



**PRE-AWARD SERVICES
OFFICE OF SPONSORED PROGRAMS
BURLINGTON, VT 05405**

**To: CATSKILL and Department Administrator Listservs for
Department Administrators involved in Sponsored Project Administration**

From: Beverly Blakeney, Director of Pre-Award Services

Re: Electronic Routing System for Grants to be launched March 1, 2011

Date: January 4, 2011

I am pleased to announce the deployment of the InfoEd Electronic Proposal Routing System, starting with proposals due on or after March 1, 2011. An announcement about the launch of electronic proposal routing was sent to Deans, Director and Department Chairs on December 16, 2010.

A copy of that memo, along with additional information about the electronic routing system is now posted on our InfoEd web site at <http://www.uvm.edu/~infoed/>

Training Plan:

We have scheduled six (6) hands-on training sessions in the Billings computer lab, starting next week and continuing through end of January, as part of the Sponsored Projects Training Program (SPTP). We invite you to register for one (1) of these sessions to learn how to:

- Login to InfoEd
- Navigate to proposal records
- Upload documents
- Send proposals into Electronic Routing System
- Access Electronic Routing System Review Dashboard to provide electronic approval (or rejection)
- Use InfoEd Proposal Tracking system to track proposals and create reports and alerts.

Next Steps:

Click on the SPTP web site <http://www.uvm.edu/~ospuvm/?Page=SPT/MainPage.htm> to register for one of these hands-on sessions in the Billings computer lab. Scroll down to the "[Click here for on-line registration form](#)" to register.

Please contact me at Beverly.Blakeney@uvm.edu or Cathy Ruley Condon at Catherine.Ruley@uvm.edu or 656-5560 if you have questions.

We are excited about this new electronic process and we believe that faculty and staff involved in proposal preparation and routing will greatly appreciate the new electronic routing system.

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