SPA 2.0 Pre-Award Unit Administration

PROPOSAL PREPARATION PROCEDURE

Unit Pre-Award Administrators (UA) are responsible for the coordination of all proposal submissions within the partnering college.

All proposal preparations and submissions should be coordinated with UAs before the final review and submission by Sponsored Projects Administration Research Administrators (SPA RA).

UVM requires all extra-mural proposal submissions (new, renewals continuations, supplements) with federal, non-federal, state, industry, or foundation funding to be entered into UVMClick and electronically routed to collect Principal Investigator (PI) certification and institutional approvals (Department, College, SPA) prior to submission to a sponsor. Proposal submissions include:

- System-to-system submissions to grants.gov through UVMClick
- Subaward proposals
- Research gift proposals of $25,000 or more. See Gifts in Support of Research Instruction Guide.
- Letters of intent, white papers, and/or pre-proposals when institutional signature and/or detailed budgets or cost-share commitments are required at that stage. See LOI/White Papers/Pre-Proposal Instruction Guide.

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

Proposal Preparation Steps

1. **A minimum of four weeks ahead of the Sponsor's deadline (and preferably 6 weeks):**
   The PI completes the Proposal Preparation Questionnaire Form and forwards the document to their assigned Pre-Award UA. The Pre-Award UA will then complete the following:
   - Use the completed questionnaire to create a UVMClick – Funding Proposal.
   - Review the proposal guidelines and provide feedback to the PI, where needed.
   - Initiate a draft budget and send to the PI for review, comment and/or confirmation.

2. **A minimum of two weeks ahead of the Sponsor's deadline:**
   - Budget is finalized. UA enters it into UVMClick and sponsor portals.
     - Cost share approvals, if applicable.
   - Budget Justification is edited by PI and finalized by UA.
   - Subaward documents, coordinated by UA, are received.
   - Senior Personnel documents are received from UVM faculty.
   - IBB F&A Allocation information finalized.

3. **A minimum of one week ahead of the Sponsor's deadline:**
   - If there is an IBB deviation, Ancillary Review is submitted by the UA.
   - Required letters signed (commitments, collaborations, institutional, etc.).

4. **A minimum of three business days ahead of the Sponsor's deadline:**
   - All other required proposal documents are finalized and ready for submission.

- Once the UA gives permission to route the proposal, the PI submits (and/or certifies) the proposal for the internal review.
- The department and college level will review and approve within UVMClick before it is routed to the SPA RA for their final review and approval to submit to sponsor.

5. **A minimum of two business days ahead of the Sponsor's deadline:**
   - The assigned SPA RA completes the final review and provides feedback.
     - If changes are needed the UA will coordinate with PI
   - Once UA/PI and SPA RA confirm the application is ready for submission to the sponsor, institutional signatures are provided.
   - The PI must be reachable at that time for any technical problem SPA might encounter during the submission.

6. **Day of submission: Proposal is submitted, using various methods:**
   - System-to-system through UVM Click, SPA RA will submit (e.g., Grants.gov)
   - Non-system-to-system proposals (SPA RA, PI, or UA – determined at time of proposal questionnaire)
   - External Sponsor Systems/Portals (e.g., Research.gov, AHA, Proposal Central). SPA RA or PI, determined by sponsor.

Additional Guidance

Cost Share
If cost share from a non-submitting department is included in your budget, signatures on the internal cost share form must be returned to Unit Administrator one week prior to deadline. If third party cost share is included, signed letters or approval must also be turned in at that time.

IBB F&A Allocation
IBB F&A Allocation spreadsheet is completed two weeks prior to submission along with the completed budget by the Pre-Award Unit Administrator based on submitting PI's and Associate Dean for Research's input.

On-Time Proposals
An on-time proposal is one that follows the above timeline, where required sponsor and/or university documents are received by the Pre-Award Unit Administrator in a reasonable amount of time to review and enter data into the appropriate electronic submission systems.

Late Proposals
A late proposal is one where finalized budget/justification documents are not received by the Pre-Award Unit Administrator at least **two weeks prior to the sponsor's deadline**. The Pre-Award Unit Administrator's responsibility with regard to late proposals is to make every attempt, **within standard business hours**, to meet the submission deadline. This may mean that the UA may not be able to collect and review all required documents or finalize a budget/justification to compliance to meet SPA's submission ready deadline.

Updated April 24, 2023