

**From:** [RSENR Graduate Faculty](#) on behalf of [Rose Feenan](#)  
**To:** [RSENRGRADFACULTY@LIST.UVM.EDU](mailto:RSENRGRADFACULTY@LIST.UVM.EDU)  
**Subject:** RSENR SPA 2.0: Update and "Who To Contact"  
**Date:** Friday, June 4, 2021 11:05:17 AM

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Dear Rubenstein PI Community,

In light of the recent Pre-award Department Administrator (DA) position turn-over within RSENR, as well as the joint initiative to implement SPA 2.0 to include Pre-Award support staffed within SPA, we are sending out this important notice to help you plan ahead for upcoming proposal submissions.

UVM Leadership has approved the posting for the RSENR Pre-Award Department Administrator. This position will report to Julie Macy, Team Lead for the SPA Proposal Submission and Award Administration unit. Once the position is filled, the employee will undergo training with experienced people in this area and will support the RSENR proposal submissions and award management processes. Please note that training for this position is complex. Once an individual has been identified and hired, SPA will provide RSENR faculty and staff with a training plan and a process for continued proposal submission and award management.

This communication serves to provide information and next steps for you to follow until a full-time SPA Pre-Award position is trained and in place for the RSENR.

- **PROPOSAL SUPPORT IN UVMCLICK:**
  - The current Pre-award DA support for Rubenstein PIs is provided by **Heather Bullet**. This support, as you know, is available Fridays and will remain as a potential option for support in this capacity through July 31, 2021. During this time, it is important that you plan to secure Heather's support by sending her a "chat" in the TEAMS system. As Heather often needs support from the SPA Research Administrator (Deb Cannon), it is important that you plan three weeks ahead of the proposal deadline in order for Heather to assist you and obtain support from Deb.
  - Deb Cannon is the SPA Research Administrator and as such you may direct general questions to her via TEAMS or at [deb.cannon@uvm.edu](mailto:deb.cannon@uvm.edu).
  - SPA has developed several training materials for pre-award processes. If you are unable to schedule Heather or simply if you prefer to learn the processes for submitting proposals, please go through the training videos or schedule a time with Deb Cannon to learn the process. Deb may be reached through TEAMS or via email at [deb.cannon@uvm.edu](mailto:deb.cannon@uvm.edu). SPA's Education and Training website can be found [here](#). The specific training manuals and videos for proposal development can be found [here](#) under the "proposal training" section.
- **AWARD MANAGEMENT:** Under the SPA 2.0 structure, the new Pre-Award DA will also be responsible for Award Management. RSENR has secured services from Christine Patrin for supporting award management services. This support has been approved through June 30, 2021. In the event you have questions concerning award setup please contact Christine in TEAMS (or [Christine.patrin@uvm.edu](mailto:Christine.patrin@uvm.edu)). Guidance and processes for the support of award management after July 1, 2021 will be forth coming.
- **POST AWARD SUPPORT:** We are so please that Anthony Fouche will continue to support the RSENR post award grant activity. His appointment in RSENR will be transferred to SPA on July 1, 2021. He will report to Linda Serrantonio, Team Lead for SPA Research Finance and Reporting.

It is an exciting transition that we are about to undertake. This is a new process for all of us and expect that there will be bumps along the way. Having to fill a critical position is not ideal, but we are committed to providing faculty with continued support during this time and we are working as quickly as possible to restore an adequate level of Pre-Award department administrative support.

If you have any questions, please feel free to contact:

Julie Macy @ [Julie.macy@uvm.edu](mailto:Julie.macy@uvm.edu). I can also be reached on TEAMS (chat or call).  
Rose Feenan on TEAMS.

Additional information, guidance and contacts will be provided prior to July 1, 2021.

We thank you for your patience,

Julie and Rose

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