

# e-RAP Chronicles

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e-RAP Chronicles is a periodic publication of UVM's Office of Sponsored Programs designed to update the research community about UVM's transition to electronic research administration. We welcome your comments, questions and suggestions for future articles. This newsletter is sent electronically to UVM faculty and staff and is posted on the e-RAP web site at <http://www.uvm.edu/~infoed/>.

### InfoEd Proposal Development Implementation Update

Pre-Award Services has completed the first three phases of its implementation of the InfoEd Proposal Development (PD) system. We are now developing and submitting electronic proposals to the National Institutes of Health (NIH).

In the coming months we will expand the use of InfoEd PD for all proposals to all sponsors. The configuration and testing of the PD system for proposals to all sponsors is underway. After testing, we will conduct a pilot test in a small group of departments. Then we will begin deployment across all UVM colleges and schools with an anticipated completion date of July, 2008.

#### InfoEd Proposal Development System Implementation Status

Phase I Configuration and Testing completed  
Phase II NIH proposal - pilot completed  
Phase III NIH proposal - deployment completed  
Phase IV All sponsors pilot and deployment underway  
Phase V All sponsors deployment - 2008

The deployment of InfoEd PD for all proposals will move UVM closer to our goal of electronic research administration. Key features include:

**Electronic Proposal Record:** Principal Investigators will continue to create their proposals on paper or in electronic systems in accordance with the usual sponsor guidelines and formats. But the completed proposal document will be uploaded into the PD system, establishing an electronic record which will be easily accessible to the PI, the Department Business Manager, the Department Chair and the Dean.

**Budget Tool:** Proposal budgets will be developed in the PD Budget Tool, a very robust and intuitive system that calculates salary, fringe benefits and efforts using employee salary and appointment data within the system. Detailed budget data will be easily accessible in the proposal record.

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### Successful Launch of PD for NIH Proposals

UVM is now routinely using InfoEd Proposal Development (PD) system for creation and submission of its electronic National Institute of Health (NIH) grant proposals. Since the initial pilot in February and the full deployment in June, eighty-six investigators from COM, CEMS, A&S and CNHS have created more than 100 NIH proposals using InfoEd PD. The PD system, is relatively easy and intuitive to use and has become a preferred alternative to the Grants.gov proposal application packet. Here is what some users have said about InfoEd.

*"InfoEd has helped us generate timely and meaningful reports on a schedule that meets our needs; the data greatly enhances the research administration process"*

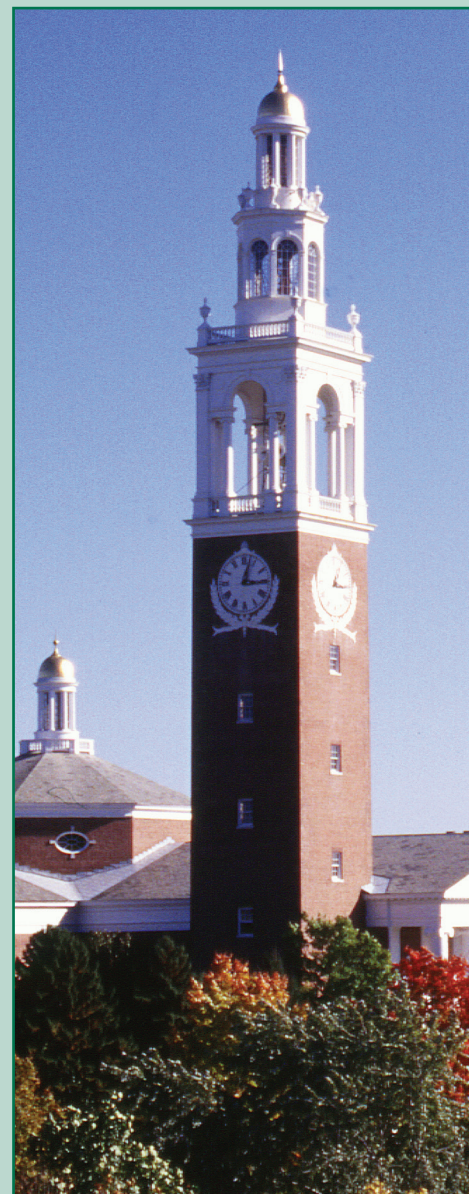
—Eric Gagnon, Administrator, Department of Medicine

*"The InfoEd system is the most user friendly grant submission software I have ever used."*

—Dawn Pelkey, Business Manager, Office of Health Promotion Research

*"I was pleasantly surprised to find the InfoEd grant submission process so user friendly. With the help and the support of the ever-friendly and supportive staff in the Office of Sponsored Programs, the MMG grants were submitted quickly and error free in May, June, and July!"*

—Patricia Laverty, Administrative Professional, Department of Microbiology and Molecular Genetics



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**Electronic Routing:** PD will be used to electronically route proposals to Department Chairs and Deans for approvals. With this step, we can “retire” the Routing Form. Electronic signatures will be captured in the proposal.

**Ongoing Data Capture:** The proposal record will be updated as new information is received with new information available for immediate access. The award document, sponsor correspondence, subcontract agreements and much more will be uploaded to the electronic record, eliminating the need to copy and send documents to the multiple interested parties.

**GCAS Access:** We will be able to easily share the electronic proposal record data with the Grant and Contract Administrative Services staff, facilitating the flow of data needed in the accounting system.



## Beverly Blakeney on InfoEd Proposal Development System

The InfoEd Enterprise System is fast becoming an important administrative tool for investigators and department administrators involved in research administration at UVM.

This year more than 260 users from across campus logged in to InfoEd to perform SPIN searches, create SMARTS alerts, update their User Profiles, create electronic proposals or report on proposal data. We expect the number of users will grow as we expand the use of InfoEd at UVM.

The next phase of the project involves testing and deployment of Proposal Development (PD) for ALL grant proposal submissions (not just the National Institutes of Health). Soon we will be able to electronically route proposals for approvals, a vast improvement on our current “sneaker-net” process.

Parallel with the Pre-Award Services implementation, the Research Protections Office continues to work behind the scenes to implement the InfoEd compliance modules. Look for more information about the compliance modules in the coming months.

We look forward to working with you on the next implementation phases.

*Beverly Blakeney is Program Director of OSP's Pre-Award Services Office*



## News from OSP's Research Protections Office (RPO)

### RPO Committees and InfoEd Proposal Numbers.....or the challenge of matching grants to protocols!

Funding agencies generally require the appropriate RPO review committee to review the specific research procedures outlined in a grant application. Each protocol submitted to the RPO for review, therefore, **must** be linked to the corresponding grant application. This is a requirement for all of the RPO Committees (the IRBs, IACUC and IBC).

**This also means that a new protocol must be submitted for Committee review and approval for every new funding proposal and every competitive renewal submission.**

Pre-Award Services must have assurance from the applicable committee that the protocol corresponding to the specific grant application has received the appropriate clearances from RPO when accepting your grant award. The task of matching grants to protocols over the years has been extremely difficult because it was done manually and, unfortunately, the process has been less than perfect.

Now, with the implementation of InfoEd, the electronic proposal and protocol management system, we are able to link the protocol to the grant electronically and both PAS and RPO will have access to the corresponding materials.

**However, in order to link correctly we need your assistance.**

Each of our Committees has revised their protocol forms to include a field for the InfoEd Proposal Number. We have been piloting this field on the Biosafety Committee forms for six months and have found that most protocols have inaccurate or incomplete information. Problems typically include a proposal number for a proposal in which the project period has ended or for a project that was never funded.

We wanted to take this opportunity to remind you of this requirement and to assist you in becoming familiar with

this very important number. Below is a copy of the grant routing form with the InfoEd Proposal ID Number circled. This is the required number for all initial and continuing review forms.

If there is any uncertainty, please contact a staff member from either PAS or the RPO to assist you in determining the appropriate InfoEd proposal number. This will make the entire process much smoother for everyone and prevent delays in your protocol review.

Thank you for your help with this.

*Donna Silver is Assistant Program Director of OSP's Research Protection Office*

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**University of Vermont Sponsored Project Routing Form**

Proposal ID: **21689**

1. PI/PROJECT DIRECTOR Mickey Mouse	2. PI COLLEGE COM	3. PI DEPT Neurology	4. PROGRAM PA-07-070	Final Action
5. PROPOSAL COLLEGE COM		6. PROPOSAL DEPT Neurology	7. DEADLINE	DATE PREPARED
8. PROJECT TITLE A New Research Proposal for UVM				
9. SPONSOR/FUNDING AGENCY PRIME:		10. AGENCY GRANT/CONTRACT# CFDA#		11. WHEN PROPOSAL IS SIGNED, CALL: NAME: EXTENSION:
12. If funded, will this project require any additional lab space other than that currently available to you? Click to select Y/N If funded, will this project require any additional office space other than that currently available to you? Click to select Y/N				
13. HUMAN SUBJECTS NO		14. INFECTIOUS AGENTS Click to select Y/N		STATUS PENDING
15. VERTEBRATE ANIMALS YES		16. RADIOACTIVE SUBSTANCES YES		17. HAZARDOUS CHEMICALS YES
18. RECOMBINANT DNA Click to select Y		19. Does this project involve the use of Human Embryonic Stem Cell Research? NO		
20. PROPOSAL KEYWORDS <input type="checkbox"/> Applied and Professional Programs <input type="checkbox"/> Biological and Biomedical Sciences <input type="checkbox"/> Education <input type="checkbox"/> Engineering Mathematical and Physical Sciences <input type="checkbox"/> Environmental and Ecological Sciences <input type="checkbox"/> Humanities and Social Sciences <input type="checkbox"/> International Programs <input type="checkbox"/> Other <input type="checkbox"/> Sustainable Technology <input type="checkbox"/> Vermont Economy				
COST-SHARING/MATCHING: <input type="radio"/> None <input type="radio"/> Mandatory <input type="radio"/> Voluntary <input type="radio"/> Mandatory & Voluntary <input type="radio"/> NIH Salary Cap				
TYPE New		PREVIOUS PROPOSAL ID (IF RENEWAL)		
COMPETITIVELY REVIEWED YES		TARGETED FUNDING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
F&A RATE AND BASE CALCULATIONS Sponsor F&A Rate 52.0% UVM F&A Rate 52.0%		Sponsor Base Base A UVM Base Base A		
PURPOSE AND LOCATION OF PROJECT AND UVM RATE TYPE Research on campus				
21. COMMENTS				

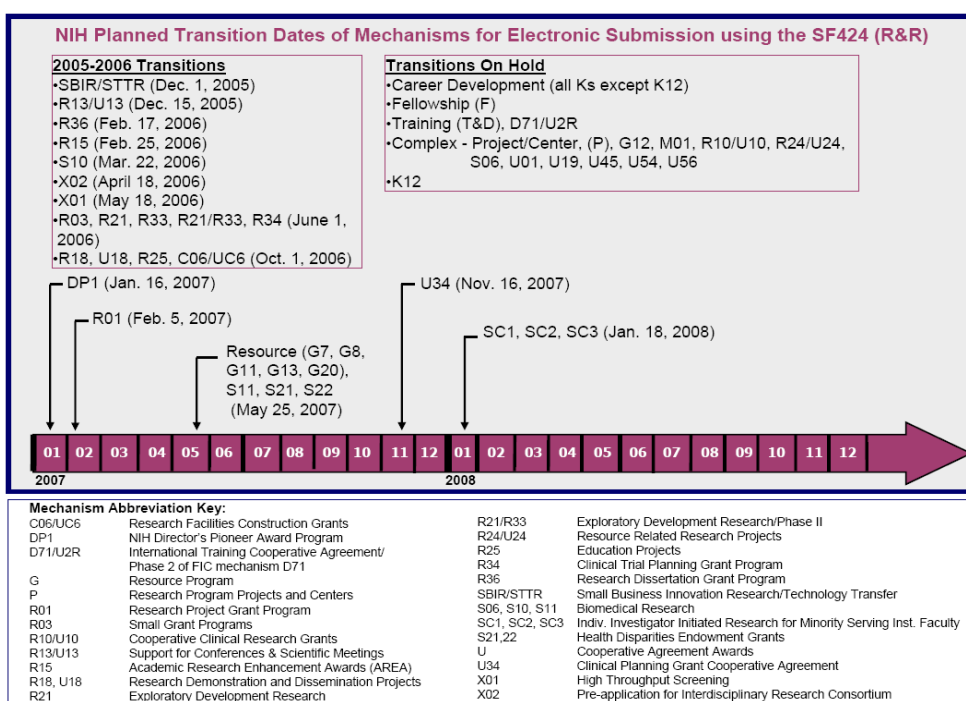
PI Sheet\_Instructions / Routing Form / BUDGET / PHS 398 Modular Budget / Disclosure /

## NIH's Transition to Electronic Proposal Submissions

The National Institutes of Health (NIH) continues to move forward in transitioning from paper submission of grant applications to electronic submission via Grants.gov or System-to-System providers like InfoEd.

Many of the NIH mechanisms have now transitioned to electronic submissions, with only the larger and more complicated proposal mechanisms transition ON HOLD.

Remember that UVM now requires we prepare all eligible NIH electronic proposals in the InfoEd Proposal Development (PD) system.





## InfoEd and Grants.gov Individualized Training Available

Pre-Award Services staff are now providing individualized training sessions at times convenient to users.

InfoEd Funding Search (SPIN) and Alert Service (SMARTS) *Learn how to perform funding searches and create automated funding alerts.*

InfoEd Proposal Development (PD) for NIH Proposals *UVM electronic NIH proposals must now be prepared and submitted with the InfoEd PD system. This session will show you how to complete the forms and upload your project plan into InfoEd.*

InfoEd Proposal Tracking (PT) *Learn how to access, query, and report on live proposal data using the proposal tracking database.*

Grants.gov - An Introduction to PureEdge and Adobe Applications *Many federal agencies require you to submit proposals through the Grants.gov electronic grant receipt system. This training will present an overview of the application process, review the elements of an application and answer any questions you may have.*

## Pre-Award Services Proposal Review Submission Deadlines

In order to meet the needs of faculty, ensure accurate electronic submissions, and manage our workload, we will continue to seek your cooperation with the submission deadlines outlined below.

### Grants.gov electronic applications

Draft is due to PAS two (2) weeks before agency deadline

Final is due to PAS (1) week before agency deadline

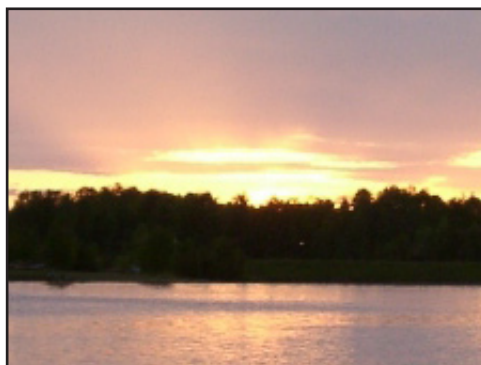
### InfoEd System-to-System electronic NIH applications

Draft is due to PAS two (2) weeks before agency deadline

Final is due to PAS (1) week before agency deadline

### All Other Proposals

Final is due to PAS three (3) days before agency deadline



## Grants.gov Transitions from PureEdge to Adobe

Grants.gov is transitioning from PureEdge to Adobe for a more simplified approach for users. The article below is from Grants.gov most recent "Succeed" newsletter at <http://www.grants.gov/resources/newsletter.jsp>.

For questions on this transition and how it will impact your UVM Grants.gov proposal submission, please contact Sarah Cooley in Pre-Award Services at [sarah.cooley@uvm.edu](mailto:sarah.cooley@uvm.edu) or at 656-3360.

## Login to InfoEd Portal – View your Proposal Data

With just a few clicks of your mouse you can access your UVM proposal records. You can easily check on proposal status, review budgets, see award documents, review terms and conditions and more. This data is available now in InfoEd. Please login and take a look.

Open the InfoEd web site at <https://spogi.uvm.edu/>. Don't know your login? No problem. Click the "Get Profile" tab and answer the four questions. InfoEd will email your username and password to you. Login to InfoEd and click the "Proposals" tab to view your proposal data.

## 2007 SYSTEM UPDATE LAUNCHED JULY 9, 2007

Grants.gov is pleased to announce upgrades to the website. Federal grant-making agencies will now have the option to post opportunities using Adobe forms rather than the IBM Workplace Forms currently being used. Please be sure to download the Adobe 7.0.9 Reader at [http://www.grants.gov/resources/download\\_software.jsp#adobe](http://www.grants.gov/resources/download_software.jsp#adobe) prior to downloading your application package.

Please note that Grants.gov will continue to receive and process application packages using the IBM Workplace Forms until the remaining Adobe forms are made available in September 2007. Please continue to check the Program Status page on the website for updates on this transition. Frequently Asked Questions (FAQs) about the new Adobe forms are available at <http://www.grants.gov/assets/AdobePEFAQs.pdf>.