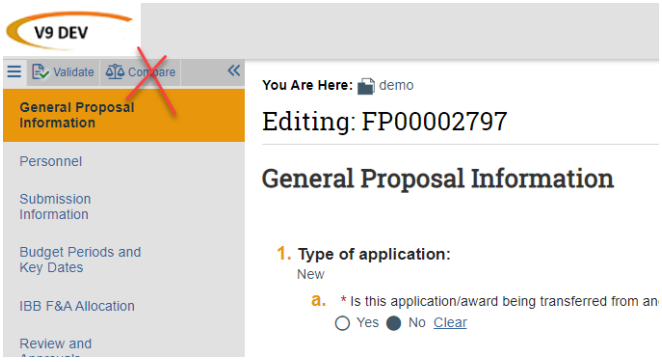
6. At the top left corner of the screen, the Validate feature allows users to check validations within the proposal to make any needed corrections before submission

   - 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.





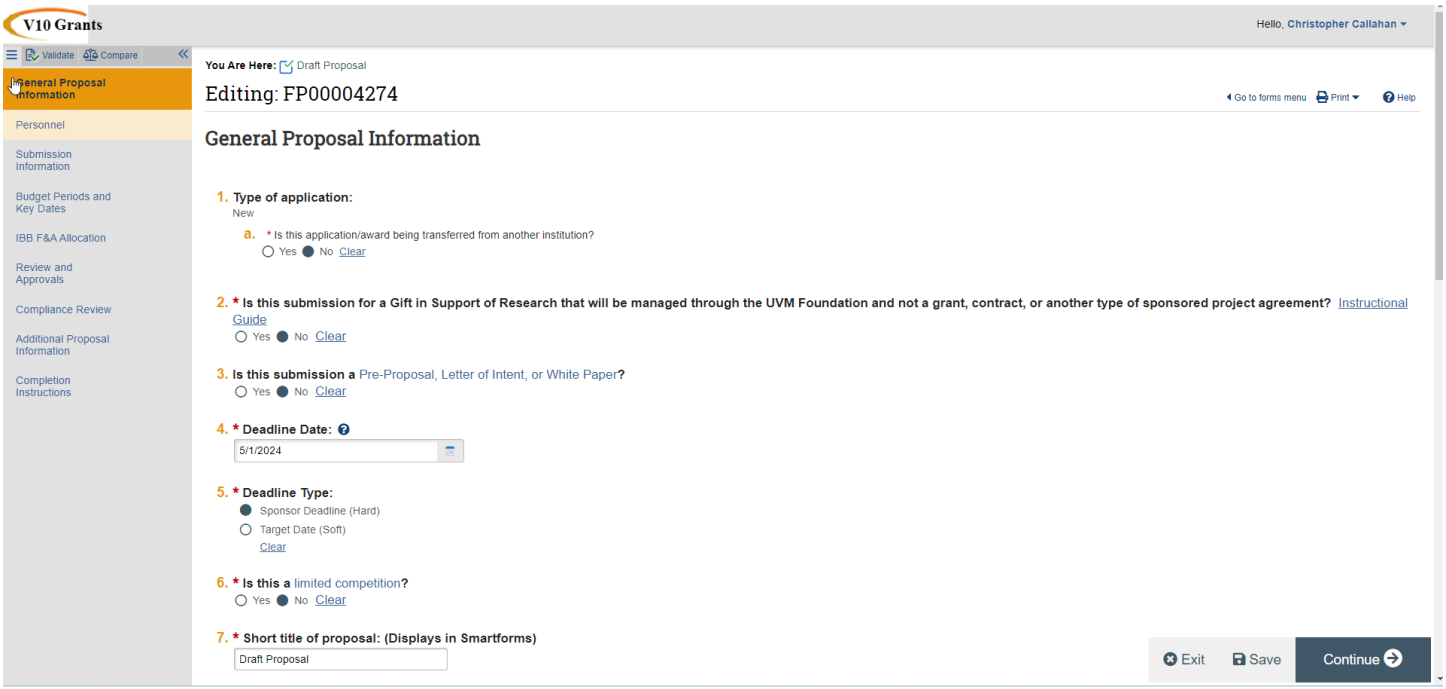
7. The “Compare” button at the top left corner is not useful. We don’t recommend using it.



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

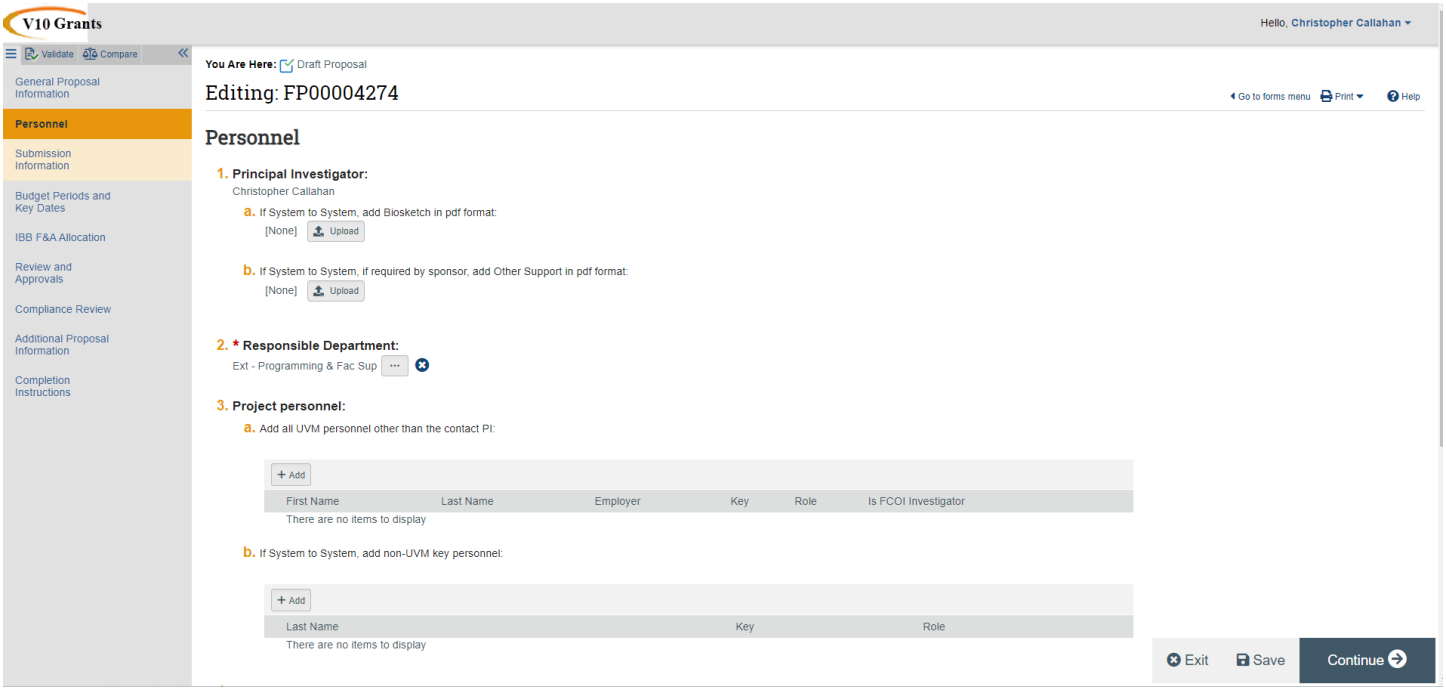


Complete the questions on this page.
The red asterisk * indicates the question is mandatory.

Number		Question	Response
1.		Type of Application	No response needed
1.a.	*	Is this application/award being transferred from another institution?	Select yes or no; If yes, a new box will open asking you upload the relinquishing statement. Click here for Attachment Naming Conventions
2.	*	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 Attachment Naming Conventions
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 uvmclick@uvm.edu

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 uvmclick@uvm.edu with sponsor so sponsor can be added to the sponsor table. You will be notified once ready to re-select the sponsor from the pick list.
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.

5.1.b Funding Proposal Smartform > Personnel



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

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

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

			If you don't yet know who the person will be, select "TBD" from the list. You will then be asked to describe their employee type. This selection is later used in budget to determine the relevant fringe benefit rate.
3.a.2.	*	Project Role	Select from list. If you select "Other" a new box will open where you can manually enter the role.
3.a.3.		This individual is a	Select personnel type. If you select Key personnel or other significant contributor, a new section will open that allows you to upload the Biosketch and the Other Support form. This section is used only if the application is a system-to-system application. Upload only the forms that the sponsor requires for this specific submission. Click here for Attachment Naming Conventions If you select Other personnel, a new questions will appear asking "Is this Non-Key person considered an investigator for FCOI disclosure purposes?" Please select yes or no. This question will determine whether the person will be required to submit a Financial Conflict of Interest Certification. If so, the person will be promoted by UVMClick to do so. No action is required on behalf of the Proposal Team for this to happen.

3.a.4	*	This individual will be conducting research and is considered an Investigator for Financial Conflict of Interest (FCOI) Disclosures purposes:	"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. Also, since "FCOI Investigator" is relevant for RESEARCH projects only, if this project is for INSTRUCTION or SERVICE, please answer no for all personnel.
3.b.		If System to System, add non-UVM key personnel:	IMPORTANT: If this is not a system-to-system proposal, you need not enter the non-UVM personnel on this page. This question is related to non-UVM personnel, such as consultants and key personnel on subawards. This question is only used if this is a system-to-system application. This is the data that will map to the Senior /Key Personnel form in the SF424 component. For non-system-to-system applications, you need not enter the names of the non-UVM project personnel.
3.b.1.		Staff member name	Required fields are First name Last name. The rest are optional.
3.b.2		Staff member contact information	Required fields are Phone Email The rest are optional.
3.b.3		Staff member address	Required fields are Street Address 1

			City State (if country is USA) Country Zip Code (if country is USA) - Enter zip code using a four-digit extension such as 05405-0000. If you don't know the four-digit extension, use 0000. This four-digit extension is required to pass Grants.gov validations. The rest are optional.
3.b.4.		Staff member organization information	Required fields are Position Title Organization The rest are optional.
3.b.5	*	Select project role	Important - Do not use PD/PI unless this is a Multiple PI proposal. If this person is a Subaward PI, select Other and type in "Subaward PI"
3.b.6.	*	Credential, e.g., agency login	Enter NIH eRA Commons ID if this person is a PD/PI (on Multiple PI proposal). Otherwise, leave blank.
3.b.7		Degree	Type and Year are both optional fields.
3.b.8.		If System to System, add Biosketch in pdf format:	Upload a Biosketch in pdf format, according to the sponsor guidelines. Click here for Attachment Naming Conventions Keep in mind that not all personnel are required to have a Biosketch.
3.b.9.		If System to System, if required by sponsor, add Other Support in pdf format:	Upload a Biosketch in pdf format, according to the sponsor guidelines.

			Click here for Attachment Naming Conventions Keep in mind that not all personnel are required to have a Biosketch.
3.b.10	*	This individual is a	Select personnel type.
		When you complete the data for each person, you will be returned to the Personnel Tab.	
4.a.		Select the primary Department Administrative Contact: This individual is the primary administrative contact and will have edit rights and will receive email notifications related to the proposal.	Click the +Add button to get list of personnel at UVM. Select the person you wish to name as the Department Administrative Contact. There can only be one person named to this role. This person will have the same view and edit rights as the PI. This person will be copied on all proposal and award notifications that are sent to the PI from UVMClick. The PI can change this person at any time prior to proposal submission.
4.b.		Add team members who require proposal edit rights: Keep in mind that Deans, Chairs and Department Business Administrators already have view rights to all proposals across campus. Therefore, you may not need to add them again here.	Add any UVM personnel, who may or may not be listed as personnel on the proposal, to allow them edit rights. This person will **NOT** be copied on all proposal and award notifications that are sent to the PI from UVMClick. The PI can change this person at any time prior to proposal submission.
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.

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

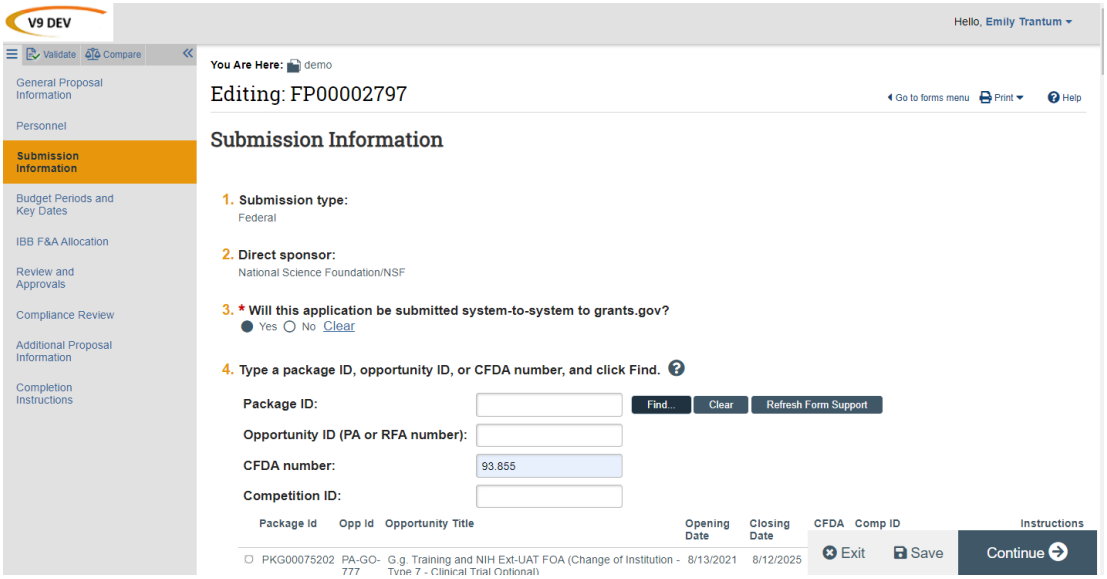
3. Project personnel:

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.

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

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

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

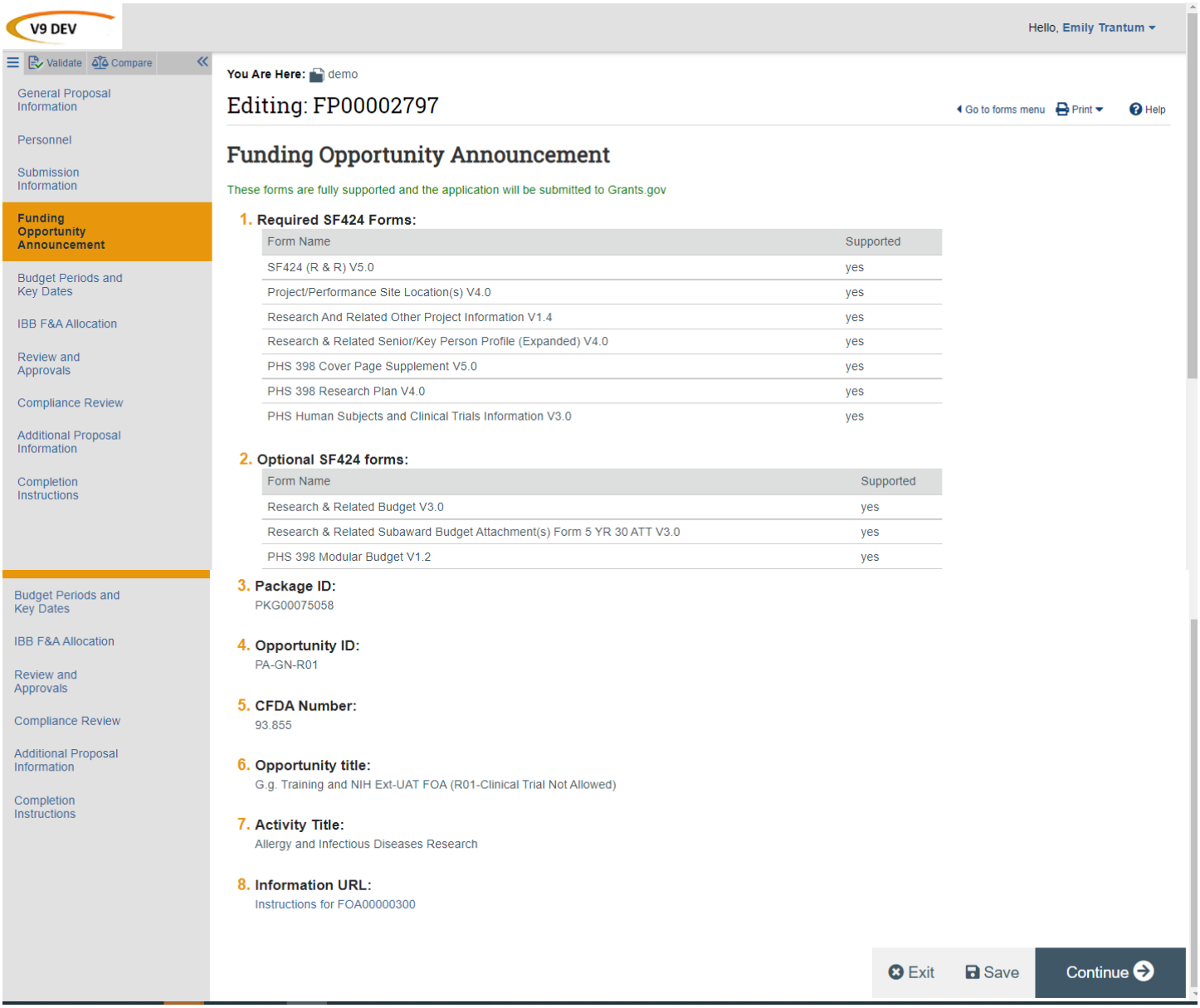
1. If this is **NOT** a System-to-System to a federal agency, select No in Question 3.
2. And then indicate in Question 4 the submission method for this proposal.
3. Depending on your sponsor, there will be up to 8 questions on this page.

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

		• SPA RA will submit via Sponsor's electronic submission system • PI will submit to Sponsor • Other	
Appears for all except federal system to system proposals		Add Submission Documents (Final Proposal):	Click + Add button and upload the final proposal. Click here for Attachment Naming Conventions You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.
Appears for all except federal system to system proposals		Add Application Guidelines/Instructions:	Click + Add button and upload the sponsor's application guidelines. Click here for Attachment Naming Conventions You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Instruction Guide.
Last question		Add any Internal Supporting Documents and Sponsor:	Click + Add button and upload the any additional supporting documents relevant for this application. You may add as many documents as you wish. Please refer to the Funding Proposal Naming Conventions as described in a separate Quick Guide.

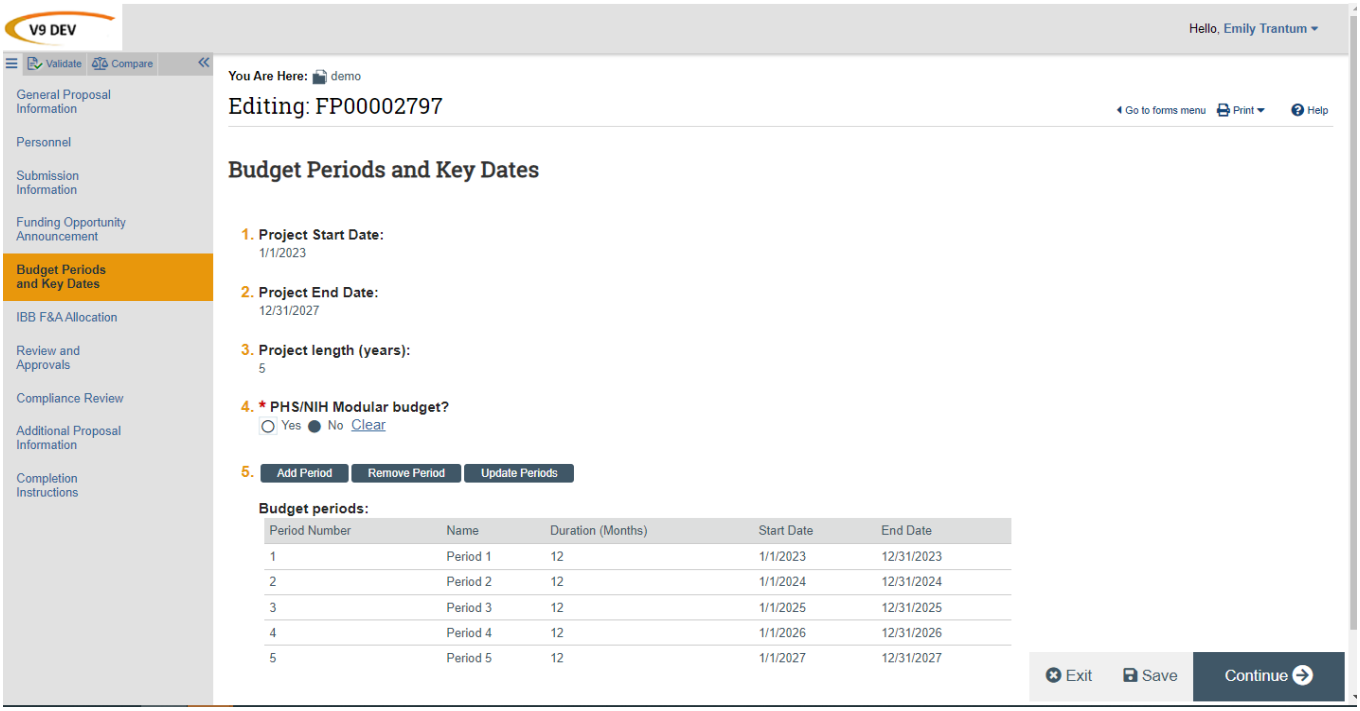
5.1.e Funding Proposal Smartform > Funding Opportunity Announcement

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



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

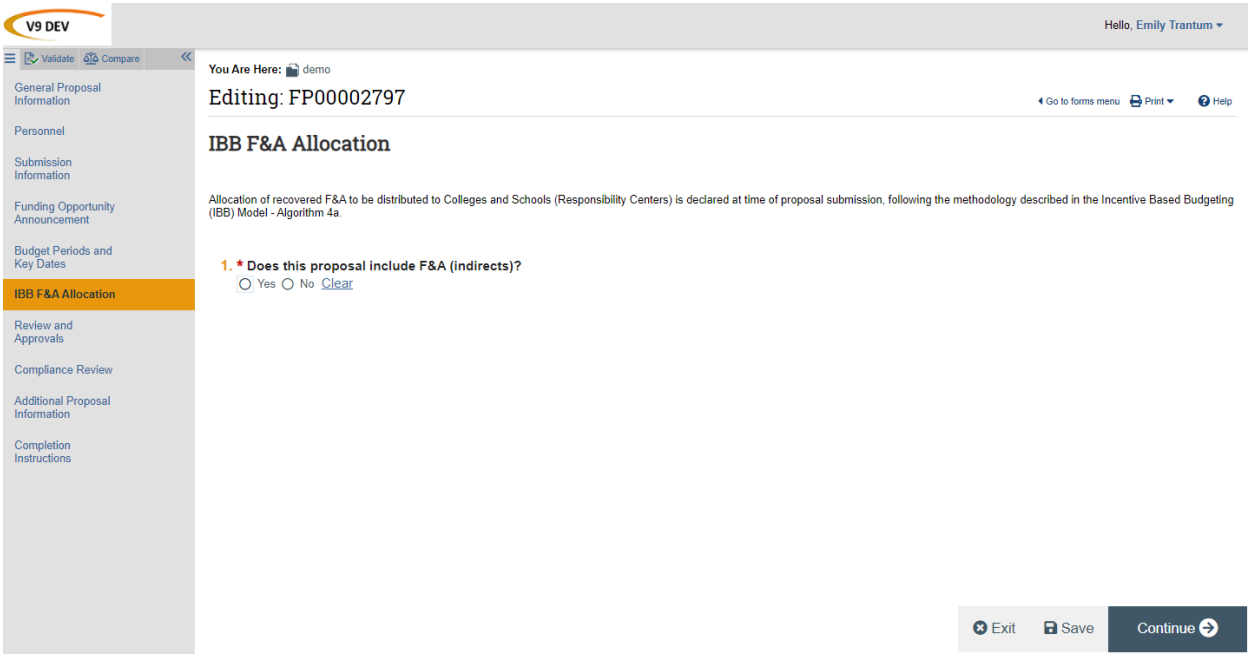
5.1.f Funding Proposal Smartform > Budget Periods and Key Dates



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

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.

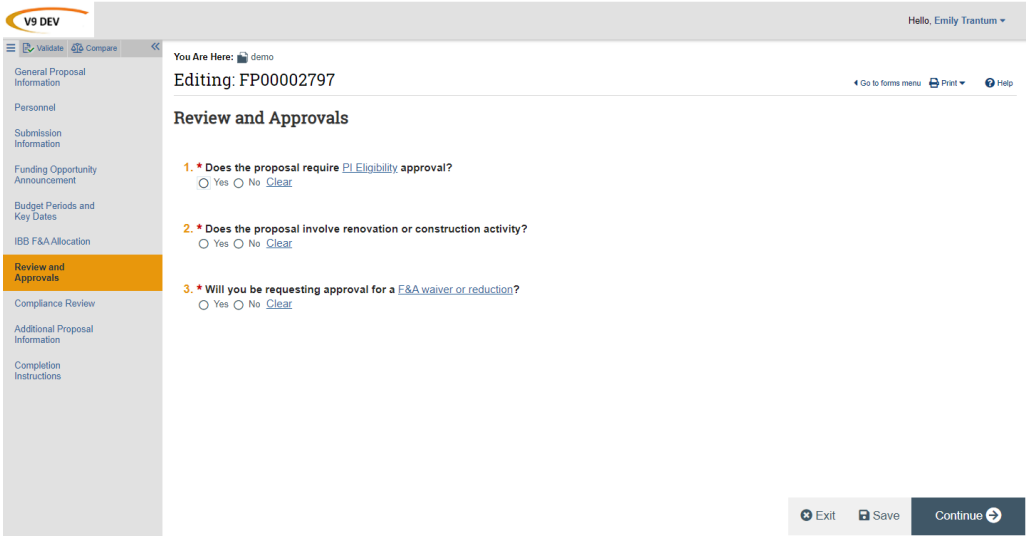
5.1.g Funding Proposal Smartform > IBB F&A Allocation



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 Attachment Naming Conventions If no, Continue to next page.
2		Upload the completed IBB F&A Allocation - Calculation Tool either as a pdf or excel	Download the form using the link provided on the smartform. Refer to Tab 2 Instructions for how to complete the form. This form is also available in the SPA Forms Library at https://www.uvm.edu/spa/forms-library Upload the completed form on this page in the Smartform. Click here for Attachment Naming Conventions
3.		Is there a deviation from the Standard IBB F&A Allocation? Refer to Funding Proposal Ancillary Review Instruction Guide	If yes, deviations from the standard F&A allocation, outside the proposal submitting college, must be approved by each non-submitting college. To collect the approval, **you will need to initiate an Ancillary Review activity**, found on the left side menu of the Funding Proposal Workspace (front page). Click here for Attachment Naming Conventions

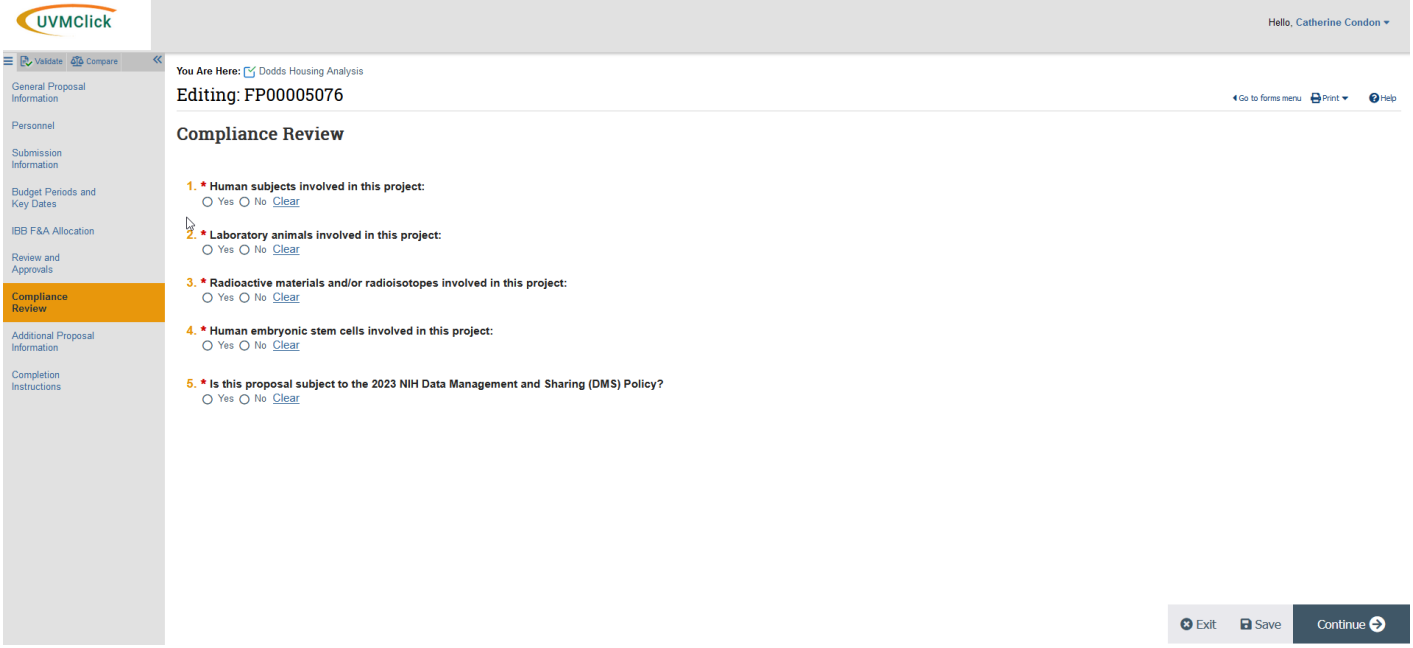
5.1.h Funding Proposal Smartform > Ancillary Review and Approvals



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

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

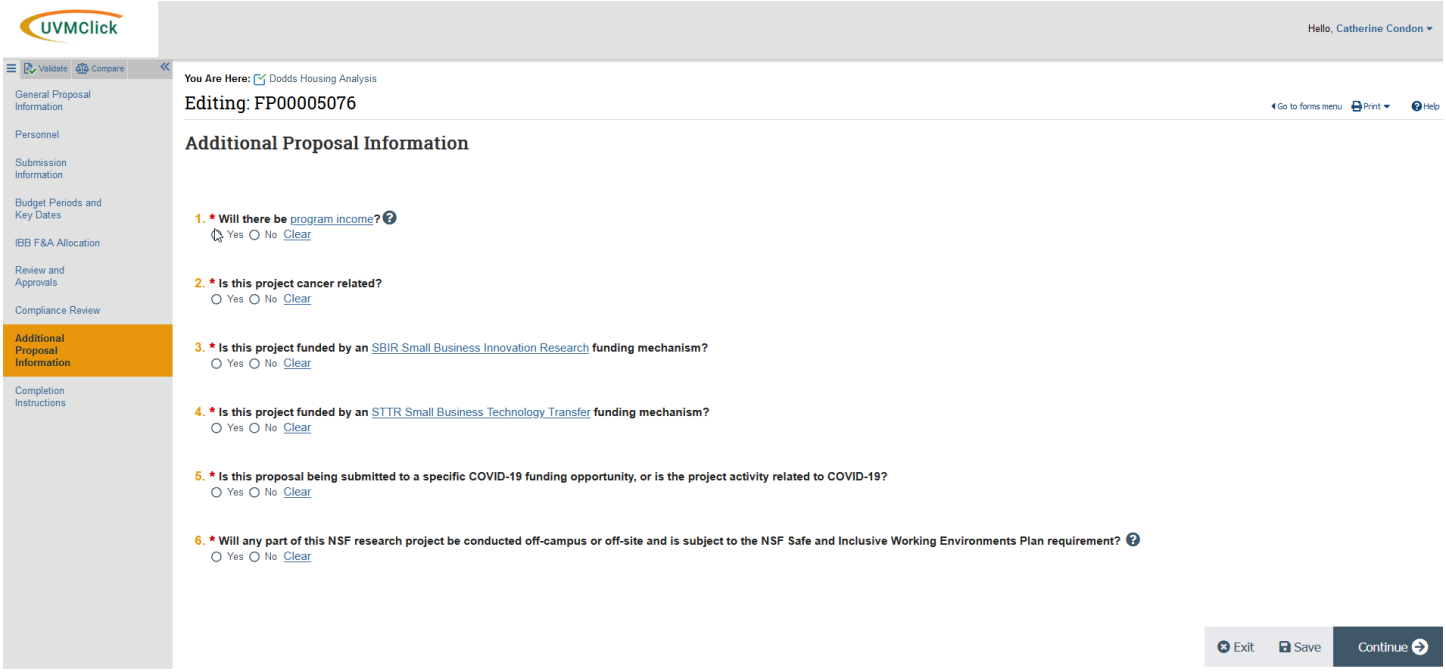
5.1.i Funding Proposal Smartform > Compliance Review



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.

5.1.j Funding Proposal Smartform > Additional Proposal Information

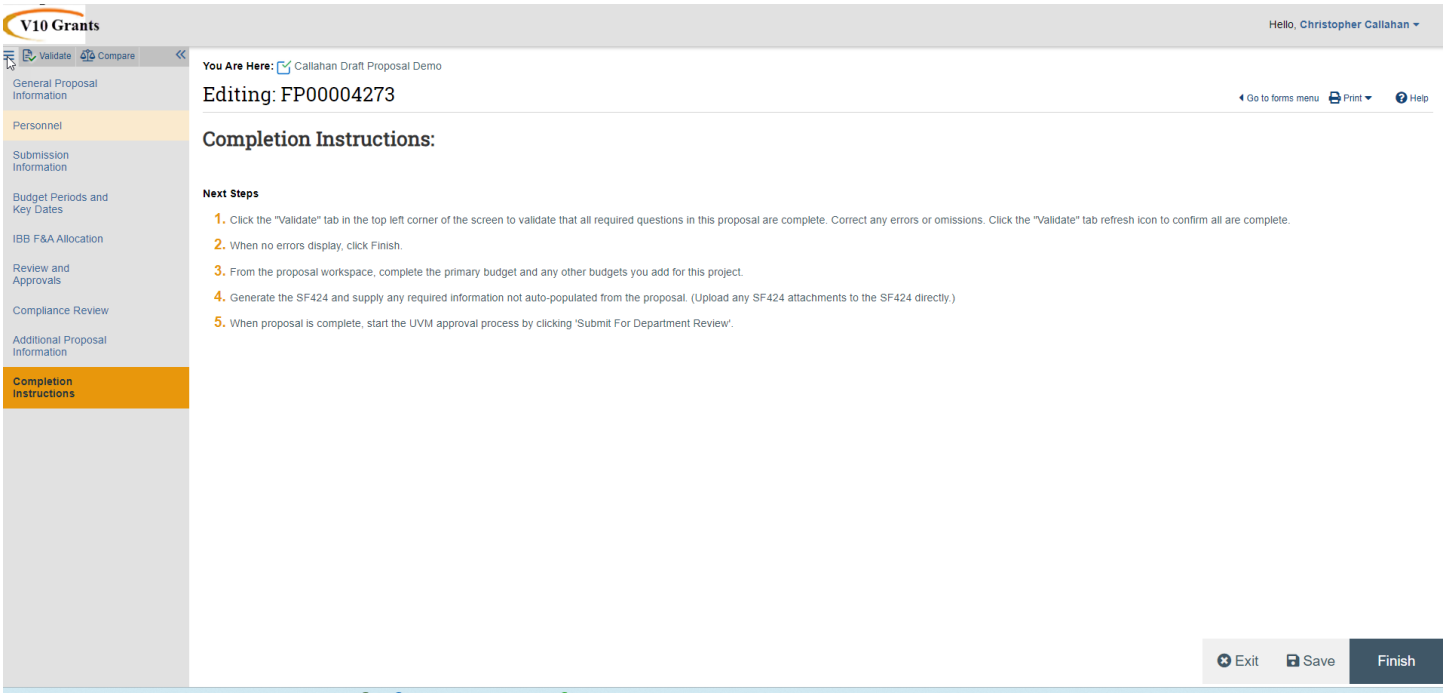


Complete the six questions on this page.
Red asterisk * indicates the question is mandatory.

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

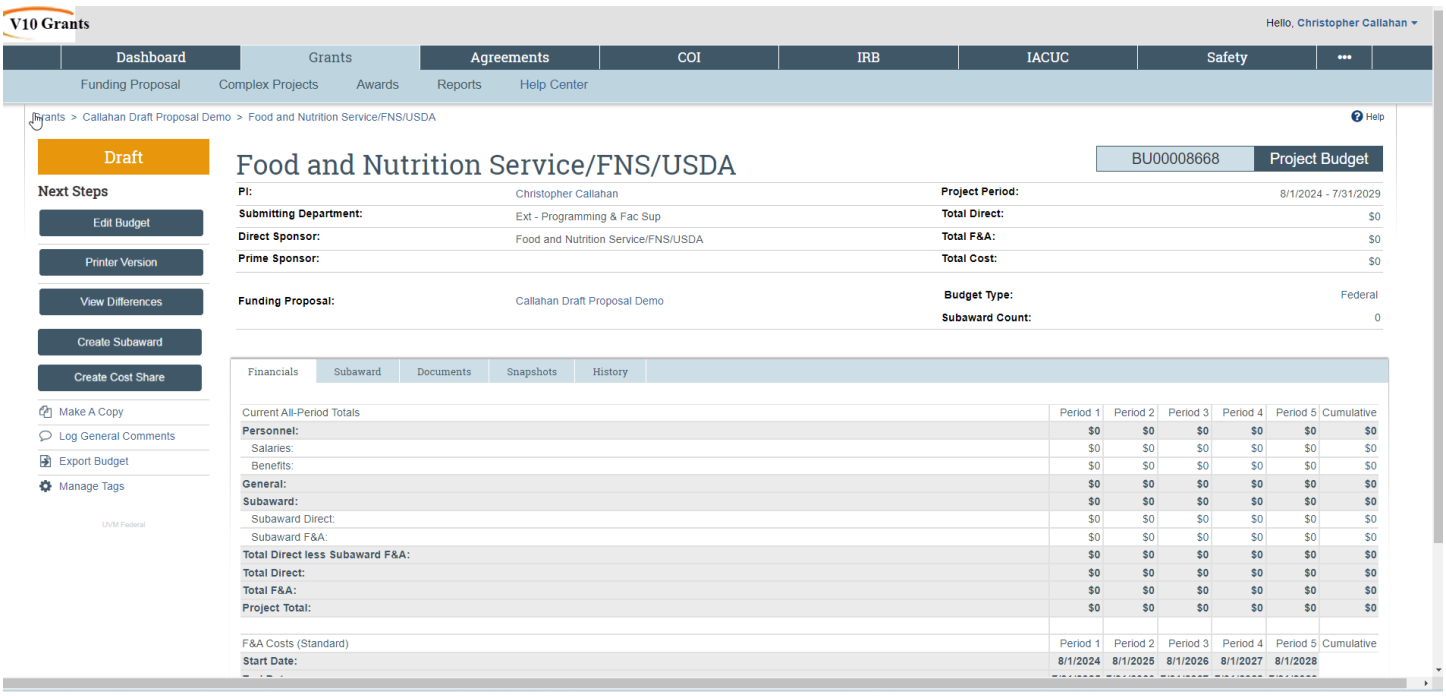
4.	*	Is this project funded by an STTR Small Business Technology Transfer funding mechanism?	Select Yes or No. Click help icon (?) for more information
5.	*	Is this proposal being submitted to a specific COVID-19 funding opportunity, or is the project activity related to COVID-19?	Select Yes or No.
6.	*	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)

5.1.k Funding Proposal Smartform > Completion Instructions



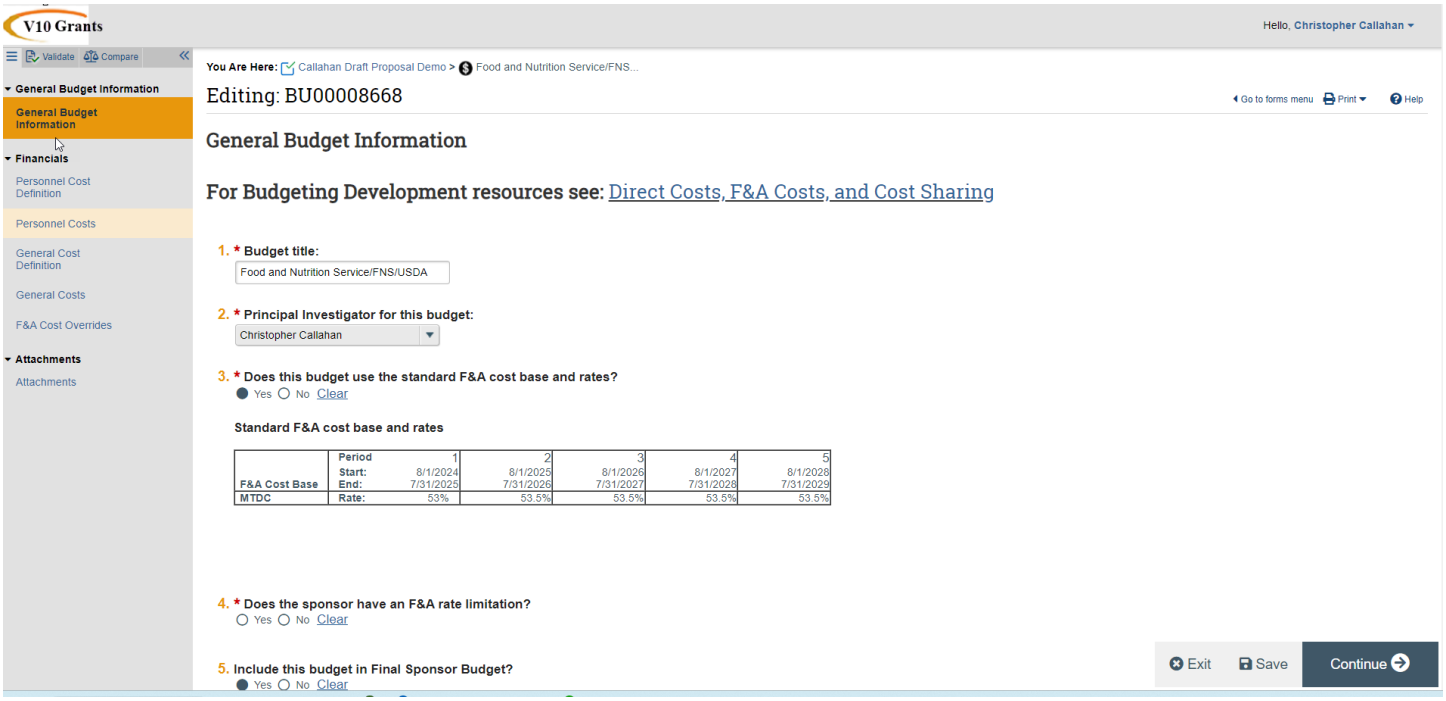
Section 2: Sponsor Budget

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.



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.

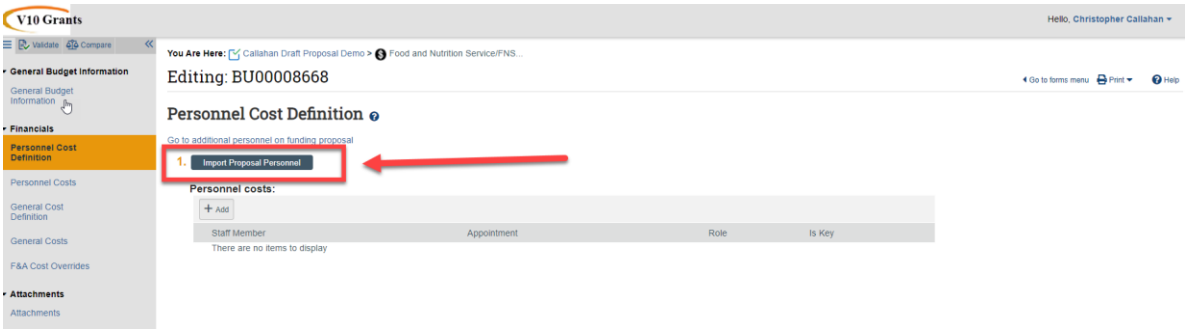


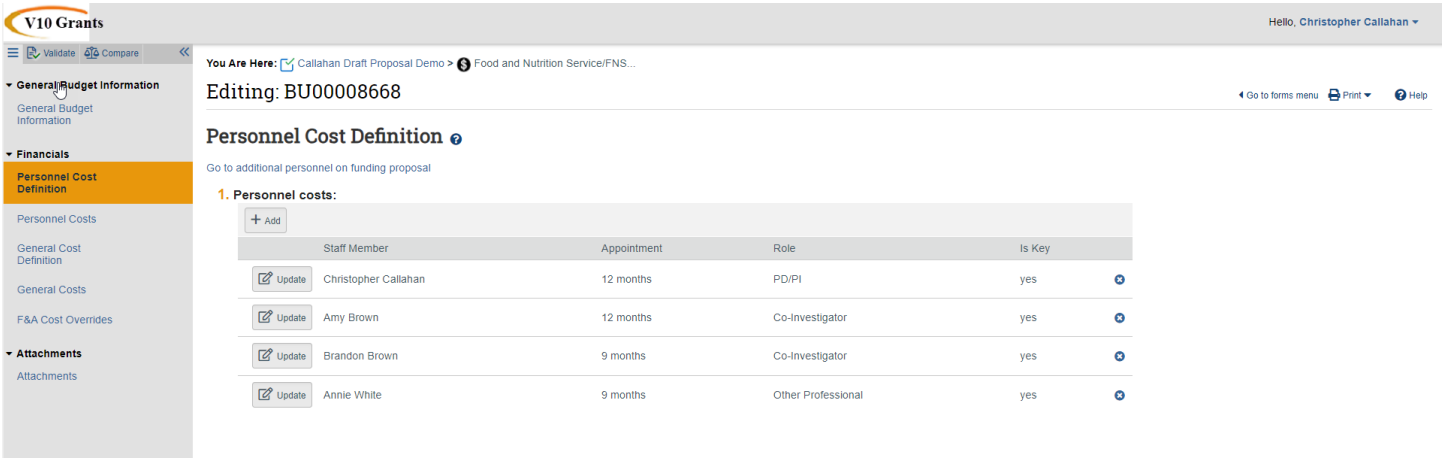
Complete the eight questions on this page.
Red asterisk * indicates the question is mandatory.

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 Attachment Naming Conventions 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: IMPORTANT NOTE:	The system will automatically populate the sponsor salary cap.

		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. If this is the case, you must Create a Cost Share Budget as described later in this document. SPA does not require a completed Cost Share Approval Request Form for "over the cap" cost sharing.	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





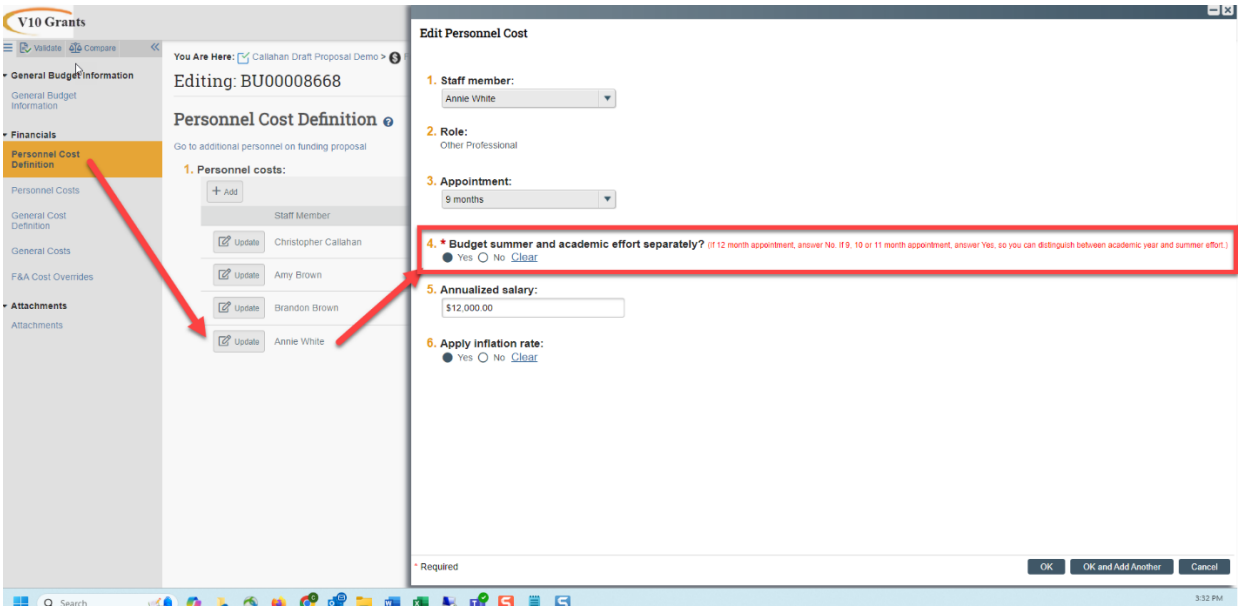
Complete the one question on this page.
Red asterisk * indicates the question is mandatory.

Number		Question	
1.		+ Add	Click "Add" to bring the people you entered on the Funding Proposal Smartform Personnel page into the budget. If you need to add additional people, use the link "Go to additional personnel on funding proposal" to return to the Funding Proposal Smartform Personnel page and add the person there. Then return to this page and you will be able to add the person here as well.
Update	*	Update information 1. Staff Member 2. Role 3. Appointment 4. Base salary applied 5. Apply inflation rate	

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.



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 "Annnualized"
  - Working 1 person months = $1,000
  - Working 3 months summer = $3,000

Personnel Costs

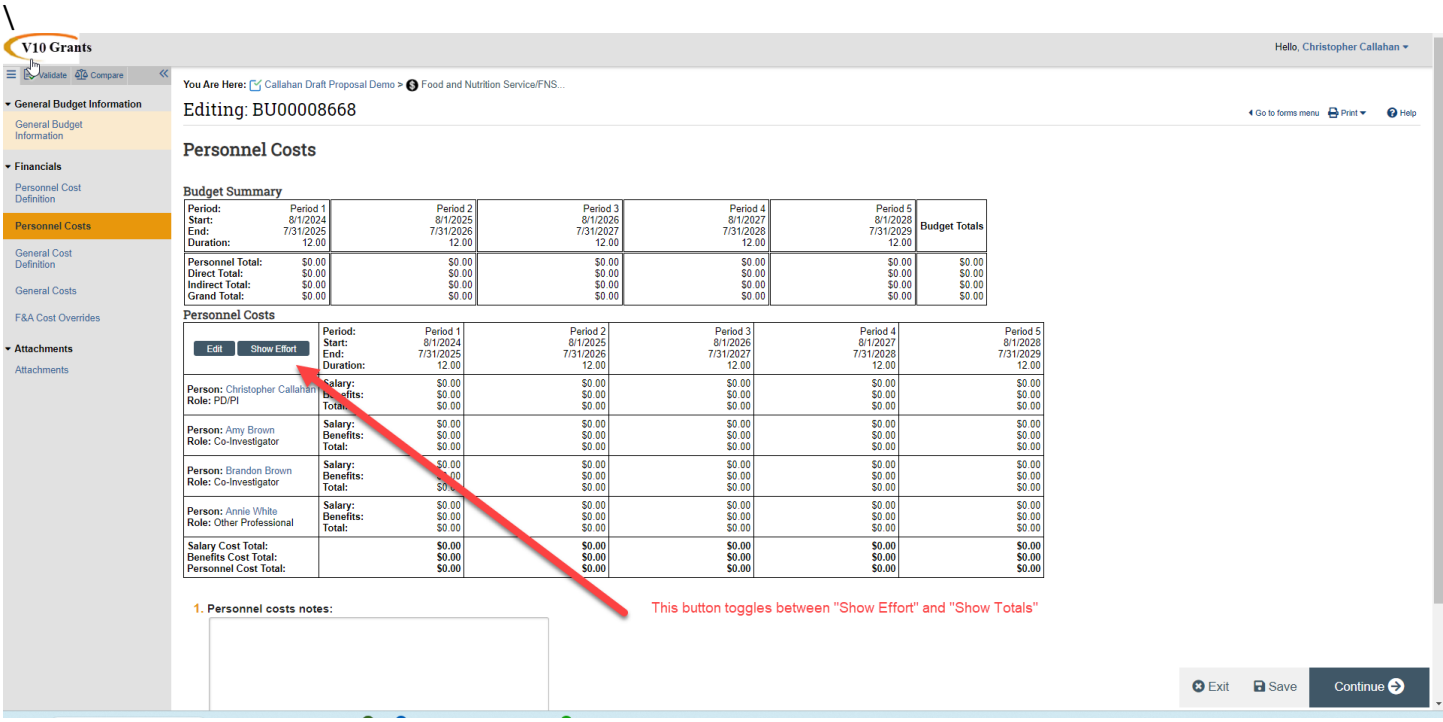
Save	Period: Start: End: Duration:	Period 1 8/1/2024 7/31/2025 12.00	Period 2 8/1/2025 7/31/2026 12.00	Period 3 8/1/2026 7/31/2027 12.00	Period 4 8/1/2027 7/31/2028 12.00	Period 5 8/1/2028 7/31/2029 12.00
Person: Christopher Callahan **Role:** PD/PI	**Effort Mos.:**	0	0	0	0	0
	Sal Req Mos.:	0	0	0	0	0
	FB Rate:	43.8 %	43.8 %	43.8 %	43.8 %	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.:**	0	0	0	0	0
	Sal Req Mos.:	0	0	0	0	0
	FB Rate:	43.8 %	43.8 %	43.8 %	43.8 %	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.:**	0	0	0	0	0
	SM Sal Req Mos.:	0	0	0	0	0
	AY Effort Mos.:	0	0	0	0	0
	AY Sal Req Mos.:	0	0	0	0	0
	FB Rate:	43.8 %	43.8 %	43.8 %	43.8 %	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: Annie White **Role:** Other Professional	**SM Effort Mos.:**	0	0	0	0	0
	SM Sal Req Mos.:	0	0	0	0	0
	AY Effort Mos.:	0	0	0	0	0
	AY Sal Req Mos.:	0	0	0	0	0
	FB Rate:	43.8 %	43.8 %	43.8 %	43.8 %	43.
	Annualized Sal.:	$12,000.00	$12,360.00	$12,731.00	$13,113.00	$13,50

Exit

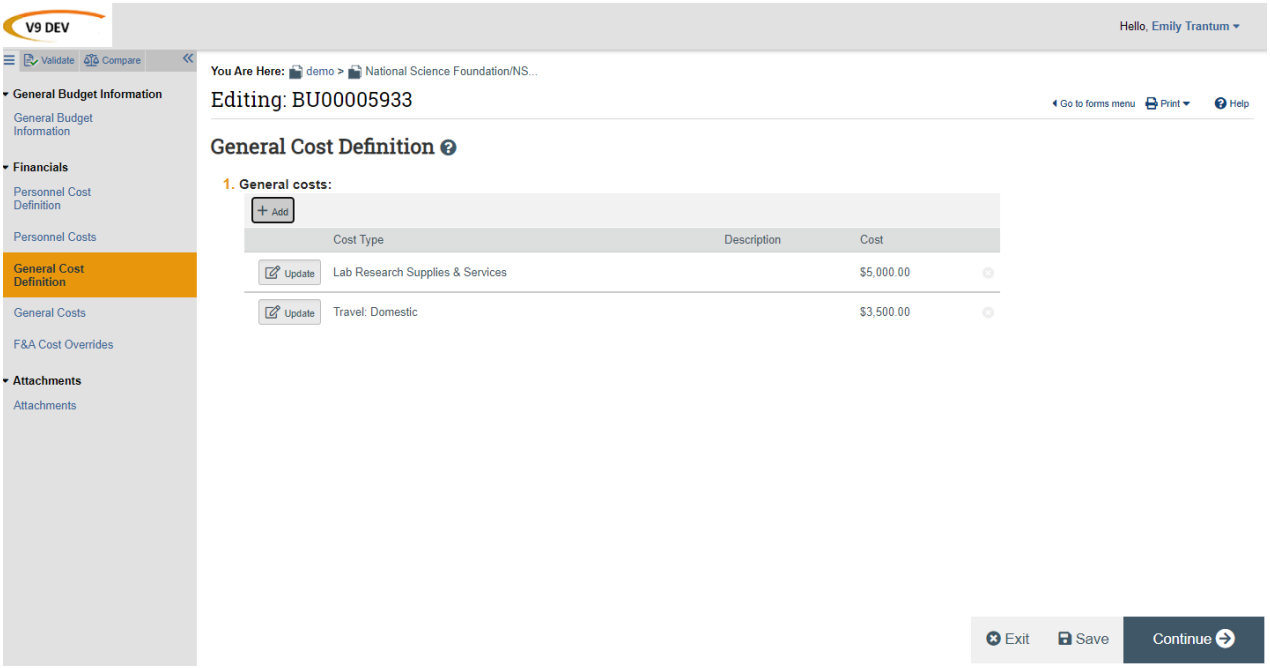
When budgeting for 12 month employees, show all effort as “number of months” during project period.

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)

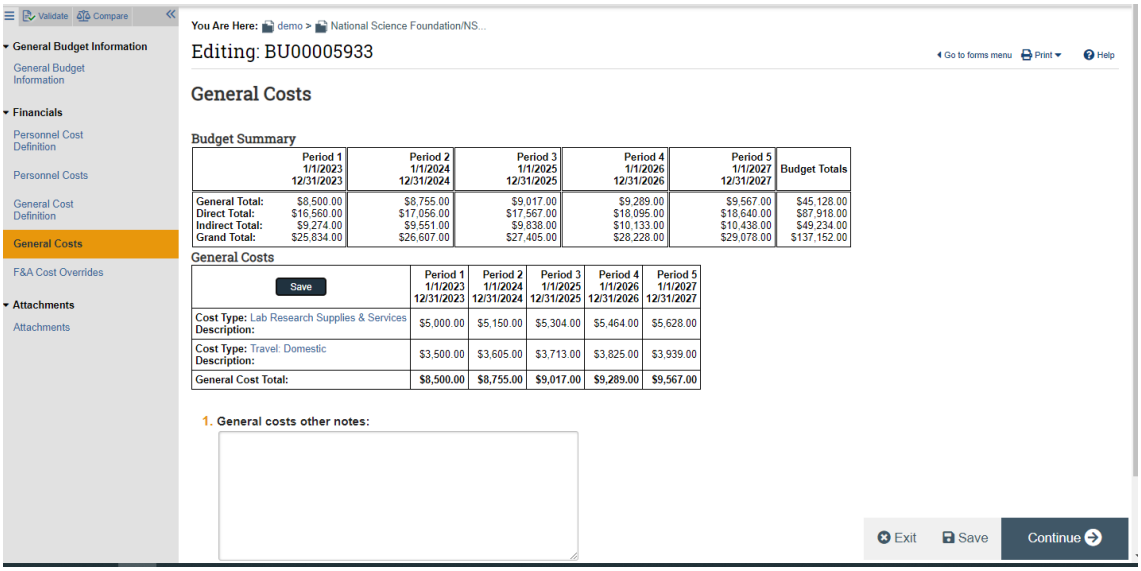
FB Rate: “Fringe Benefit Rate”



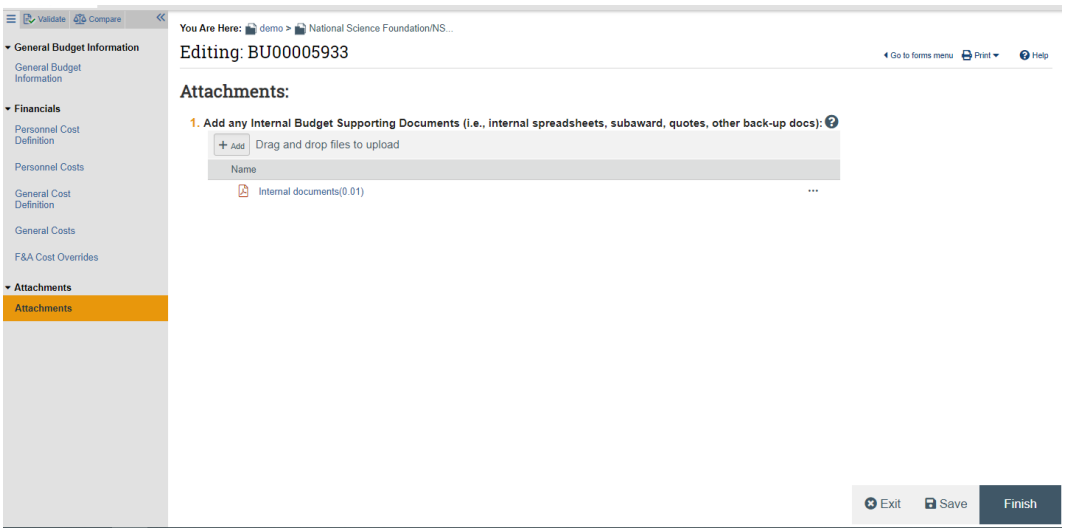
5.2.d Sponsor Budget > General Cost Definition



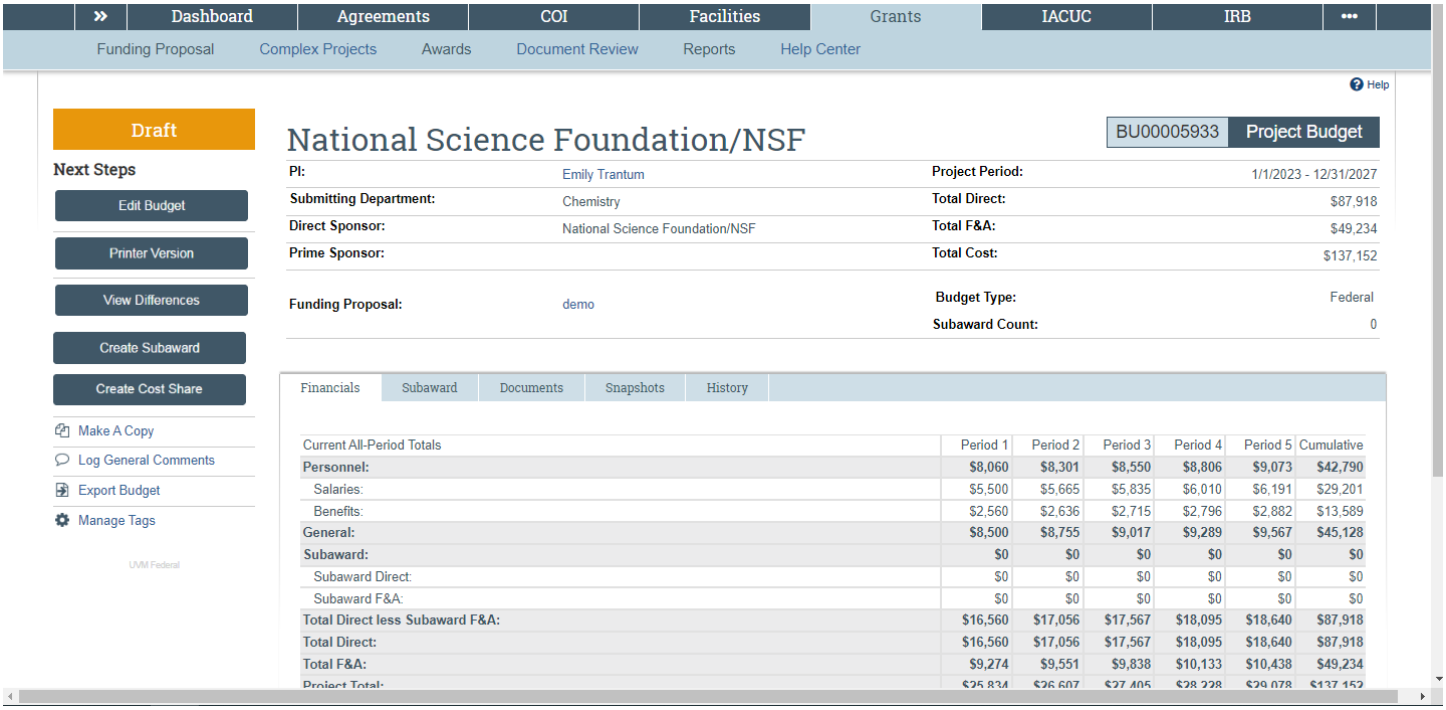
5.2.e Sponsor Budget > General Costs



5.2.f Sponsor Budget > Attachments



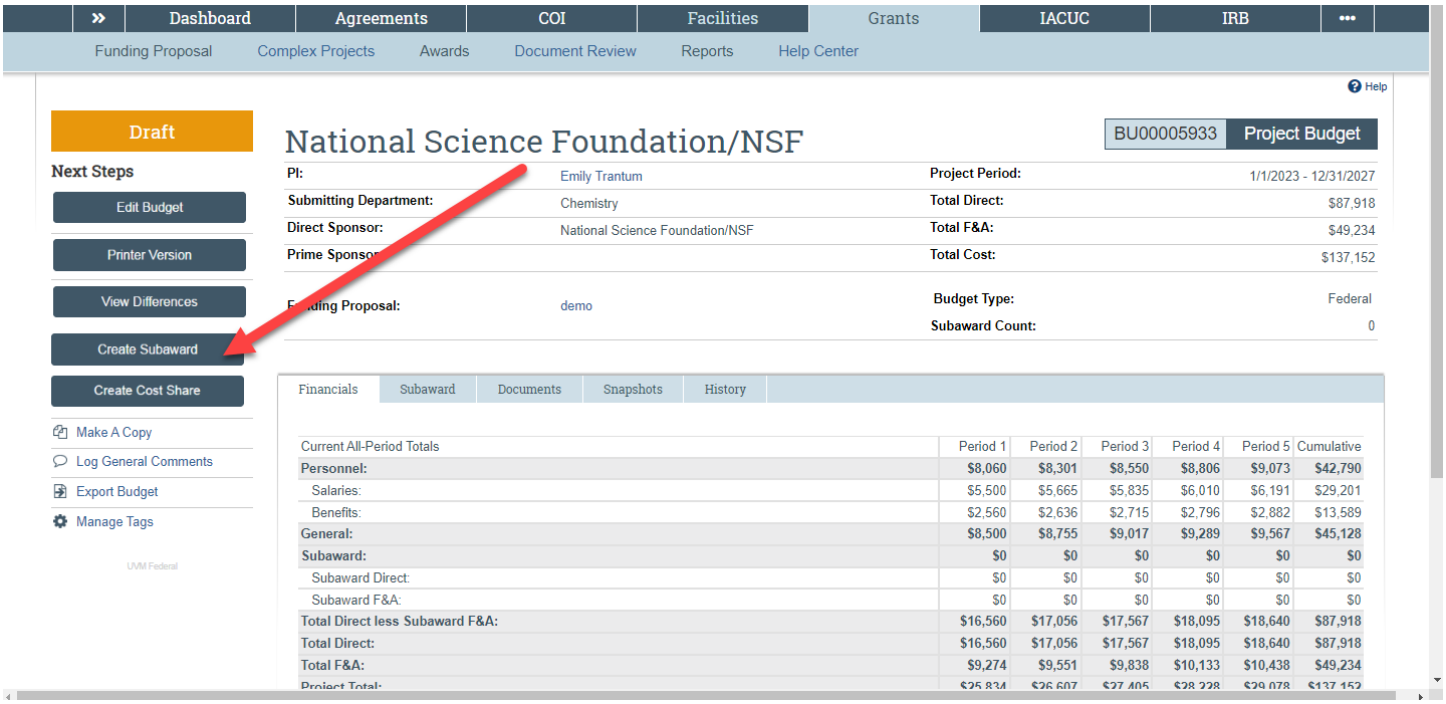
5.2.g Sponsor Budget >Finish



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

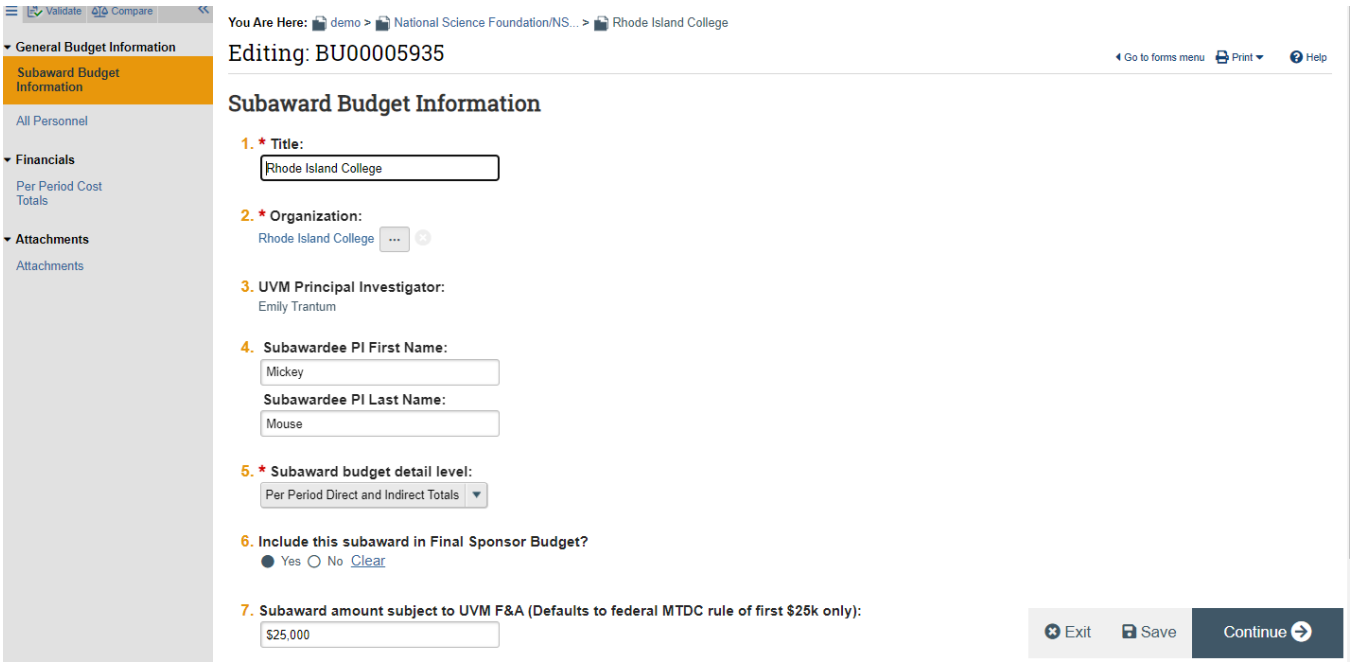
Section 3: Subaward Budget

From the main budget screen, create subaward if applicable.

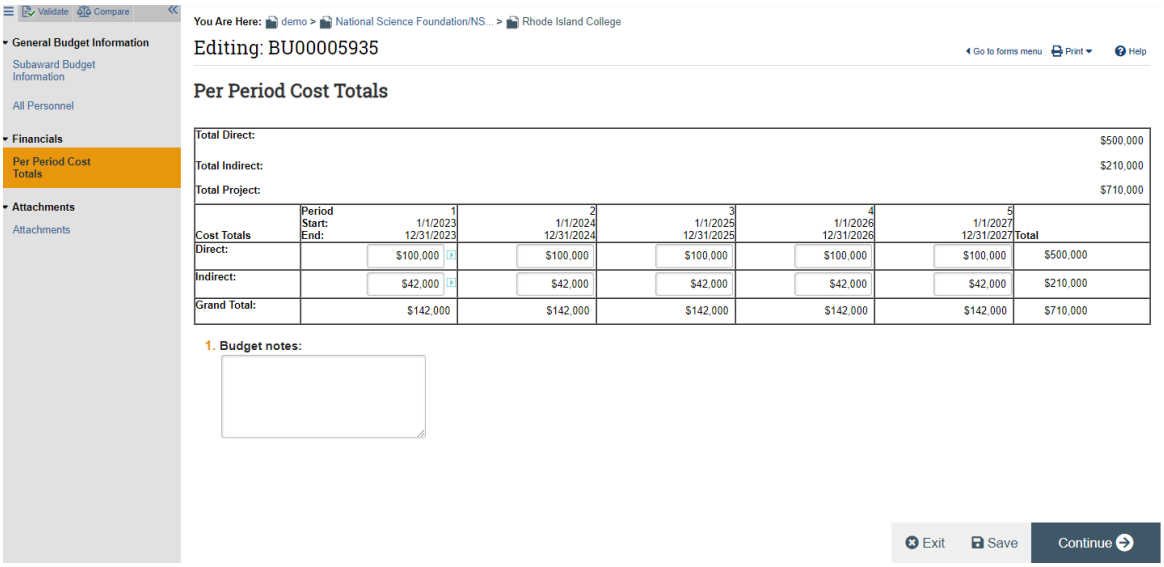


5.3.a Subaward > Subaward Budget Information

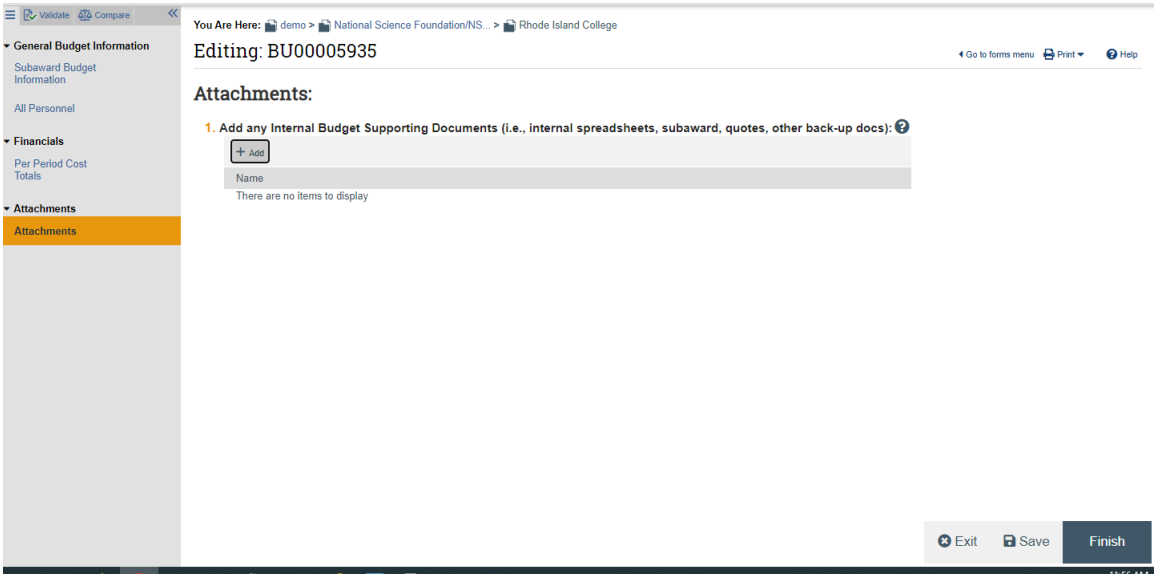
Answer the following smart forms to add your subaward.



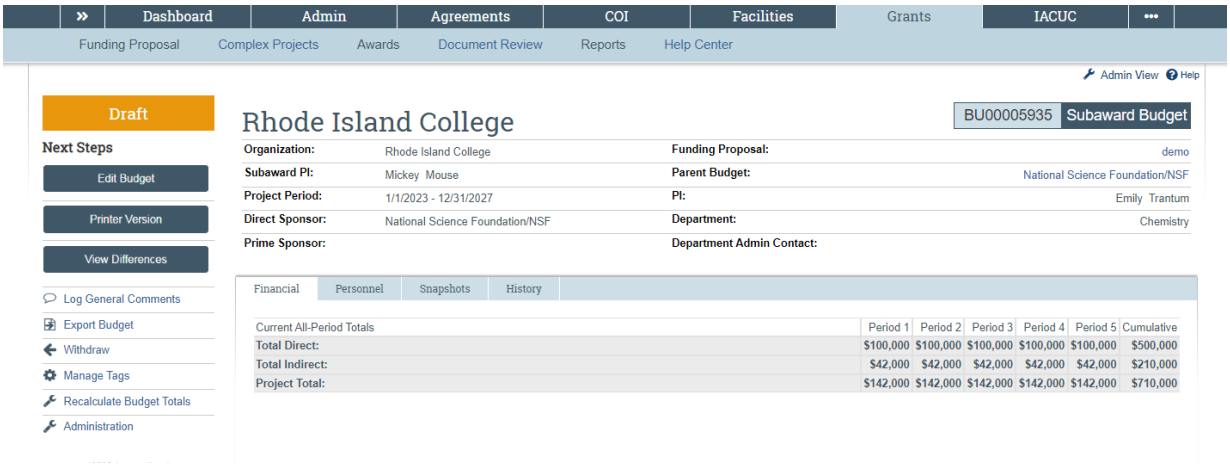
5.3.b Subaward > Subaward Per period Costs Totals



5.3.c Subaward > Subaward Attachments



5.3.d Subaward > Subaward Finish

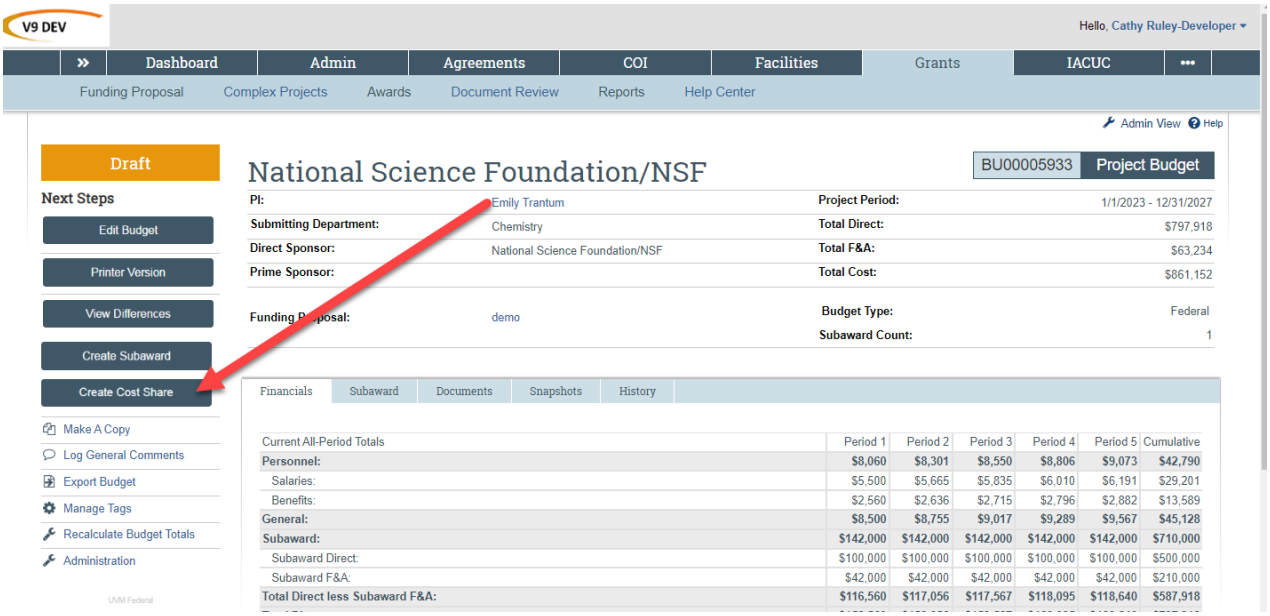


Section 4: Cost Share Budget

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

5.4.a Create Cost Share Budget forms

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

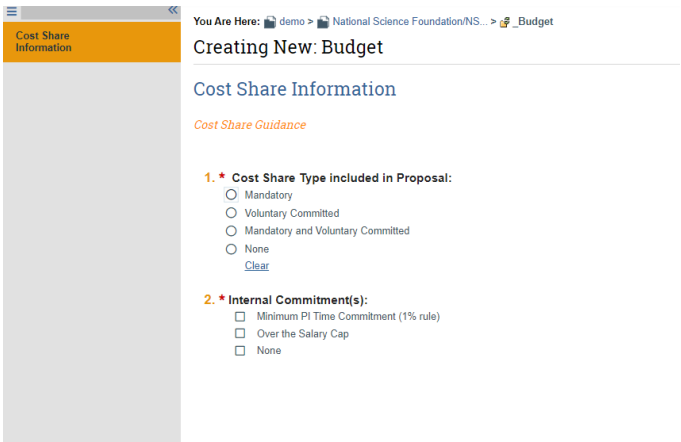


5. This will open the Cost Share Budget SmartForm, which includes these pages:
   - Cost Share Information
   - General Budget Information
   - Personnel Cost Definition
   - Personnel Costs
   - General Cost Definition
   - General Costs
   - Attachments

The **Cost Share Approval Request Form** is available in SPA Forms Library.

5.4.b Cost Share Budget > Cost Share Information

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



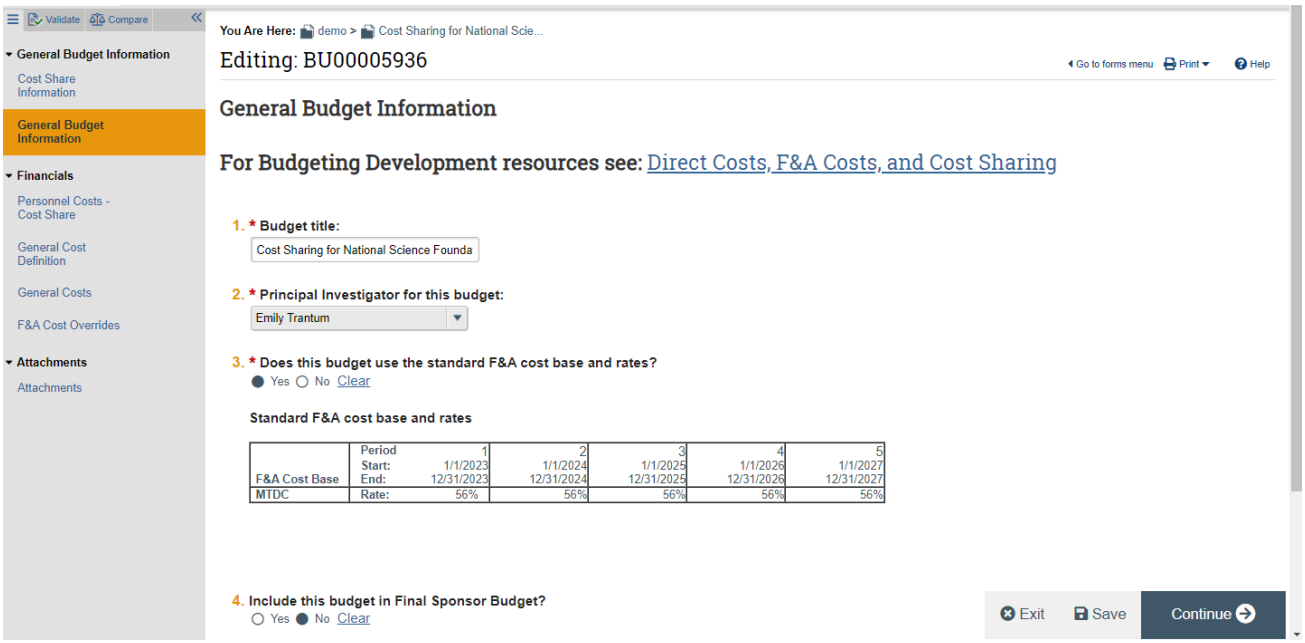
Complete the questions on this page.
Note that questions are conditional, and the remaining questions will be renumbered based on your response.
The red asterisk * indicates the question is mandatory.

Number		Question	Response
1.	*	Cost Share Type included in Proposal: **Subsequent questions are conditional, and the remaining questions will be renumbered based on your response.**	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: IMPORTANT: 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.

		We strongly recommend you **complete this form well ahead of the sponsor deadline** to ensure enough time to obtain needed approval(s) from Department Chairs on the Cost Share Approval Request form.	Use the Add button. First, select the name of the department providing cost share form the list. Then upload the completed, signed form. You may upload as many forms as needed. Click here for Attachment Naming Conventions
4.	*	Will you be using unrecovered F&A to meet Mandatory Cost Share?	Select yes or no; If you select yes, a new Question 5 will appear.
5.	*	Upload the Unrecovered F&A Calculator Tool:	Use the hyperlink to download the form. Complete the excel calculator tool. Click the Upload button to upload the excel document as part of Question 5. Click here for Attachment Naming Conventions
6.	*	Will you be using Third Party Cost Share as part of Mandatory Committed and/or Voluntary Committed Cost Share?	Select yes or no; If you select yes, a new Question 7 will appear.
7.	*	Do you have a Third-Party commitment letter(s)?	Select yes or no; If you select yes, a new Question 8 will appear.
8.	*	Upload the Third-Party commitment letter(s):	Use the Add button to upload each Third-Party commitment letter as part of Question 8. Click here for Attachment Naming Conventions

9.	*	Internal Commitment(s):	Select from list. Choose all that are applicable.
		Click continue to save and to move to next page.	

5.4.c Cost Share Budget > General Budget Information



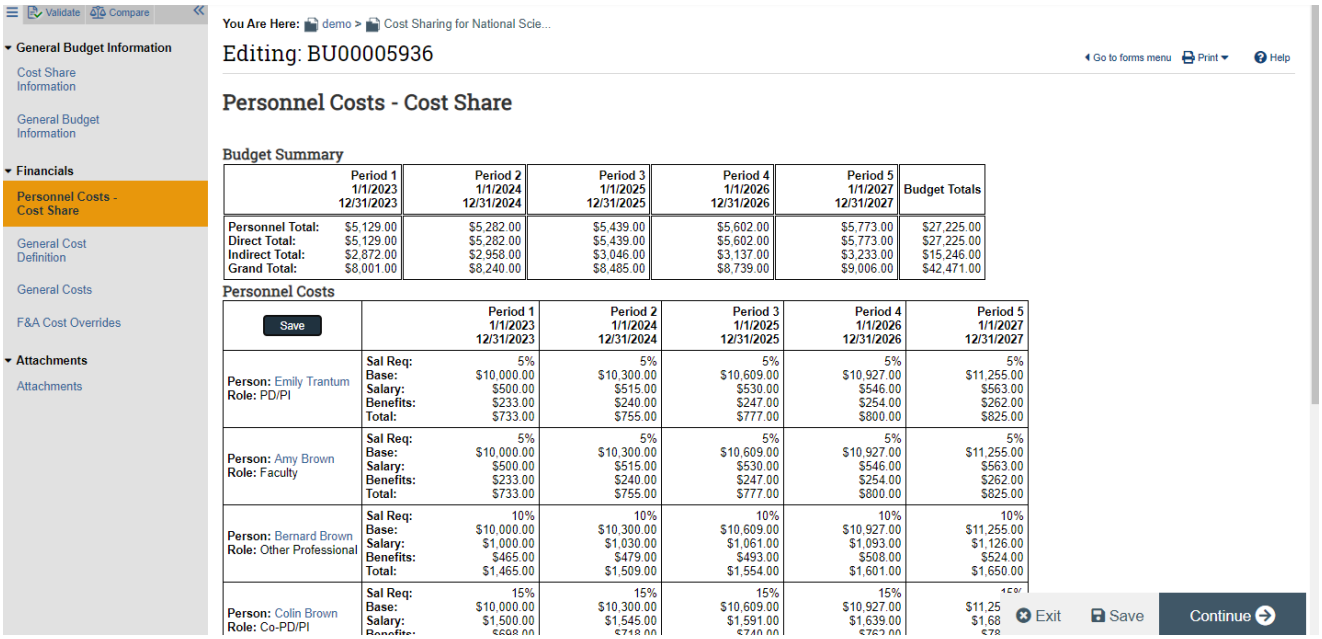
Complete the questions on this page.
The red asterisk * indicates the question is mandatory.

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 SPA Research Administrator if you need additional guidance on this question.

			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?	Always Select No to this question.
5.	*	Enter inflation rates:	
		Click continue to save and to move to next page.	

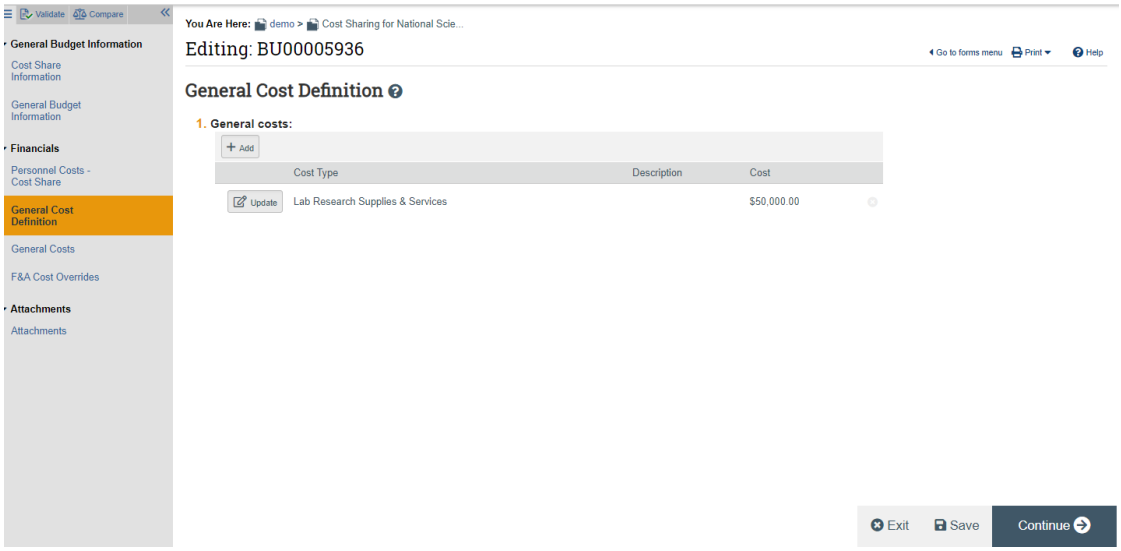
5.4.d Cost Share Budget > Personnel Costs – Cost Share

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



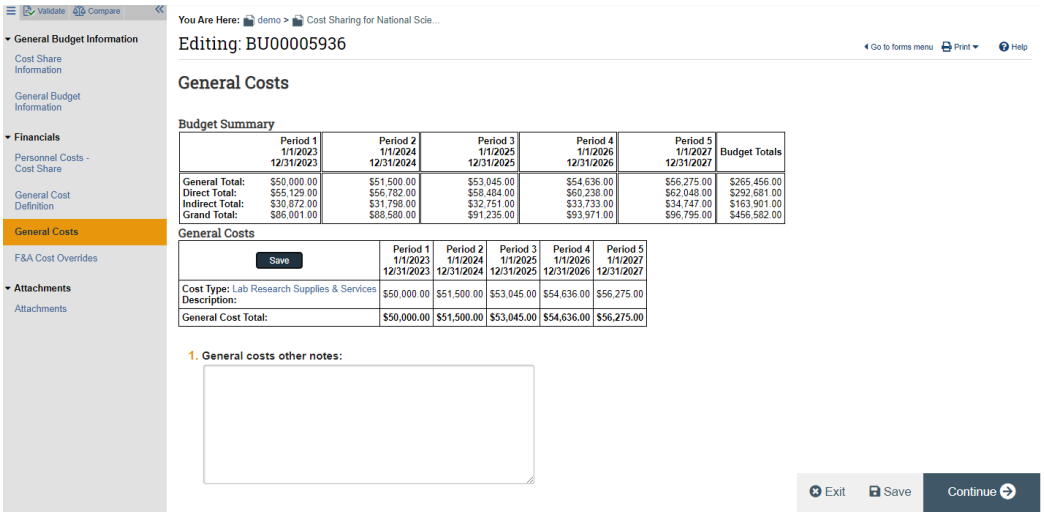
5.4.e Cost Share Budget > General Cost Definition

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



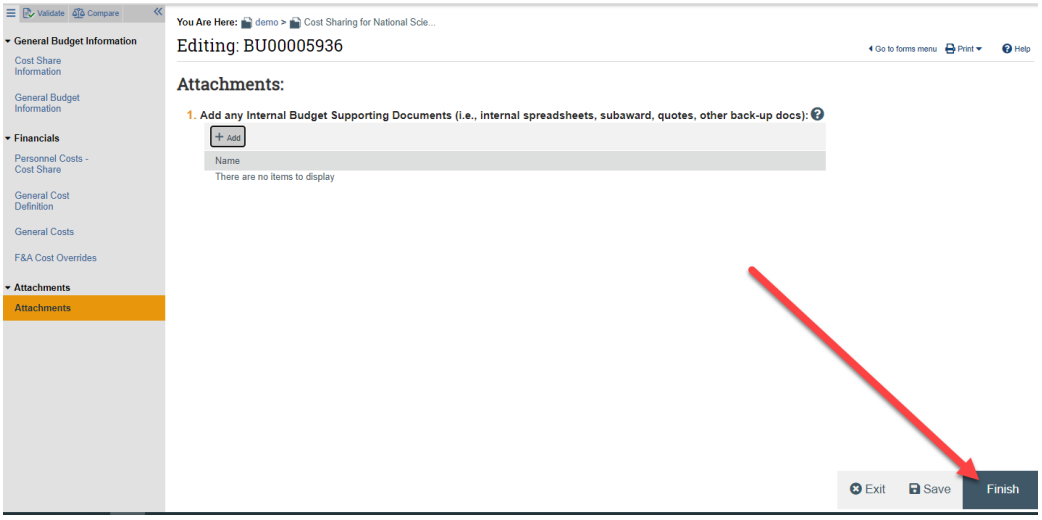
5.4.f Cost Share Budget > General Costs

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



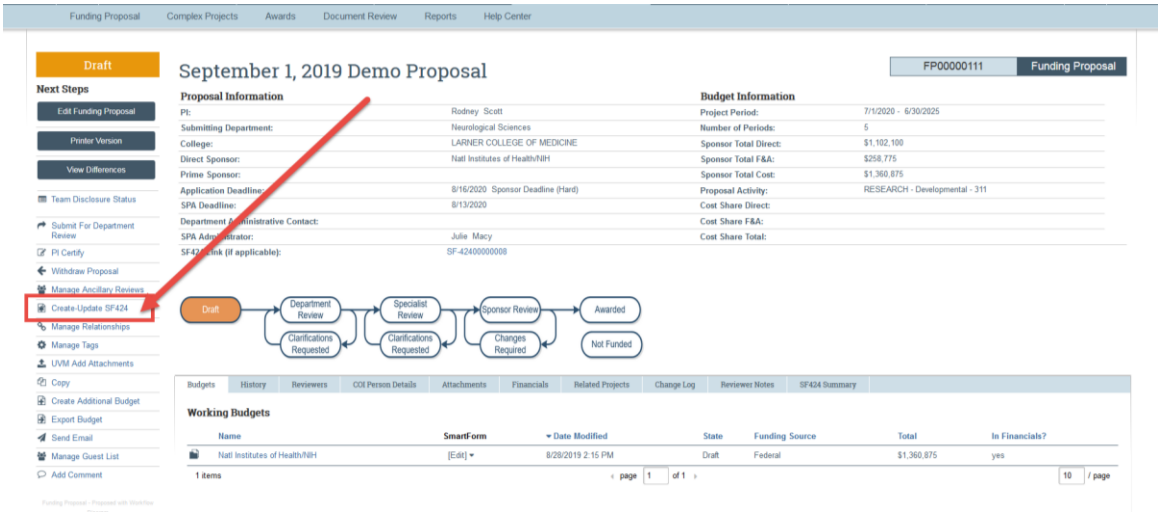
5.4.g Cost Share Budget > Attachments

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

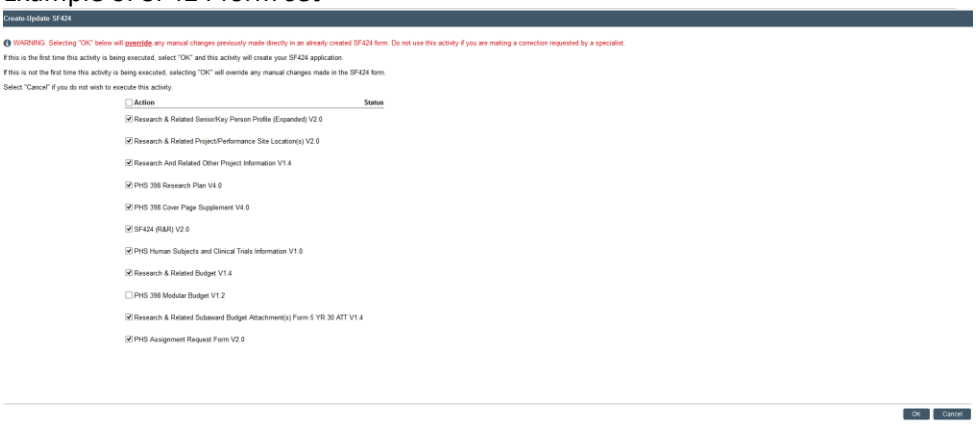


Section 5: Create-Update SF424 (if applicable)

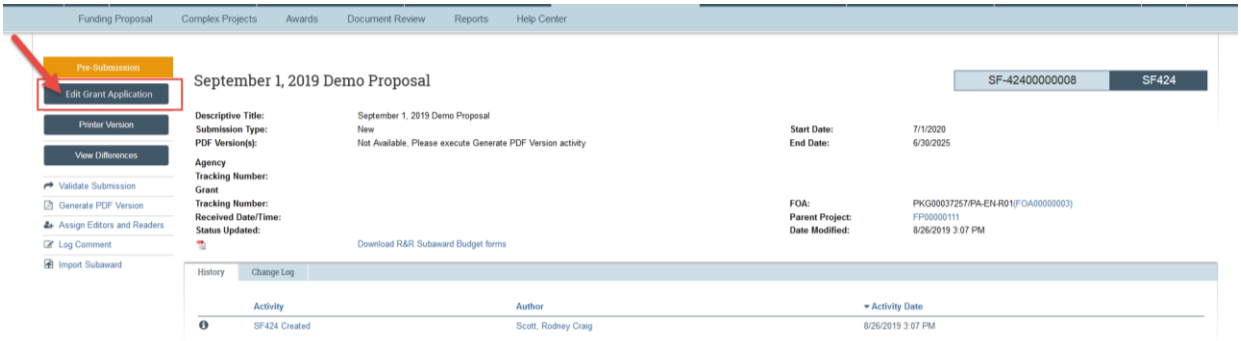
When submitting S2S proposals you will need to create the sponsor required forms by creating an SF424. The "create/update SF424 function is available from the funding proposal workspace.



Example of SF424 form set

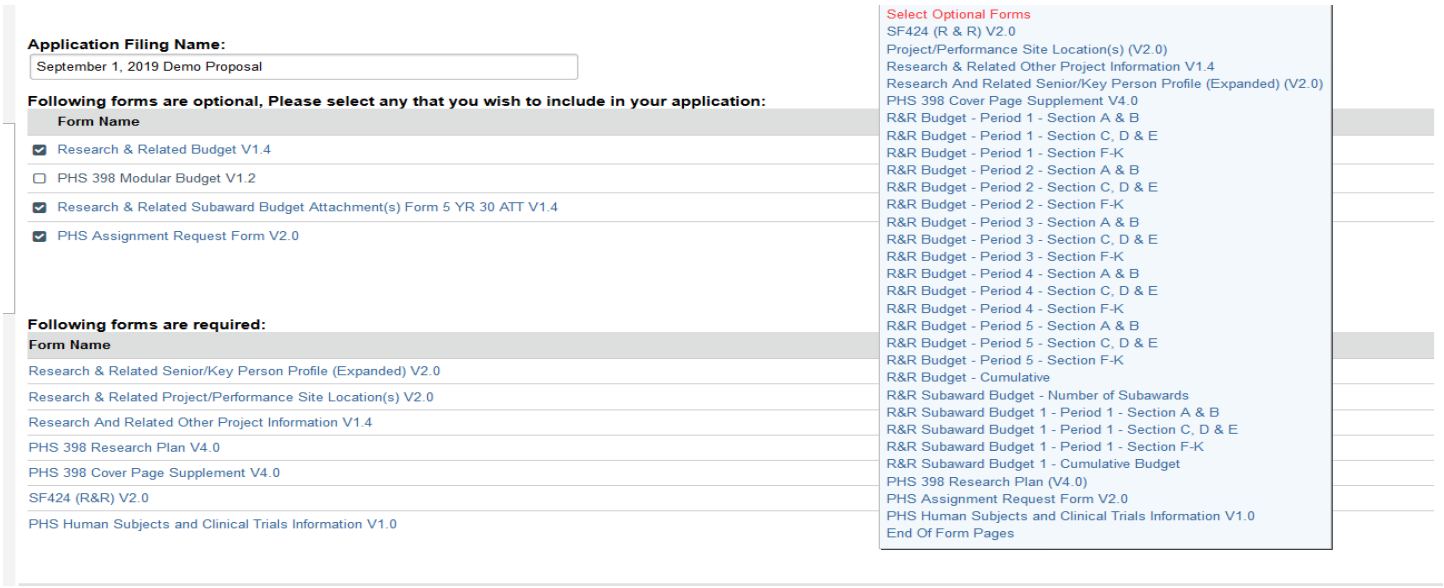


To begin your edits, navigate to the grant application button.


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
Agency
Tracking Number:
Grant
Tracking Number:
Received Date/Time:
Status Updated:
Download R&R Subaward Budget forms
Start Date: 7/1/2020
End Date: 6/30/2025
FOA: PKG00037257/PA-EN-R01(FOA00000003)
Parent Project: FP00000111
Date Modified: 8/26/2019 3:07 PM
History
Change Log
Activity
Author
Activity Date
SF424 Created
Scott, Rodney Craig
8/26/2019 3:07 PM

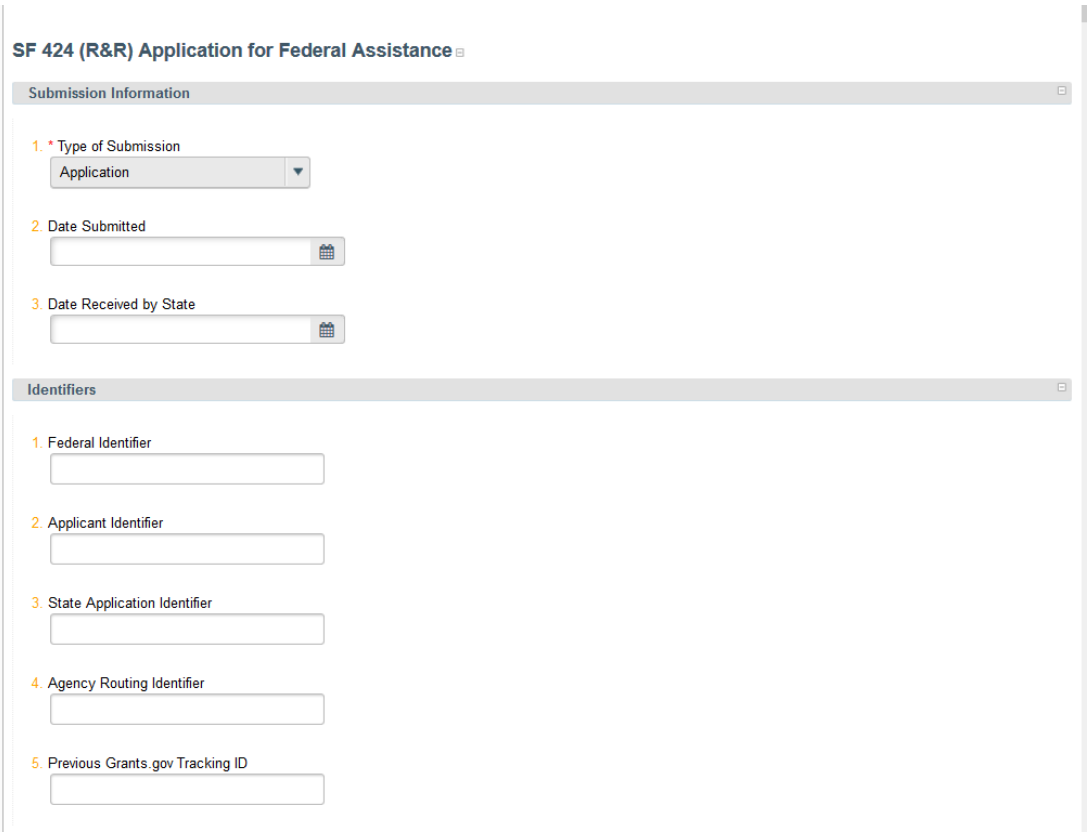
5.5.a SF424 > Selection Optional Forms

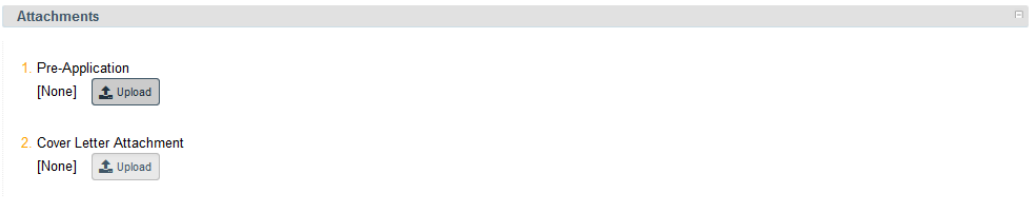
This is not a comprehensive guide to completing the SF424 Applications as the SF424 Instructions and Individual FOA's are available to provide this information per application.



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.





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)

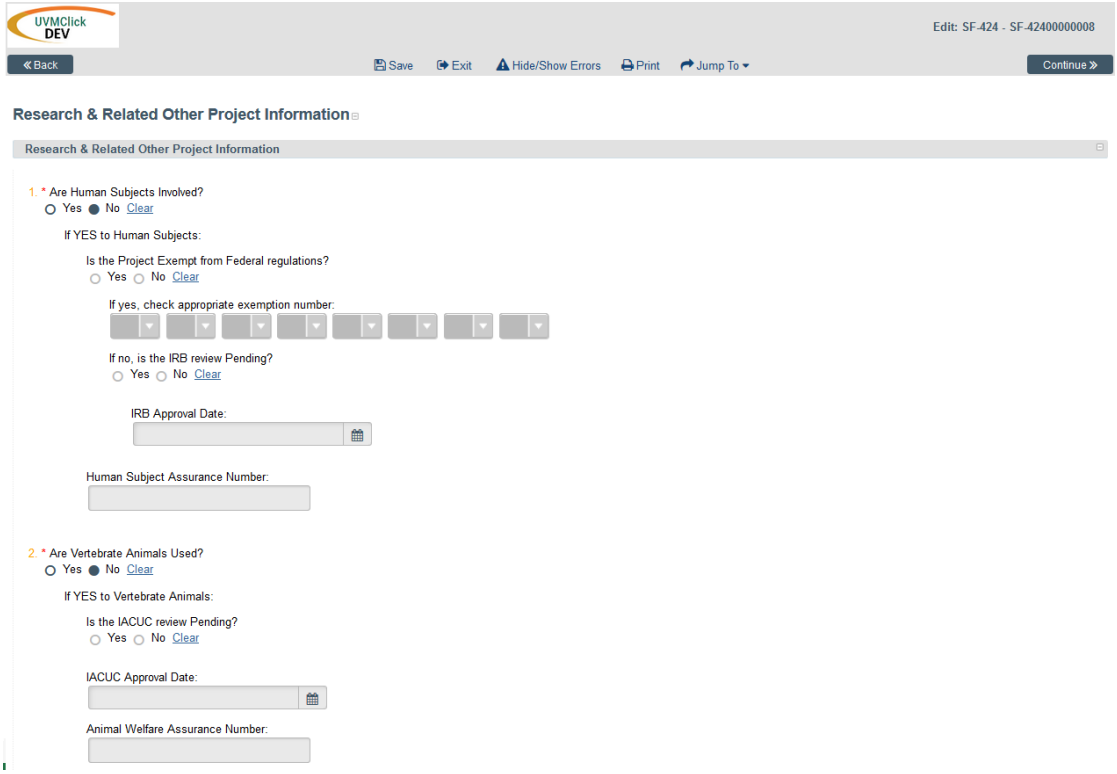
1. Project/Performance Site Location(s) 1 - 299

+ Add

	Organization Name	Street 1	City	ZIP Code	Display Order
Update	University of Rhode Island				299.00

2. Additional Location(s)
   [None] Upload

5.5.d SF424 > Research & Related Other Project Information



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 assessement (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		

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

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

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

5.5.f SF424 > PHS 398 Cover Page Supplement

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

BudgetAnticipated Period Amount ($)	Source(s)
There are no items to display	

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) t

   ☐ 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:

5.5.g SF424 > Research & Related Budget

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

* Organizational DUNS: 066811191

* Budget Type: Project

* Name of Organization: The University of Vermont and State Agric

* Number of Budget Periods: 5

Start Date: 7/1/2020 End Date: 6/30/2021

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.		Jeremy	E	Holden		Co-Investigator	$[redacted]	12			$[redacted]	$[redacted]	$[redacted]00
2.													
3.													
4.													
5.													
6.													
7.													
8.													

9. Total Funds requested for all Senior Key Persons in the attached file

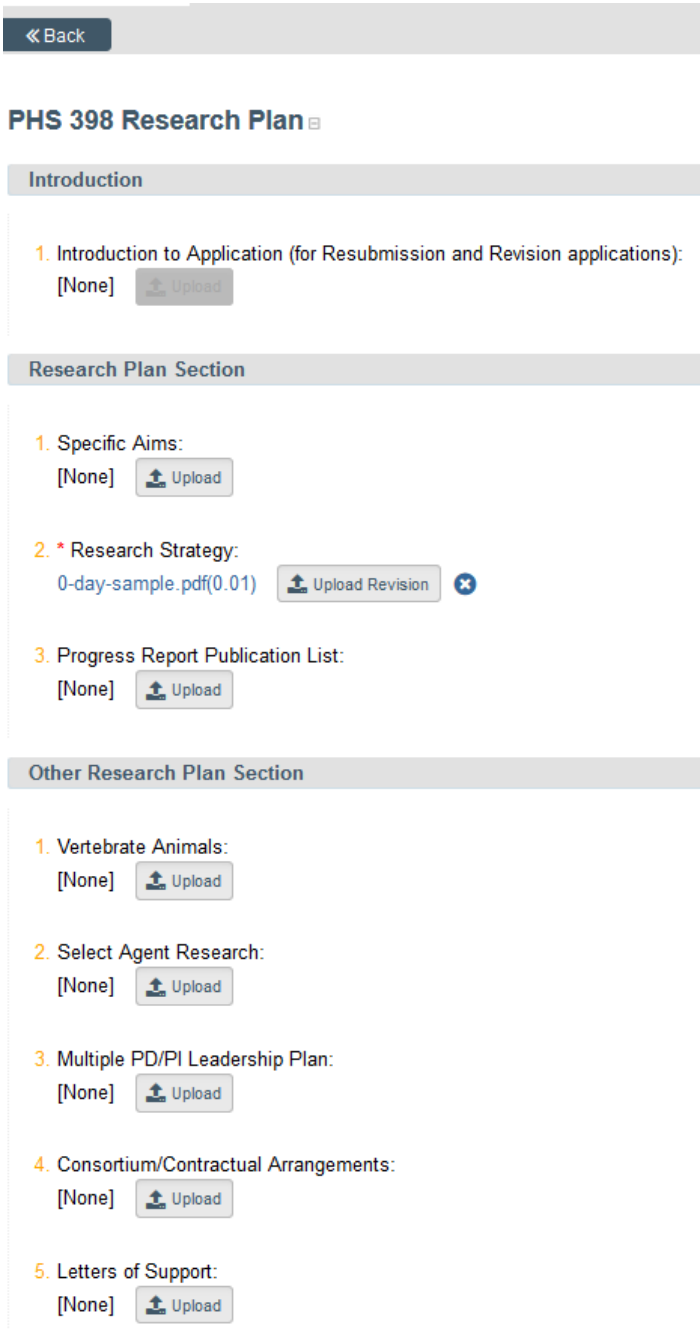
Total Senior/Key Person: $68,620.00

Additional Senior Key Persons: [None] Upload

B. Other Personnel

Num. Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Req. Salary ($)	Fringe Ben. ($)	Funds Req. ($)
	Post Doctoral Associates						
	Graduate Students						

5.5.h SF424 > PHS 398 Research Plan



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	

« Back

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 considere

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

	First Choice	Second Choice	Third Choice
Assign to Awarding Component:			
Do Not Assign to Awarding Component:			

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

	First Choice	Second Choice	Third Choice
Assign to Study Section:			
Do Not Assign to Study Section:			

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					

« Back Save Exit Hide/Show Errors Print Jump To

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 & Relate

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 Studies. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

3. Other Requested Information:
   [None] 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

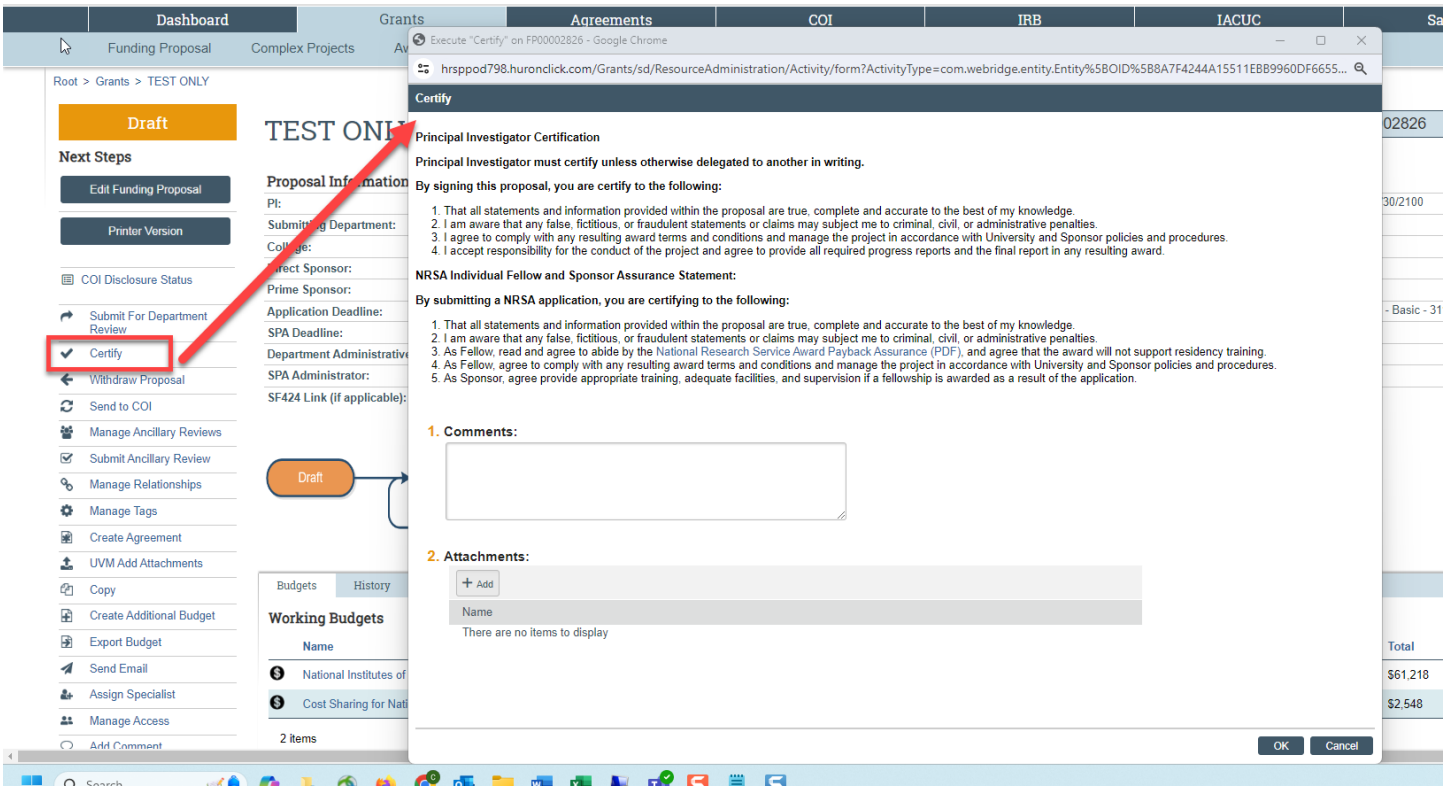
Study Title	Anticipated Clinical Trial?	Justification	Display Order
There are no items to display			

5.5.j SF424 > End of Form Pages / Finish

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

Chapter 6: PI Certification

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



How to Certify

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:

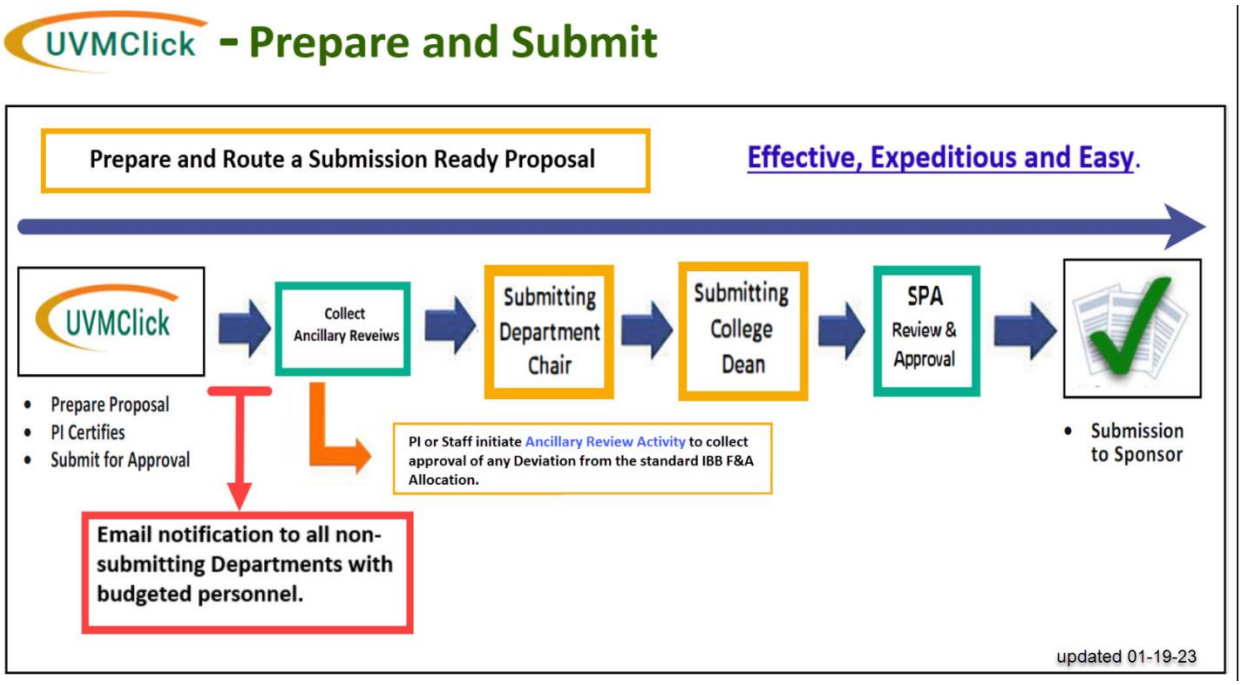
By submitting a NRSA application, you are certifying to the following:

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).

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

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

Chair Approval (Step 1)

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

Dean Approval (Step 2)

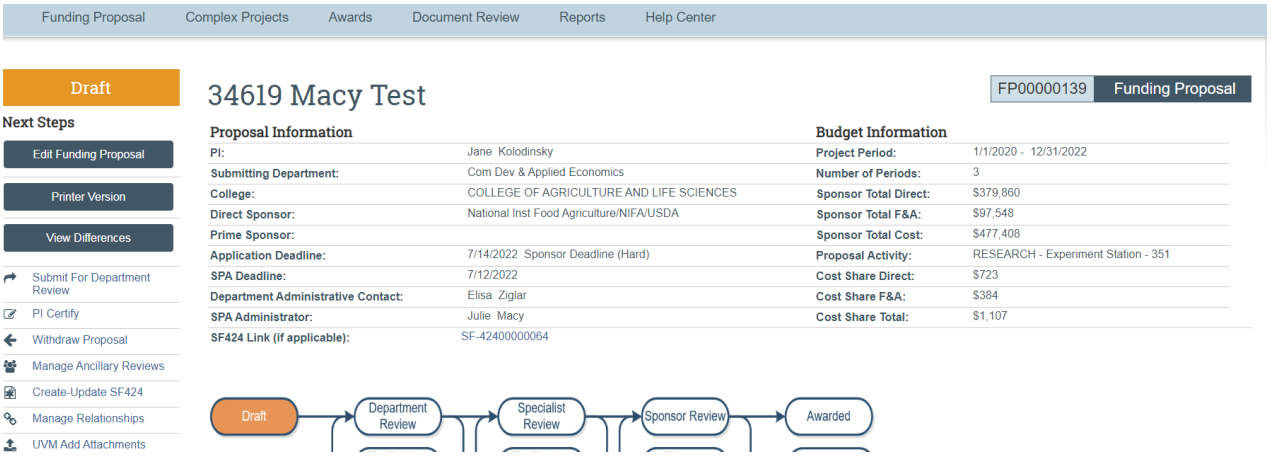
- Proposal will go to submitting department's College Dean and Dean's designee for review and approval. After approval, workflow moves Funding Proposal to SPA.

SPA Approval

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

How to Start Approval Route

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



Appendix 1: Grant User Roles

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

All Users

- Registered User - This role is automatically assigned to all UVM employees and allows employees to login to UVMClick.

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

Deans, Chairs and Department Business Administrators

- Department Reviewer/Chair - This role is assigned to Deans, Chairs, and certain Department Business Administrator as the approvers for the Step 1 (Department) and Step 2 (College) proposal approval process.

- Global Grants Viewer – This role is assigned to Deans, Chairs and Department Business Administrators who require view-only access to grants.

- SF424 Reader - This role is a companion role to Global Grants Viewer and is also assigned to Deans, Chairs and Department Business Administrators and allows access to the SF424 component of the grant when the grant is a federal system-to-system submission.

Proposal and Award Specific Roles

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

Funding Proposal > Personnel >

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

Awards > General Award Information >

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