

PROPOSAL PREPARATION PROCEDURES – CEMS

Sylvie Butel is the CEMS Research Administrator, responsible for the coordination of all proposal submissions and non-financial post-award actions. All proposal preparation and submission should be coordinated with Sylvie before the final review by Sponsored Projects Administration (SPA)

To ensure a smooth coordination and adhere to the SPAs own processes and deadlines, the College has developed basic guidance to assist all involved in the process. While there are occasional times when a proposal opportunity has a very short window, these timelines should be followed for all standard proposals.

1. **A minimum of four weeks ahead of the Sponsor's deadline (and preferably 6 weeks):**
The PI informs Sylvie of their intent to submit a proposal using the proposal questionnaire request form
<http://www.uvm.edu/spa/documents/newproposalquestionnaire.docx>
2. **After review of the proposal questionnaire form:**
 - a. Sylvie creates a record in infoed.
 - b. Budget draft and final version deadline set. Based on the complexity of the proposal needs. Complexity of the budget (required match, unusual breakdowns required by DoD, DARPA, DOE, etc...) warrant this lead time. The SPA budget form can be found here for PIs interested in creating their own budget draft

<https://www.uvm.edu/spa/spa-budget-worksheet>
 - c. Preliminary information needed for the budget draft is: list of all personnel and associated effort; any match information if applicable and available at that stage.
3. **A minimum of two weeks ahead of the Sponsor's deadline:** Budget is finalized; Sylvie inputs the budget in the Sponsor's portal or forms, reviews/edits the budget justification.
4. **A minimum of one week ahead of the Sponsor's deadline:** The PI provides Sylvie with a routable proposal (edits can still be made): all administrative, non-technical parts of the proposals are final along with a good draft of the technical parts. Sylvie uploads the proposal in infoed, sends the final routing budget to S.P.A. for review and upload in infoed. A proposal is ready for the route when the full sponsor's application is complete and uploaded in infoed as proposal draft; the routing form, now in electronic form, is completed by the PI. When S.P.A. uploads the routing budget, Sylvie tells the PI to submit to the route.
5. **A minimum of three days ahead of the Sponsor's deadline:** The route is complete and the PI tells Sylvie that it is ready for final review. Sylvie sends her comments to the PI and S.P.A. and asks the S.P.A. R.A. to complete their final institutional review.
6. **A minimum of two days ahead of the Sponsor's deadline:** The PI has made all the requested changes and the proposal is submission-ready. The PI must be reachable at that time for any technical problem S.P.A. might encounter during the submission.

Proposals are considered late if they arrive in SPA with less than two business days before the sponsor's published deadline. SPA's responsibility with regard to late proposals is to make every attempt to meet the submission deadline but cannot be held responsible for any technical issues preventing submission during that late window.