e-RAP Chronicles

e-RAP Chronicles

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/.

UVM Submits Its First System to System Proposals

UVM used the InfoEd Proposal Development (PD) System for its first ever System-to-System (S2S) electronic proposal to the National Institutes of Health (NIH) in February.

Many of you know that NIH now requires electronic proposals for most of its programs. In preparing for this change, UVM purchased the InfoEd PD system to ease the creation and submission of electronic proposals. We have been configuring and testing the system over the past several months, and in February, we conducted a pilot to create and submit real proposals.

Dr. Nicholas Heintz submitted the very first proposal from UVM using PD. The proposal creation and submission was relatively easy and the submission time to Grants.gov and NIH eRA Commons was much faster than it was for PureEdge created proposals.

In addition to Dr. Heintz's proposal, we have prepared and submitted six additional proposals using PD and we have six more planned for the March NIH deadlines.

The Pre-Award Services office would like to extend a big thank you to the following faculty who participated in the successful pilot: Eric Bateman, Matthew Poynter, Stephen Brown, Ralph Budd, Brian Flynn, Sayamwong Hammack, Yvonne Janssen-Heininger, Nicholas Heintz, Christopher Huston, Richard Pratley, Mercedes Rincon, Pamela Vacek and Cedric Wesley.
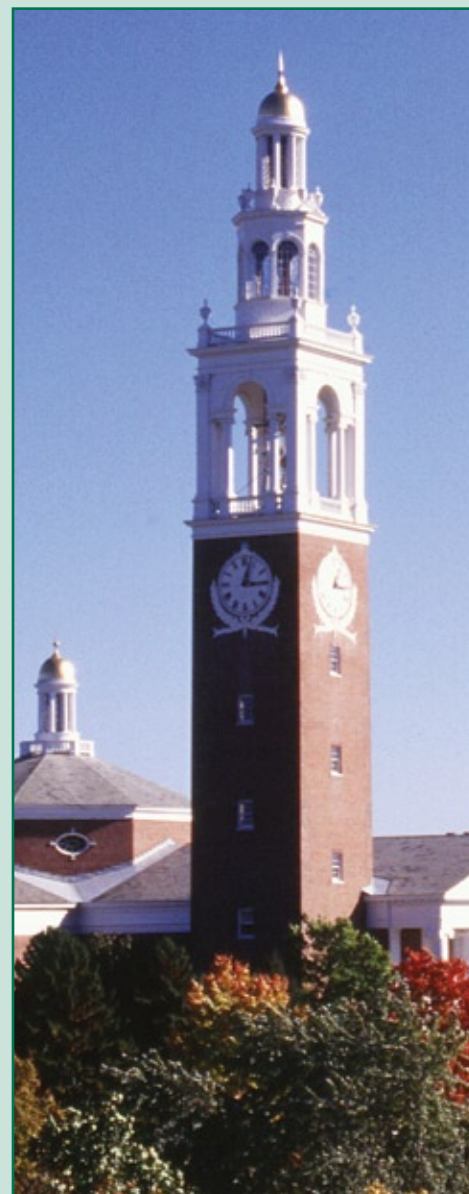
In addition, this pilot project could not have been possible without the help and support of several department administrators: Patty Laverty, Anne MacLeod, Gwen Landis, Jennifer Diaz, Dawn Richardson, Carol Gross, Sue Ledoux, Dawn Pelkey, Pam Carter, Bridget Carney and Eric Gagnon. We thank you all.

Beverly Blakeney, Program Director, noted "This marks the first major milestone for the InfoEd PD system project at UVM. We are very pleased with the results and we are confident that we'll be able to fully implement this system across UVM in the next several months."

UVM Will Launch PD Starting with June / July NIH

Pre-Award Services is pleased to announce the deployment of the InfoEd Proposal Development (PD) system. Starting with the National Institutes of Health (NIH) June / July submission cycle, UVM will require use of the PD system for all electronic NIH proposals. This means we will not use the PureEdge software provided by Grants.gov for these proposals.

Training for InfoEd PD Proposals will start in April. Please attend well in advance of your deadline, keeping in mind that Pre-Award Services needs to receive draft proposals 2 weeks ahead of agency deadline and final proposal 1 week before agency deadline.

InfoEd Proposal Development System Implementation

The implementation of the InfoEd Proposal Development (PD) System is taking place in four phases, which include configuration and testing, pilot testing, deployment for National Institutes of Health (NIH) electronic proposals, and then full implementation for all UVM proposals.

Phase 1: Configuration and testing
May 2006 to January 2007

In the configuration and testing phase, we developed business processes, configured the system to match UVM requirements and tested and re-tested the software. We also developed two electronic interfaces between InfoEd and PeopleSoft. The first interface provides personnel data from the PeopleSoft HR module to InfoEd. The second interface electronically populates the PeopleSoft Grants module with awarded proposal data from InfoEd.

Phase 2: Pilot
January to March 2007

In the pilot phase, we are working closely with a small group of UVM faculty and administrators to prepare and submit NIH applications using PD. We successfully used PD to create and submit seven proposals to NIH in February. We plan to submit another six in March.

Phase 3: Deployment of PD for NIH electronic proposals
June 2007

Starting with the June and July 2007 NIH submission cycles, we will require UVM faculty use PD rather than the PureEdge for electronic submissions. This phase will correspond with the NIH "Planned Transition Dates of Mechanisms for Electronic Submission using the SF424 R&R." Training for faculty and department administrators will begin in April. See schedule in this newsletter.

Phase 4: Implementation of PD for all UVM Proposals
Summer 2007 phased transition

We will implement PD for all UVM proposals (federal and non federal sponsors) starting the summer of 2007. Once fully implemented, all proposals will be created in PD and will be electronically routed for internal approvals. This will allow us to streamline the creation, routing, submission and storage of proposal data, moving us closer to our goal of electronic research administration.

Beverly Blakeney on InfoEd Proposal Development System

I am pleased to report significant progress toward our goal of electronic research administration at UVM.

UVM has successfully transitioned to the use of electronic proposals submission through Grants.gov. We have now submitted more than 100 proposals using this new system. We extend our thanks to the many faculty and staff who attended Grants.gov training sessions and who cooperated with our draft and final proposal deadlines. I know this was a big change for all involved, and I applaud your efforts.

On another front, we have also made significant progress on implementing the InfoEd Proposal Development (PD) System at UVM. Many people have been working hard behind the scenes over the past several months to configure and test the PD system. In February, we ran a pilot in which we successfully used PD to submit seven proposals to the National Institutes of Health (NIH).

Starting with the June / July NIH submission cycle, we will require all electronic proposals to NIH be created in PD rather than PureEdge. I am confident that people who have mastered the PureEdge software will find the PD system much easier to use.

Once again, I'd like to thank the faculty and administrators who have helped us with this pilot. I'd also like to thank the PAS staff, especially Cathy Ruley, whose hard work and dedication has made this success possible.

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

Donna Silver on the RPO Compliance Module Update

The InfoEd Compliance Modules consist of the Environmental Safety Management and Development Modules, the Laboratory Animals Management and Development Modules, and the Human Subjects Management and Development Modules. The Management modules support the Committees within the Research Protections Office (RPO) by tracking protocol approvals and the Development Modules allow researchers to submit their protocols electronically.

In August 2006 the RPO began testing the InfoEd Environmental Safety Management Module. Real data was entered and tested in during the months of September and October. By December the system was being used to successfully generate automatic continuing review notices and create meeting agendas and minutes.

Beginning in March 2007 we will move forward to allow Committee members and researchers access to the Production Module. Those with interest in assisting the RPO with this next step should contact Donna.Silver@uvm.edu.

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

InfoEd Training for NIH Proposals

Starting with the June / July 2007 submission cycle, all UVM electronic proposals to the National Institutes of Health (NIH) will be created and submitted with PD rather than the PureEdge software.

To prepare for this transition, we have scheduled a new training session called "InfoEd Proposal Development (PD) for NIH Proposals." The session lasts one hour and will provide training on how to access the system, complete the forms, and upload the project plan.

These sessions start in April and will be held on Mondays and Wednesdays until June. To see a complete list of training opportunities, visit the e-RAP web site at http://www.uvm.edu/~infoed/ and click on "Training" link.

Learn More About InfoEd

Hands-on Lab Training Sessions
We offer hands-on lab training sessions each month on the InfoEd basics for faculty, department administrators and all UVM employees that might be interested. Learn how to access the portal, query and report on your proposal data, use the funding information and alert services, and submit electronic proposals.

Faculty Meetings
If your department would like an InfoEd demonstration at an upcoming faculty meeting, contact Cathy Ruley at catherine.ruley@uvm.edu to make arrangements.

Job Aids for InfoEd
Job Aids for InfoEd are now under development and will soon be posted on the e-RAP web site.

To view the complete list of training opportunities, visit the e-RAP web site at http://www.uvm.edu/~infoed/ and click on "Training" link.

InfoEd Funding Search and Alert Tools (SPIN and SMARTS)

The InfoEd Implementation builds on the long term success of the SPINPlus module which has been used at UVM for many years. SPINPlus includes the SPIN database of funding opportunities and matching alert service called SMARTS. SPIN, the **S**ponsored **P**rograms **I**nformation **N**etwork, is an online database providing up-to-date funding opportunities from federal, state, foundation and industrial sponsors. SMARTS, the **S**PIN **M**atching **A**nd **R**esearch **T**ransmittal **S**ervice, takes SPIN one step further by providing an automated alert service which delivers targeted funding opportunities via email.

Faculty at UVM have access to these standard tools along with several other complementary resources for identifying sponsored programs and keeping abreast of funding opportunities. Contact Hilda. Alajajian@uvm.edu to find out more about how to set up your own funding alerts.

Training Schedules   **RSVP required due to space limitations**

Visit the e-RAP web site at http://www.uvm.edu/~infoed/ - Click on Training link.

Grants.gov and PureEdge Software for electronic proposals

Thursday, March 08, 2007	1:30 to 3	HSRF 200	
Thursday, March 15, 2007	1:30 to 3	HSRF 200	
Thursday, March 22, 2007	1:30 to 3	HSRF 200	
Thursday, March 29, 2007	1:30 to 3	HSRF 200	

InfoEd Proposal Tracking - access, queries, reports

Friday, March 09, 2007	2 to 3	Dana Medical Library Computer lab
Friday, April 13, 2007	2 to 3	Dana Medical Library Computer lab
Friday, May 11, 2007	2 to 3	Dana Medical Library Computer lab
Friday, June 08, 2007	2 to 3	Dana Medical Library Computer lab
Friday, July 13, 2007	2 to 3	Dana Medical Library Computer lab

InfoEd Proposal Development (PD) for NIH Proposals

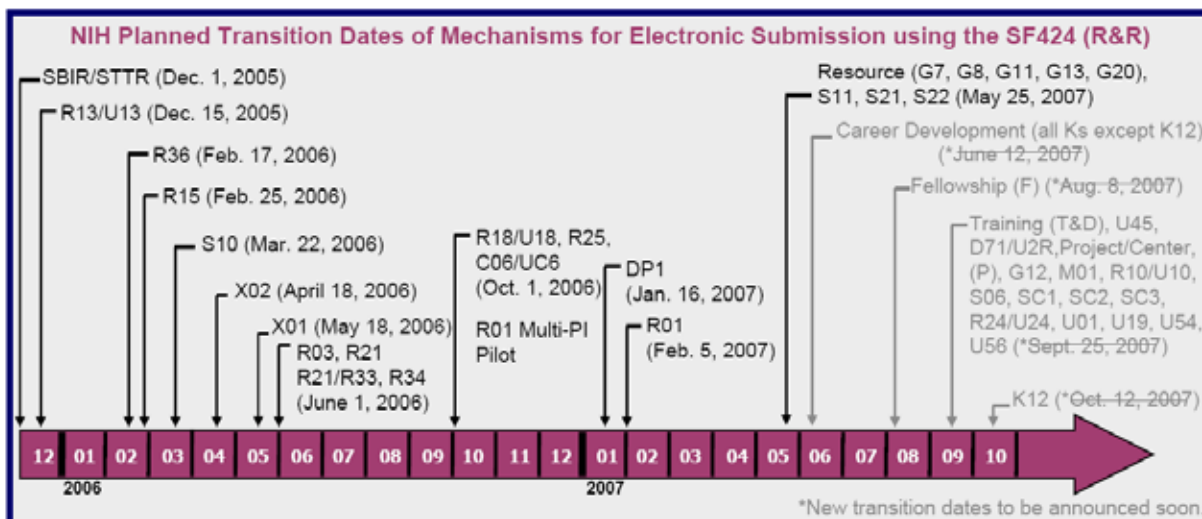|		
Monday, April 09, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, April 11, 2007	9 to 10	Dana Medical Library Computer lab
Monday, April 16, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, April 18, 2007	9 to 10	Dana Medical Library Computer lab
Monday, April 23, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, April 25, 2007	9 to 10	Dana Medical Library Computer lab
Monday, April 30, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, May 02, 2007	9 to 10	Dana Medical Library Computer lab
Monday, May 07, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, May 09, 2007	9 to 10	Dana Medical Library Computer lab
Monday, May 14, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, May 16, 2007	9 to 10	Dana Medical Library Computer lab
Monday, May 21, 2007	2 to 3	Dana Medical Library Computer lab
Wednesday, May 23, 2007	9 to 10	Dana Medical Library Computer lab
Wednesday, May 30, 2007	9 to 10	Dana Medical Library Computer lab
Wednesday, June 06, 2007	9 to 10	Dana Medical Library Computer lab

InfoEd Funding Search (SPIN) and Alert Service (SMARTS)

Friday, March 09, 2007	3 to 4:30	Dana Medical Library Computer lab
Friday, April 13, 2007	3 to 4:30	Dana Medical Library Computer lab
Friday, May 11, 2007	3 to 4:30	Dana Medical Library Computer lab
Friday, June 08, 2007	3 to 4:30	Dana Medical Library Computer lab
Friday, July 13, 2007	3 to 4:30	Dana Medical Library Computer lab

NIH Transition to Electronic Proposal Submissions Update

The National Institutes of Health (NIH) is moving steadily forward in its transition from paper submission of grant applications to electronic submission via the web portal of Grants.gov. Faculty should carefully review upcoming NIH deadlines to determine if paper proposals are still accepted or if electronic proposals are required. Here is the most recent NIH transition timeline.

Remember that starting with the June / July submission cycle, UVM will require use of the InfoEd Proposal Development (PD) system for all electronic NIH proposals.
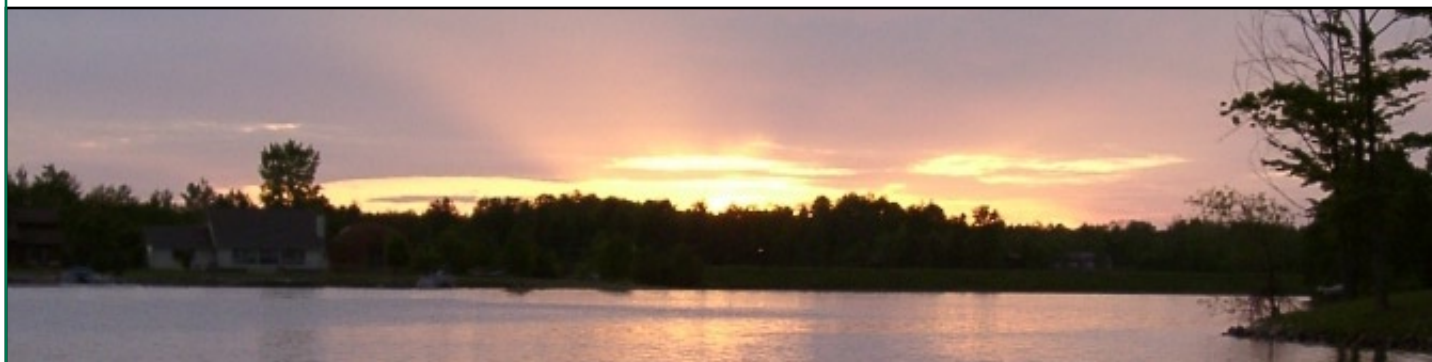
Login to InfoEd Electronic Research Administration Portal

UVM faculty and research administrators can now login to the InfoEd eRA Portal. To login to InfoEd, follow the instructions below.
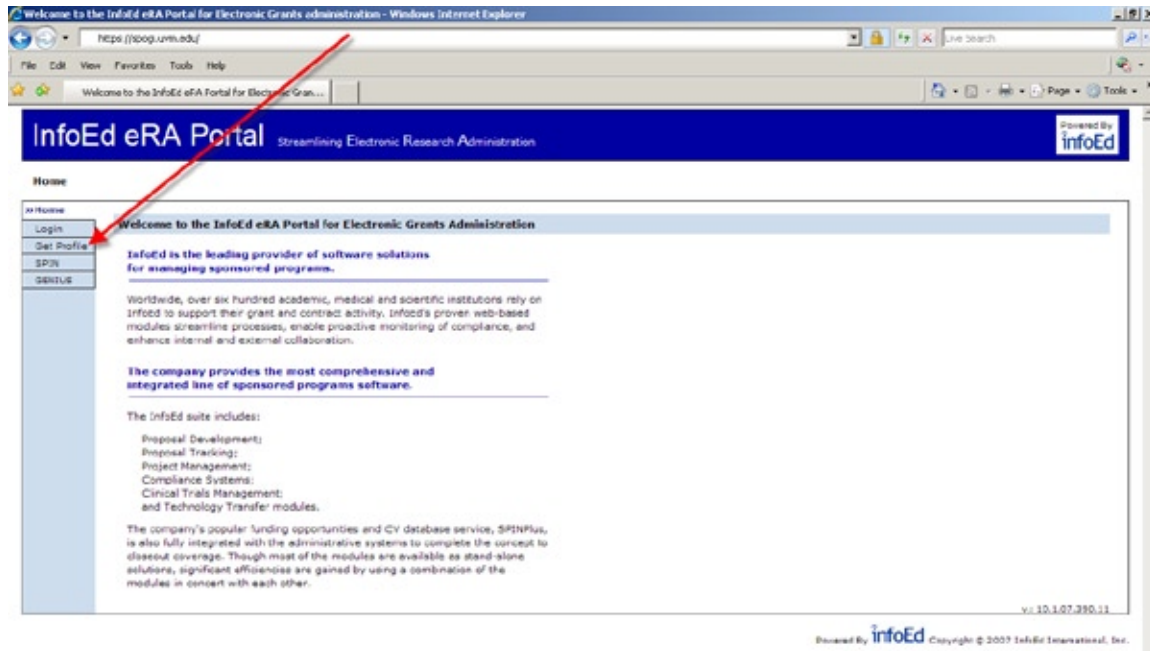
The first step is to retrieve your username and password. To do this,

- Open the UVM InfoEd eRA Portal website at https://spogi.uvm.edu/
- Click the "Get Profile" button
- Step 1... Select your State / Province (enter Vermont)
- Step 2... Select your Institution (University of Vermont)
- Step 3... Select your Profile (Click Set button, select letter, locate your name)*
- Step 4... Is this the Profile? If the profile data is yours, select Yes, This is my Profile.

Your Password will be reset and the new password and your login username will be e-mailed to you. You will receive an automated email message from Hilda Alajajian in OSP that will tell you how to login and how to change your username and password if you wish.
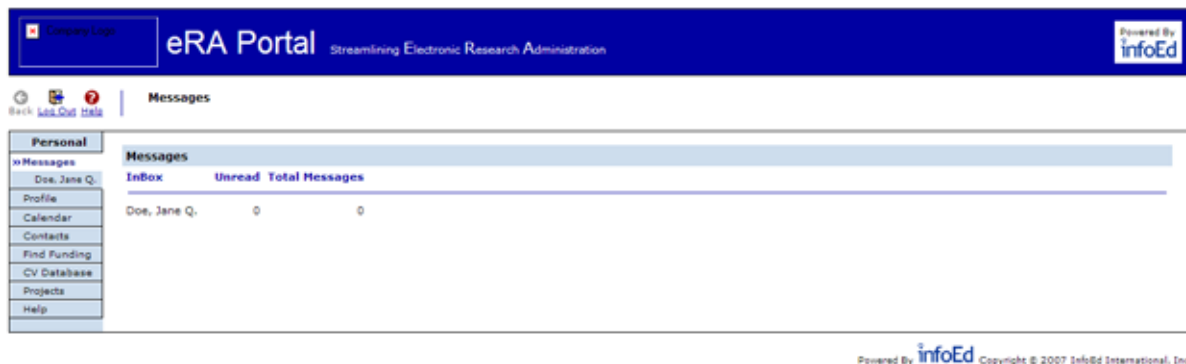
You can now access the InfoEd Portal.

If your name does not appear in pick list, you do not have a profile. Contact Hilda.Alajajian@uvm.edu to request one be assigned.

The InfoEd Portal

After you login, you will come to your own portal. It will look like this.

Messages: The Messages Center is used to send messages to reviewers or collaborators, for the internal routing system and to send and receive messages related to specific proposals and protocols.

Profile: Your profile holds contact information and data about your research interests.

Calendar: Use Calendar to keep track of tasks, appointments and trial-related information, such as visits and resource scheduling.

Contacts: Contacts allows the user to track information associated with designated records, contacts or objects within the Portal.

Find Funding: Access InfoEd's Sponsored Programs Information Network (SPIN) database, enabling easy access to new funding opportunities and SMARTS, which allows investigators to set up a personal profile to receive automated e-mail alerts of funding opportunities that match their interests.

CV Database: Known as the Global Expertise Network for Industry, Universities, and Scholars (GENIUS), this allows access to the worldwide GENIUS CV Database for collaborative efforts.

Projects: Projects is available to all users to group related proposals and protocols for easy access.

Help: Use the Online Help System to learn more about the InfoEd module you are working with.

Tabs for Users with proposals and protocols in the system:

Proposals: Faculty and research administrators access Proposal Development and Proposal Tracking system.

Protocols: This is the gateway to the InfoEd compliance modules. Access Human Subjects Development and Management, Lab Animals Development and Management as well as the Environmental Health and Safety Development and Management Systems.

www.uvm.edu