



**OFFICE OF SPONSORED PROGRAMS
BURLINGTON, VT 05405**

To: Deans, Directors and Department Chairs

From: Beverly Blakeney, Program Director
Pre-Award Services, Office of Sponsored Programs

Re: Implementation of Grants.gov and the InfoEd Proposal Development System

Date: February 2, 2006

I am writing to follow up on Ruth Farrell's memo dated [January 13, 2006](#) related to electronic research administration at UVM.

Grants.gov

As many of you know, UVM and all universities will soon have to change the way we submit grant proposals to the federal government.

In response to Public Law 106-107 the 26 federal grant making agencies have worked together to create a single, centralized, online process called Grants.gov to both find and apply for grants from the federal government.

When fully implemented, all federal grant making agencies will stop accepting paper proposals. From that point on, all federal grants proposals must be submitted electronically through Grants.gov.

To learn more about **Grants.gov**, visit their website at www.grants.gov.

The transition to Grants.gov will require significant changes here at UVM. The familiar agency paper forms will be replaced, over time, by a single electronic form set called SF 424 (Research and Related). Grant proposals will be submitted to Grants.gov through the web. Some agencies, including the National Institutes of Health, will require us to complete additional validation steps after the initial submission to Grants.gov.

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The magnitude of these changes is significant and will require that we all work together to ensure a smooth transition. The good news is that the transition to mandatory use of Grants.gov will take place incrementally, agency by agency and program by program. More good news is that electronic proposal submission is not new to UVM. OSP and UVM faculty have been electronically submitting grant proposals to the National Science Foundation Proposals since 1996. In the last couple of years, we have submitted proposals through Grants.gov to the Department of Defense, the Department of Education, the National Aeronautics and Space Administration, the Centers for Disease Control, the Health Resources and Services Administration, the Environmental Protection Agency, the U.S. Department of Agriculture and the Department of Energy.

We found the electronic proposal submission process to be quite straightforward and we did not experience any major difficulties in our pilot submissions. Our transition to mandatory Grants.gov submissions will build upon these early successes, and we look forward to working with all UVM faculty to make the rest of this transition smooth.

InfoEd Proposal Development (PD) System

The Pre-Award Services unit in OSP has purchased the InfoEd Proposal Development (PD) System which has been designed to provide a system-to-system interface with Grants.gov. We expect to implement the InfoEd system following many agencies' transition to grants.gov. UVM faculty will eventually create proposals in PD, electronically route the proposal through normal UVM departments for approvals, and then Pre-Award Services will move the proposal through PD's system-to-system interface to Grants.gov. This system will significantly reduce effort required for proposal development, routing and submission, and will move us forward in several key areas.

- It will provide a means for collaborative on-line proposal development.
- It will allow electronic routing for approvals prior to submission.
- It will facilitate submission of proposals to the federal government directly from the system without uploading or reformatting into Grants.gov.
- It will allow academic units to view and report on proposal activity with ease.
- It will provide a single portal access to many research functions, with plans in development for on-line creation of human subjects, animal and biosafety protocols in the InfoEd system.

"e-RAP" Web Site

<http://www.uvm.edu/~infoed/>

With the implementation of the full suite of InfoEd products, UVM needs a shorthand way of referring to the entire InfoEd enterprise system. We have settled on "e-RAP" (for *electronic Research Administration Portal*) to represent the entire InfoEd enterprise system at UVM.

e-RAP will refer to the common portal for accessing all research related activities that will be available to the UVM community. Faculty and administrators will login to e-RAP to gain access to:

- Funding opportunities
- Faculty profiles
- Proposal development
- Proposal tracking and reporting
- Protocol development and management

OSP will use this web site to keep the UVM campus community up to date on the transition to Grants.gov and on the InfoEd implementation.

Training and Information

This transition will require training for faculty and administrators involved in the proposal submission process. Pre-Award Services will be offering a range of training sessions on the entire Grants.gov proposal submission process and later on the InfoEd Proposal Development systems.

Please check the e-RAP web site for training schedules. <http://www.uvm.edu/~infoed/>

Implementation Phases

Our first priority is a smooth transition to Grants.gov. Pre-Award Services Grant Administrators have already been working with a small group of UVM faculty in submitting proposals through Grant.gov. Campus wide Grants.gov training sessions will begin soon for all UVM faculty and administrators.

Separate from the Grants.gov, we are beginning to plan and configure the InfoEd PD System. We plan to have PD ready to pilot at UVM by early fall 2006. After completing the initial pilot, we will initiate the electronic proposal routing component. Finally, after PD is fully operational, faculty will be able to create all federal grants in PD and will route electronically for UVM approvals. Once approved, OSP will electronically submit the proposal via the PD system-to-system interface to Grants.gov.

Electronic Research Administration Advisory Committee

OSP is currently in the process of creating an Advisory Committee, comprised of research faculty, administrators and other interested parties across campus, to ensure that all needs are taken into consideration as we implement our electronic research administration system.

Implementation Team

Richard Del Pizzo will be leading the technical aspects of the InfoEd implementation. His work will be focused on database configurations and electronic proposal routing and submission via Grants.gov. Richard will also work closely with UVM's Project CATalyst staff to develop necessary links between the PeopleSoft and InfoEd enterprise systems. Richard came to UVM after working for 15 years as an IT consultant at various large corporations in New York City.

Cathy Ruley will be leading the functional implementation aspects of the project. She will be working with Richard on system configuration and will coordinate with OSP, Grant & Contract Administrative Services, Project CATalyst and academic units for training and roll out. Cathy served as Assistant Director in OSP from 1990 to 1997 and has recently worked with Project CATalyst on the PeopleSoft Grants module.

Next Steps

Cathy's first task will be to work with Deans and/or Department Chairs to designate a person in each unit to serve as the InfoEd contact. We will train your InfoEd contact to maintain faculty and staff profiles in InfoEd's GENIUS (Global Expertise Network for Industry, University and Scholars) module. GENIUS is the faculty profile module that many of your faculty currently use to get automatic funding alerts. It is also used to generate CV and Biosketch information for grant proposals. Your InfoEd contact will also learn to prepare reports about your unit's grant activity from InfoEd's Proposal Tracking database and serve as your unit's point of contact for InfoEd system matters. This database, which OSP currently uses, will allow you to easily access important proposal information such as proposal status, budget details, research protection approvals, and letters of grant award.

The second task will be to identify others in your department who might need to access the Proposal Tracking database so that we can grant them the appropriate security clearances.

Cathy will be in touch with you in the next few weeks.

We look forward to working with you as we make this transition. Please feel free to contact Cathy Ruley at Catherine.ruley@uvm.edu or 656-5560 or me at Beverly.Blakeney@uvm.edu or 656-4067 at any time with questions, concerns or suggestions for OSP as we move forward in the implementation of these systems.