Submitting a Proposal for External Funding in CESS

Supporting faculty in their grant proposal process is a high priority in CESS. The process below provides an outline of the steps required to submit a grant proposal and is designed to ensure an efficient and supportive process from start to finish. The recommended timeline to complete the grant proposal submission and routing process is 10 days prior to the actual deadline. The first step in ensuring a smooth process is to contact your Department Chair, Department Business Manager and CESS Grant Administrator as soon as a decision has been made to apply for external funding.

Faculty Resources:
The CESS Grant Administrator, Kunie Renaud, is always available to assist you in developing a budget. She is located in the CESS Business Office and can be reached at 426A Waterman Building by phone at 656-8576 or via email at Kunie.Renaud@uvm.edu

Resources available at UVM for identifying funding sources are available at: http://www.uvm.edu/spa/?Page=findfunding.html

Detailed information about the UVM Proposal Submission can be found at: http://www.uvm.edu/spa/?Page=proposals.html

The UVM Grant Proposal Manager who can assist with grant writing, project management design, and RFP/RFA requirements can be found at: https://www.uvm.edu/~ovpr/?Page=gpm_services.php

The UVM Foundation can assist in identifying sources and in building relationships with foundation or corporate funders: http://www.uvmfoundation.org/s/1690/foundation/index.aspx?id=1690&gid=2&pgid=857

UVM/CESS Internal Grant Routing Process:
Note: Until this UVM internal process is completed, an actual proposal cannot be submitted to the sponsor.

Step 1: Discuss the grant proposal opportunity with Department Chair or Director and Department Business Manager

- The discussions with your Department Chair will include your future workload such as buy-out and research component.
- If the Department Chair or Business Manager has any concerns and questions, they will contact the CESS Grant Administrator and the Associate Dean, Katie Shepherd for Academic Affairs and Research to resolve any issues before the next step.

Step 2: If this is for a Corporate or Foundation Proposal

If you have any questions concerning whether your research proposal should be classified as a gift or sponsored project, please consult the CESS Grant Administrator and the Foundation or Corporate Relations point person in the UVM Foundation to finalize submission. An overview of the difference between a gift and a sponsored project can be found at: http://www.uvm.edu/spa/?Page=proposalfaqs.html
Step 2: If this is for an External Grant Proposal

a. **Contact a Business Manager or Kunie to initiate the process in InfoEd**
Send a completed [New Proposal Questionnaire](https://spogi.uvm.edu/~cntrllrs/cas/F_A_rates.pdf), the RFP/proposal guidelines, and draft budget/proposal to a Business Manager in your home department or Kunie. They will initiate the process by creating an InfoEd number/Proposal number in InfoEd system. Your business manager or Kunie will send the above information with the InfoEd number to Josh Tyack who is a SPA Administrator for CESS. The information will be reviewed by SPA. Josh will contact you and Business Managers or Kunie for any questions. Josh will send you a draft routing budget for your review.

**Key information:**

- Facilities & Administrative (F&A) Rate: UVM has a Federal Negotiated Rate. The rate is listed on the SPA website. [http://www.uvm.edu/~cntrllrs/cas/F_A_rates.pdf](http://www.uvm.edu/~cntrllrs/cas/F_A_rates.pdf) If there is no F&A restriction, the UVM federal approved rate must be used.
- Cost Share Requirement
- Multiple Principal Investigator (PI)
- Subrecipient/Subcontract Requirements
- Graduate Student/Pre-Doctoral Trainee Support
- IRB Requirement

b. **Completing the Routing Packet**

The SPA Administrator, Josh Tyack, will upload a Routing Packet including a finalized routing Budget in the InfoEd system.

**IMPORTANT** Once the SPA Administrator uploadeds a Routing Packet into the InfoEd system, please notify Kunie, your Department Chair, the Associate Dean and the Dean for Academic Affairs and Research that an email notification for an approval request in the InfoEd system is coming to them shortly. In general, at least 48 hours advance notice is required. If personnel outside CESS are involved, please also notify their Chairs and Deans immediately. This is very important especially when the deadline is very close.

c. **Uploading the Proposal Documents in InfoEd system**

The PI uploads all documents such as the proposal, a finalized budget narrative, a proposal application in PDF, etc. Please see the Step by Step Instructions below. (Note: At this stage a proposal or application can be in draft form, however, the budget in the narrative has to be the same as the finalized budget in a routing budget form. If the PI route a draft version of the proposal, SPA will contact you at the end of the route and will ask the PI to send the final completed version of the proposal via email.)

**Step by Step Instructions to start the routing process in InfoEd system**

1. Go to <https://spogi.uvm.edu/>
2. Log in
3. Click "My Proposals"
4. Click "Search For"
5. Enter “XXXX” (You see this proposal# in Routing Packet) in "Proposal number"
6. Click the word yellow file picture
7. Click the document picture right next to PD magnify glass picture as below

- Click “Internal Documents”
  Please upload all documents such as proposal including budget narrative, supplemental documents and documents need to be signed by SPA/UVM. The proposal can be draft, however, the budget narrative has to be finalized and completed.

- Also, please complete “SPA Routing Form”. (Click a picture of magnified glass, you see a list of questions)

- Click “Complete” at the top right corner.

- Click “Finalize”
  You will see a picture of Thumbs Up like below when it is ready to be submitted. Please click to submit the proposal.

Once it is submitted, it goes to SPA and, the routing starts. When the routing is completed, SPA will coordinate with the PI to submit the finalized proposal to the sponsor in accordance with the sponsor’s submission requirements (i.e. NSF (FastLane), US Department of Education (grants.gov) and etc.)