

**Start a New Proposal**

**Other Federal Agencies (System-to-System)**

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## Start a New Proposal

## Other Federal Agencies (System-to-System)

### Get Started

#### 1. Contact SPA Research Administrator

SPA recommends you contact your assigned SPA Research Administrator at least four (4) weeks ahead of your sponsor deadline.

##### SPA Research Administrator - Departmental Assignments

[http://www.uvm.edu/spa/?Page=contactus\\_bydepartmentassignments.html&SM=contact\\_submenu.html](http://www.uvm.edu/spa/?Page=contactus_bydepartmentassignments.html&SM=contact_submenu.html)

#### 2. SPA Research Administrator Services

- Interpret the sponsor guidelines
- Provide information for some of the application pages
- Prepare the SPA Budget Worksheet (excel document)
- Upload the sponsor guidelines to InfoEd (if there are any)
- Convert final version of SPA Budget Worksheet to pdf format and upload to InfoEd
- Preliminary review and approval of proposal at the start of the route
- Final review and approval of final version of proposal at end of the route
- Obtain UVM institutional approval signature

#### 3. SPA InfoEd Support Team Services

- How to upload your proposal document to InfoEd
- How to complete the on-line Routing Form
- How to electronically route the proposal
- Provide help and training for InfoEd Proposal Development and Proposal Tracking systems
- Submit Proposal steps can be located on SPA web site

The screenshot shows the SPA website interface. On the left is a navigation menu with the following items: UVM Home, SPA Home, Find Funding, Write Grant, Prepare Budget, **Submit Proposal** (highlighted with a red box and an arrow), Accept Award, Manage Award, Outgoing Subawards, Close Out Award, Contact Us, A to Z Topics, and Your Feedback. The main content area is titled "Sponsored Project Administration - SPA" and includes the address "217 Waterman Building · 85 South Prospect Street · Burlington, Vermont 05405 · (802) 656-3360". Below the header, there is a welcome message: "Welcome to Sponsored Project Administration. As the foundation for an expert, efficient and responsive office, SPA's operating philosophy and guiding principles embody the values which guide every staff member each day. [read more](#)". The page is divided into several columns of content: "Research at UVM" with links to Research at UVM, UVM Inquiry 2017, UVM Inquiry 2016, UVM's Core Facilities, and Roles & Responsibilities; "Policy & Compliance" with links to Conflict of Interest, Export Control, and Responsible Conduct of; "UVM Fact Sheet" with links to UVM Fact Sheet, Principal Investigator Eligibility, F&A Rate Agreement, Fringe Benefit Rates, and Grants.gov Forms Data; "Resources" with links to Forms Library and Non-Sponsored Agreements (CDA, DWAs); "Logins" with links to **InfoEd Login** (highlighted with a red box and an arrow), Conflict of Interest Disclosure Login, PeopleSoft Login, and Pivot Login; "Training & Outreach" with links to **InfoEd Training** (highlighted with a red box and an arrow), Sponsored Project Training, and PeopleSoft Training; "NIH Forms E" with a link to NIH Forms E Updates; and "Recent SPANews" with several news items.

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Assemble your Proposal Information

Before creating a proposal record in InfoEd, you should have ready some key pieces of information about your project.

This information does not need to be final.

After creating the proposal, you may continue to make changes until you are ready to submit.

To start your proposal in InfoEd, you must provide the following details:

- Principal Investigator
- Sponsor Funding Opportunity (Grants.gov Opportunity Number)
- Proposal Department
- Proposal Center/Program (if applicable)
- Proposal Type: New Proposal or Competitive Renewal
- Sponsor Name
- Project Title
- Project Start and End Dates
- Submission Deadline
- F&A Rate Type (Research on Campus, for instance)

Additional information specific to your specific federal agency funding opportunity

- Will your proposal involve the use of human subjects?
- Will your proposal involve the use of laboratory animals?

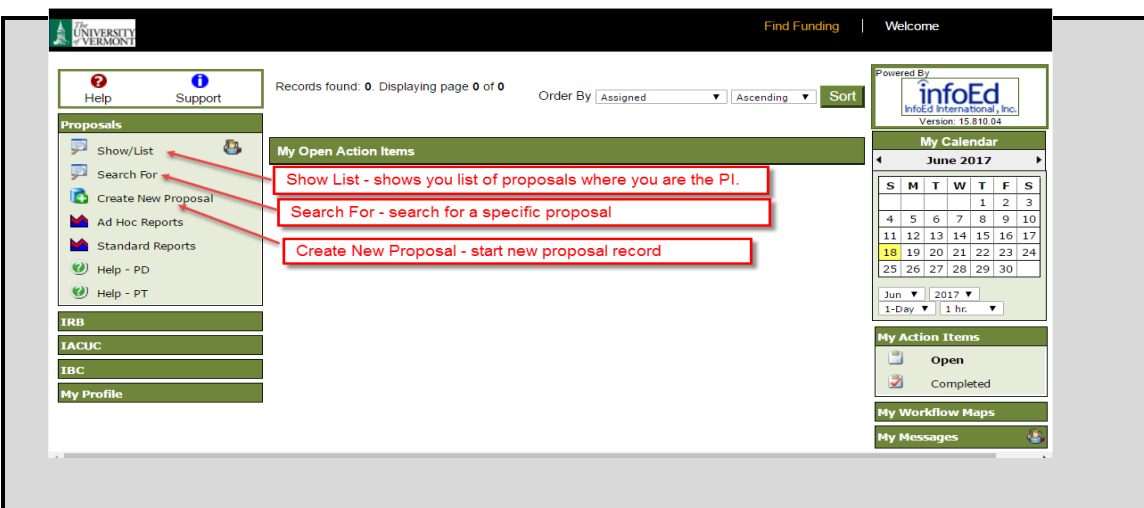
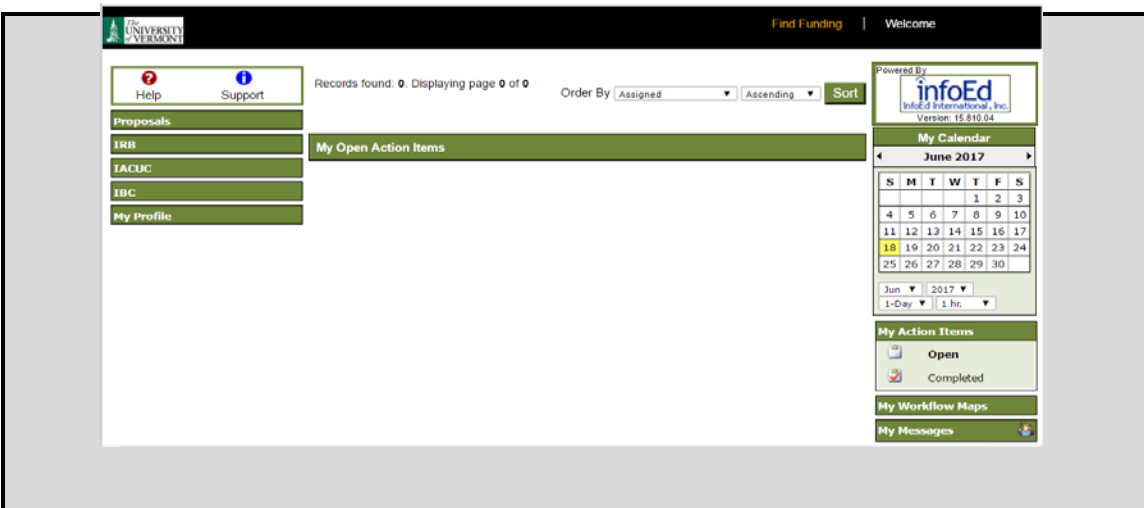
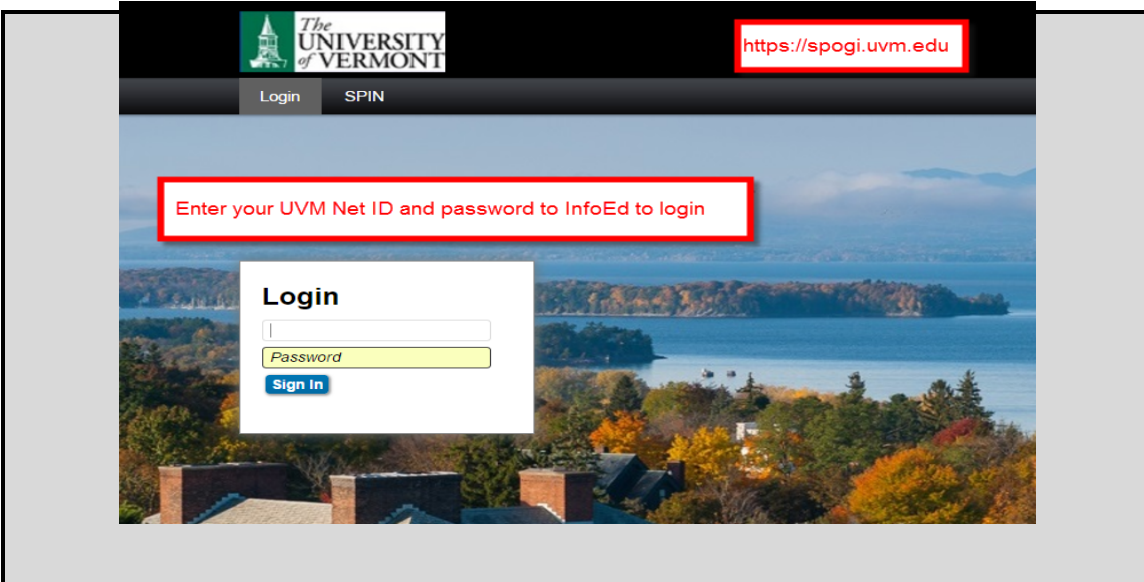
If you have preliminary answers to all of the above, you are ready to begin.

## Start a New Proposal

## Other Federal Agencies (System-to-System)

Login to InfoEd

<https://spogi.uvm.edu/>



## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Create New Proposal

1. Login to InfoEd using the link on the UVM SPA Home Page - <https://spogi.uvm.edu>

2. Click the "Proposals" button at top left corner (see below).

3. Click the "Create New Proposal" button (see below).

If you do not have a "Proposal" button or a "Create New Proposal" button, please contact SPA for assistance.

The screenshot displays the InfoEd Proposal Development System interface. At the top, there is a navigation bar with 'Find Funding', 'Welcome', and 'Logout'. Below this, a sidebar on the left contains several menu items: 'Proposals' (highlighted with a red box), 'IRB', 'IACUC', 'IBC', and 'My Profile'. The 'Proposals' menu is further expanded to show 'Show/List', 'Search For', 'Create New Proposal' (pointed to by a red arrow), 'Ad Hoc Reports', 'Standard Reports', 'Help - PD', and 'Help - PT'. The main content area shows 'Records found: 0. Displaying page 0 of 0' and 'My Open Action Items'. On the right side, there is a 'My Calendar' for May 2017 and 'My Action Items' with 'Open' and 'Completed' categories.

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### New Proposal Questionnaire

The New Proposal Questionnaire takes you step- by-step through the essential details of your proposal.

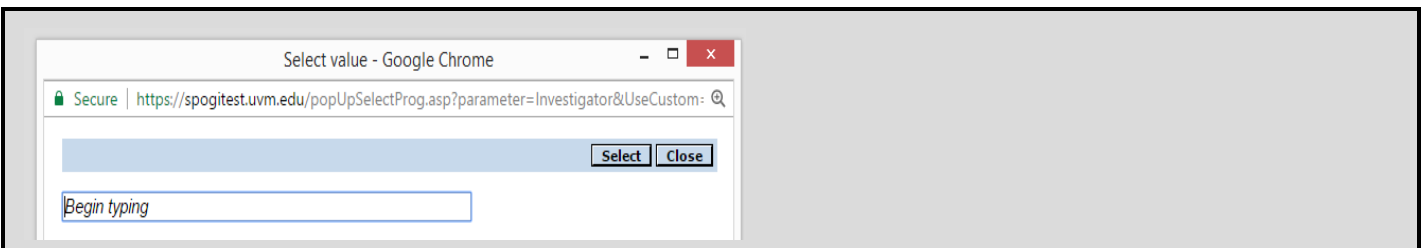
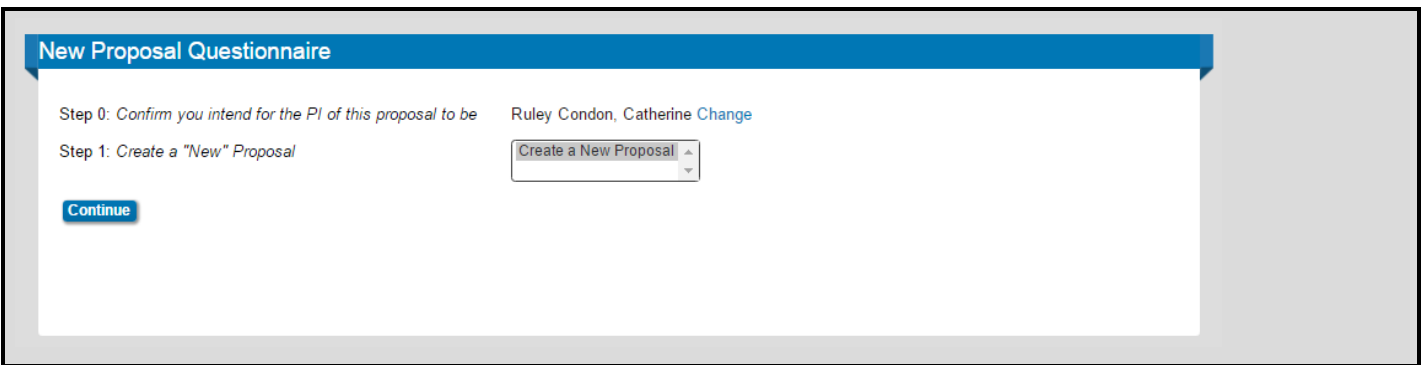
Answer each question with the most current information you have, then click “continue” to go on to the next question.

Remember, you may still correct or change this information after you create the proposal.

#### Principal Investigator

The PI name will default to the name of whoever has logged in to InfoEd to create the proposal. If you are a PI starting your own proposal, your name should appear correctly at the top of the page (see below). If you are a Department Administrator creating a proposal on the PI’s behalf, you will need to change the name as follows:

1. Click the “Change” hyperlink.
2. Begin typing the PI's name until the name appears in the drop-down list.
3. Select the name and click “Continue.”
4. If the PI name does not appear in the drop-down list, please contact SPA for assistance.
5. Click continue



## Select from Grants.Gov Opportunities

1. Pick "Select from Grants.gov Opportunities" in pick list
2. Click Continue.
3. Enter your Grants.gov Funding Opportunity Number and Click Search
4. This will open a live web services link to Grants.gov web site where you will be able to identify and select your funding opportunity.
5. The Search will bring up all opportunities that fit your criteria

### New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Ruley Condon, Catherine [Change](#)

Step 1: "New" Create a New Proposal

Step 1: Continued

OVW-2018-13741  S2S  [Search](#)

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Open Date	Agency	Title	
OVW-2018-13741	16.021			PKG00235721	✓	03-Nov-2017	Office on Violence Against Women	OVW Fiscal Year 2018 Justice for Families Program Solicitation	<a href="#">SPIN</a>

[Select](#)

**Enter the Grants.gov Funding Opportunity and then click "Search" button.  
Once your specific funding opportunity appears, click the "Select" button.  
This will activate InfoEd web services to reach out to Grants.gov in real time to retrieve your specific funding application package.**

1. Most proposals will be either a New Proposal - Master Record or a Competitive Renewal - Master Record.
2. Select the appropriate type and click "Continue."
3. Note: If you are working with a Continuation or a Supplement on an existing award, please contact your SPA Research Administrator.
4. Click Continue
5. Sponsor name will be automatically selected and brought into your application

### Enter Project Title

1. Enter proposal title with the major words capitalized. Please be sure there are no punctuation marks or extra spaces at the end.
2. Click continue.

#### New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Ruley Condon, Catherine [Change](#)

Step 1: "New" Create a New Proposal

Program Number	Program Name	CFDA	PackageID	Sponsor
OVW-2018-13741	OVW Fiscal Year 2018 Justice for Families Program Solicitation	16.021	PKG00235721	Violence Against Women Office/Department of Justice

Step 2: *Proposal Type* New Proposal - master record

Step 3: *Selected Sponsor* Violence Against Women Office/Department of Justice

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title*


Demo of InfoEd System to System for Various Federal Funding Opportunities


[Continue](#)

### Enter Project Start and End Dates

1. Enter the anticipated start and end date for your proposal and click "Continue."
2. Be sure that your proposed start and end dates fall within the sponsor's guidelines.
3. Click continue.

Step 6: *What are the project start and end dates?*

From  

To  

[Continue](#)



**Confirm the Number of Budget Periods You Would Like**

1. Confirm the number of budget periods is correct
2. Click continue

**New Proposal Questionnaire** Back

Step 0: *Confirm you intend for the PI of this proposal to be* Ruley Condon, Catherine [Change](#)

Step 1: *"New"* Create a New Proposal

Program Number	Program Name	CFDA	PackageID	Sponsor
OVW-2018-13741	OVW Fiscal Year 2018 Justice for Families Program Solicitation	16.021	PKG00235721	Violence Against Women Office/Department of Justice

Step 2: *Proposal Type* New Proposal - master record

Step 3: *Selected Sponsor* Violence Against Women Office/Department of Justice

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title* Demo of InfoEd System to System for Various Federal Funding Opportunities

Step 6: *Project Start and End Dates* 01-Oct-2018 to 30-Sep-2020

Step 7: *How many years and/or budget periods would you like?*  2

**NOTE:** If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

[Continue](#)

**Is all the above Information Correct?**

1. Review the information you provided in Questions 1 through 7
2. Use Back button at top right corner to step back though responses for any needed corrections.
3. Confirm the information you have entered or use the "Step back through responses" button to make corrections. Click Create Proposal button.

**New Proposal Questionnaire** Back

Step 0: *Confirm you intend for the PI of this proposal to be* Ruley Condon, Catherine [Change](#)

Step 1: *"New"* Create a New Proposal

Program Number	Program Name	CFDA	PackageID	Sponsor
OVW-2018-13741	OVW Fiscal Year 2018 Justice for Families Program Solicitation	16.021	PKG00235721	Violence Against Women Office/Department of Justice

Step 2: *Proposal Type* New Proposal - master record

Step 3: *Selected Sponsor* Violence Against Women Office/Department of Justice

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title* Demo of InfoEd System to System for Various Federal Funding Opportunities

Step 6: *Project Start and End Dates* 01-Oct-2018 to 30-Sep-2020

Step 7: *Number of Budget Periods* 2

Is all of the above information correct? **NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

[Step back through responses](#) [Create Proposal](#)

**InfoEd Proposal Number Assigned**

1. InfoEd will assign a new proposal number.
2. Write down the proposal number so you can easily find it later on.

**Start a New Proposal**

**Other Federal Agencies (System-to-System)**

**Setup Questions Tab**

The InfoEd "Setup Questions Tab" will prompt you for responses to the questions

**Submission Mechanism / Form Information**

1. Proposal Sponsor: Do not change.
2. Submission Mechanism/Screen Template: Do not change.

Setup Questions
Show Reset Defaults

Please answer all questions below and click SAVE.

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the Completed checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

**Submission Mechanism/Form Information**

Proposal Sponsor: Violence Against Women Office/Department of Justice [Change](#)

Please select a Submission Mechanism/Screen Template:

**Grants.gov Submission Information**

1. Make sure the Opportunity Number and other information in this section matches your intended funding opportunity.

**Grants.Gov Submission Information**

Opportunity Number	OVW-2018-13741
Opportunity Title	OVW Fiscal Year 2018 Justice for Families Program Solicitation
Offering Agency	Office on Violence Against Women
Open Date	03-Nov-2017
Close Date	20-Dec-2017 <i>Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/DP for appropriate late submissions.</i>
CFDA Number	16.021
CFDA Description	
Competition ID	
Form Version	N/A
PackagelD	PKG00235721
Agency Contact	

2. Scroll down to Form section - The forms will auto populate based on your specific funding opportunity.

Form	Version	Included
SF424	SF424_2_1-V2.1	✓
AttachmentForm_1_2-V1.2	AttachmentForm_1_2-V1.2	✓
ProjectNarrativeAttachments_1_2	ProjectNarrativeAttachments_1_2-V1.2	✓
BudgetNarrativeAttachments_1_2	BudgetNarrativeAttachments_1_2-V1.2	✓
SF424B	SF424B-V1.1	✓
SFLLL_1_2	SFLLL_1_2-V1.2	✓

**Deadline Information**

1. InfoEd will guess at the right date, and is often wrong.
2. Enter the correct deadline for your submission if different

**Deadline Information**

Deadline Date

**General Proposal Properties**

**General Proposal Properties**

Will your proposal involve the use of Human Subjects?  Yes  No

Will your proposal involve the use of Laboratory Animals?  Yes  No

Will your proposal involve multiple principal investigators?  Yes  No

The Associated Department will automatically default to the Principal Investigator's Home Department.

If the proposal should be setup up in a department other than the Principal Investigator's home department, click the Add button to add the correct department.

Then save the page, using the save button at top left corner.

Then click the radio dial to change the Associated Department to the new Department. Save the page again, using save button at top left corner.

Finally, use the "remove" button next to the incorrect department to remove it. There should only be one department listed here.

**Associate Centers/Programs**

The Associated Centers/Programs will automatically default to "None Identified".

For most proposals, you need not do anything else with this field. Leave it as "None identified."

However, if you intend to use the PeopleSoft "Program" Chartfield, click the Add button and locate the Center/Program from the list.

Then save the page, using the save button at top left corner.

If you cannot find the appropriate Center/Program, please contact SPA for assistance.

Associated Departments	Sponsored Project Administration <a href="#">Add</a>
Associated Centers/Programs	None Identified <a href="#">Add</a>

**Budget Setup Information**

Program Type - UVM F&A Rate

Select Program Type - Select from drop box the appropriate F&A Rate to be used.

If you don't know which F&A Rate Type to pick, contact SPA for assistance


Indicate whether the majority of the work will be done On Campus or Off Campus.

This should match the F&A Rate you selected above.

Save and Continue

Your proposal record is now set up and you can begin completing the rest of the tabs.

**Budget Setup Information**

Select the Program Type 

**This dropdown contains a list of all of UVM's F&A Rate Types.**

[Save and Continue](#)

Click Save and Continue. The proposal Setup Questions are now complete.

Start a New Proposal

Other Federal Agencies (System-to-System)

SF424 Tab

This is the SF424 Cover page.

Most of the information is automatically populated from the Principal Investigator's InfoEd Profile and from the InfoEd Institutional Data.

Populate the remaining fields and when done, click the "Completed" box at top right corner of Tab.

SF424
Completed

InfoEd Number will automatically populate here.

<b>Application for Federal Assistance SF-424</b>	
<b>1. TYPE OF SUBMISSION:</b> <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	<b>2. TYPE OF APPLICATION:</b> <input checked="" type="radio"/> New <input type="radio"/> Continuation * If Revision, select appropriate letter(s): <input type="radio"/> Revision * Other (Specify)
<b>3. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>4. Application Identifier</b> 32800
<b>5a. Federal Entity Identifier</b>	<b>5b. Federal Award Identifier</b>
<b>6. DATE RECEIVED BY STATE</b>	<b>7. State Application Identifier</b> <div style="border: 1px solid red; width: 20px; height: 15px; margin: 5px auto;"></div>
<b>8. APPLICANT INFORMATION</b> <div style="float: right;">Organizational DUNS: 06-681-1191</div> <p>* a. Legal Name: The University of Vermont and State Agricultural College</p> <p>Department: <input type="text" value="Sponsored Project Administration"/> Division: <div style="border: 2px solid red; padding: 2px; display: inline-block;">VP FOR RESEARCH</div></p> <p>Address (Street, city, state, zip/postal code)                  85 South Prospect Street                  340 Waterman Building                  Burlington VT 05405-0160                  USA</p> <p>Province: <input type="text"/></p>	

Use dropbox to select the COLLEGE of the PI. It will appear in all Capital Letters in pick list.

<b>Person to be contacted on matters involving this application</b>				
Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
<input type="text" value="Ms."/>	<input type="text" value="Julie"/>			
<b>Phone Number:</b>				
<input type="text" value="802-656-1325"/>	<input type="text" value="802-656-8604"/>	<input type="text" value="Julie.Macy@uvm.edu"/>		
* b. EMPLOYER IDENTIFICATION NUMBER (EIN): 1030179440A1		9. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher Education		
<b>10. NAME OF FEDERAL AGENCY:</b> <input type="text" value="Office on Violence Against Women"/>				
<b>11. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> 16.021 <b>Title (Name of Program):</b>				
<b>12. Funding Opportunity Number:</b> OVW-2018-13741 <b>Title</b> OVW Fiscal Year 2018 Justice for Families Program Solicitation				
<b>13. Competition Identification Number:</b>  <b>Title</b>				

Select SPA Research Administrator Name from the pick list to populate this section.

<b>14. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>	
<b>15. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Demo of InfoEd System to System for Various Federal Funding Opportunities	
Attach supporting documents as specified in agency instructions.	
<b>16. CONGRESSIONAL DISTRICTS OF:</b>	
a. Applicant VT-001	b. Project VT-001
Attach an additional list of Project Congressional Districts if needed.	
<b>17. PROPOSED PROJECT</b>	
Start Date: 01-Oct-2018	Ending Date: 30-Sep-2020
<b>18. ESTIMATED FUNDING:</b>	<b>19. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal \$ 0	a. Yes <input type="radio"/> THIS APPLICATION WAS MADE AVAILABLE TO THE STATE UNDER THE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant \$ 0	<b>DATE:</b>
c. State \$ 0	b. <input type="radio"/> PROGRAM IS SUBJECT TO E. O. 12372 BUT HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$ 0	c. <input checked="" type="radio"/> PROGRAM IS NOT COVERED BY E. O. 12372
e. Other \$ 0	
f. Program Income \$ 0	
g. Total \$ 0	
<b>20. Is this Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
If "Yes", provide explanation and attach	

The budget figures will pull in from the Budget Tab once the SPA Research Administrator enters the budget data.

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances \* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

I agree

*\* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.*

**22. Authorized Representative**

**Prefix:**  **First Name:**  **Middle Name:**  **Last Name:**  **Suffix:**

**Title:**  **Organization Name:**

**Department:**  **Division:**

**Address (Street, city, county, state, zip/postal code, province, country)**

**Phone Number:**  **Fax Number:**  **Email:**

**\*Signature of Authorized Representative**  **\*Date Signed**

Use pick list to select Sonya Stern's name for this section.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Personnel Tab

After the SPA Research Administrator has entered the budget data on the Budget Tab, the Personnel tab will show a list of personnel.

Please do not add personnel to this tab yourself.

Instead, ask your SPA Research Administrator to add people, as necessary.

Once the personnel appear on this tab, please upload the CV/Biosketch for all Key Personnel.

When the data is completed, click the "Completed" checkbox at top right corner of Tab.

**Personnel**  Completed

[Add Personnel \[show\]](#) [Edit Mode](#)

Key								
PI	Name/Role	Mail	Alert	Order	Organization / Department	CV/Biosketch	Current/Pending Support	Remove Person
<input checked="" type="radio"/>	<a href="#">Catherine Ruley Condon</a> <i>PD/PI</i>		<input type="checkbox"/>		The University of Vermont and State Agricultural College Sponsored Project Administration			
<input type="radio"/>	<a href="#">Julie A. Macy</a> <i>Co-Investigator</i>		<input type="checkbox"/>	<input type="checkbox"/>	The University of Vermont and State Agricultural College Sponsored Project Administration			
<input type="radio"/>	<a href="#">Lynn Tracy</a> <i>Co-Investigator</i>		<input type="checkbox"/>	<input type="checkbox"/>	The University of Vermont and State Agricultural College Research Integrity & Administration			

Non-Key								
PI	Name/Role	Mail	Alert	Order	Organization / Department	CV/Biosketch	Current/Pending Support	Remove Person
<input checked="" type="radio"/>	<a href="#">Kerry R Cyr</a> <i>Technician</i>		<input type="checkbox"/>	<input type="checkbox"/>	The University of Vermont and State Agricultural College Sponsored Project Administration			

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Budget Tab

Your SPA Research Administrator will enter the budget details on this tab.

The Principal Investigator will upload the Budget Justification on this Tab.

When the data is completed, click the "Complete Budget" button at top right corner of Tab.

Then click "Done" to close the window.

The screenshot shows the 'Budget' tab in the InfoEd system. The interface includes a top navigation bar with 'Done', 'Save', 'Help', 'History', 'Support', and 'Show' buttons. The main content area is titled 'Budget' and shows 'Source View: Project' and 'Rollup subprojects:'. A 'Build PDF' button is visible, and a red arrow points to a 'Complete Budget' button in the top right corner. The 'Justifications' link in the left navigation bar is also highlighted with a red box and an arrow. A red callout box contains the following instructions:

- 1) This page opens in a separate window.
- 2) Your SPA Research Administrator will populate the Budget Tab for you after you've reach agreement on the final SPA Budget Worksheet (excel worksheet).
- 3) You will then upload the Budget Justification in the tab called "Justifications" on the left navigation bar.
- 4) When the Budget figures are entered and the Budget Justification is uploaded, click the "Complete Budget" button at top right side of page. Then close this window.

Year/Period	Increment	Start	End	Type	Status	Sponsor	Total	Cost Sharing	Total	Directs	F&A	Total
1	1	01-Oct-2018	30-Sep-2019	Initial*	Routed		-		-	-	-	-
2	2	01-Oct-2019	30-Sep-2020	Initial*	Routed		-		-	-	-	-
Total							\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Category	Period 1	Period 2	Direct Costs
No records to display.			
Subtotal Non-Personnel:	\$ 0.00	\$ 0.00	\$ 0.00

	Period 1	Period 2	Total Costs
Total Project Direct Costs:	-	-	\$ 0.00
Project F&A:	-	-	0.00



## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Internal Documents Tab

There are typically 2 or 3 documents uploaded at the bottom on this Tab.

1. SPA Routing Form (required)

The Principal Investigator or the Department Administrator will open and complete the SPA Routing Form, which is now an electronic form embedded within InfoEd on the Internal Documents Tab.

2. SPA Budget Worksheet (required)

The SPA Research Administrator work closely with Principal Investigator and Department Administrator to develop the proposal budget using the below excel SPA Budget Worksheet. Once the budget is completed, SPA will upload a pdf version of the spreadsheet to InfoEd.

3. Grants.gov Instructions - Gets pulled in automatically when you create the proposal

Once all required documents are uploaded, click the "Complete" box at the top right corner to the tab.

The screenshot shows the 'Internal Documents' tab interface. At the top right, there is a 'Completed' button. Below the header, the text 'Components for Initial Application' is displayed. A table lists the documents with columns for 'Form/Document Name', 'Edit', 'Status', 'Current Submission', 'Upload', and 'Remove'. The table contains three rows: 'Sponsored Project Routing Form (SPA Routing Form)' with status 'Incomplete', 'SPA Budget Worksheet (SPA Budget Worksheet)' with status 'Completed', and 'GrantsGovInstructions' with status 'Completed'. Below the table is a link 'Add Institution Forms/Supporting Documents'.

Form/Document Name	Edit	Status	Current Submission	Upload	Remove
Sponsored Project Routing Form (SPA Routing Form)		Incomplete			
SPA Budget Worksheet (SPA Budget Worksheet)		Completed			
GrantsGovInstructions		Completed			

[Add Institution Forms/Supporting Documents](#)

**Start a New Proposal**

**Other Federal Agencies (System-to-System)**

**S2S Forms Tab**

This tab contains each of the sponsor-specific forms you will need for your proposal submission.

Click the "Edit" button to open and complete each of the forms.

When you are done, click the Save button at top left corner of Tab.

Then click the "Completed" button.

Finally, click the "Done" button to close this window.

The screenshot displays a web interface for proposal management. At the top, a blue header bar contains the proposal ID "OVW-2018-13741" on the left and a "Completed" status indicator on the right. Below the header is a table with three columns: "Form", "Version", and "Completed". The table lists five forms, each with an "Edit" button in the "Completed" column.

Form	Version	Completed
AttachmentForm_1_2-V1.2	AttachmentForm_1_2-V1.2	<a href="#">Edit</a>
ProjectNarrativeAttachments_1_2	ProjectNarrativeAttachments_1_2-V1.2	<a href="#">Edit</a>
BudgetNarrativeAttachments_1_2	BudgetNarrativeAttachments_1_2-V1.2	<a href="#">Edit</a>
SF424B	SF424B-V1.1	<a href="#">Edit</a>
SFLLL_1_2	SFLLL_1_2-V1.2	<a href="#">Edit</a>

Start a New Proposal

Other Federal Agencies (System-to-System)

All Tabs must be "Completed" to Build PDF /Form Pages and to Assemble Application

1. Build PDF / Form Pages - this will take a few moments to complete

**Proposal**  
32800  
Done Save

**Demo of InfoEd System to System for Various Federal Funding Opportunities**  
Catherine Ruley Condon - Sponsored Project Administration (Violence Against Women Office/Department of Justice)

**Finalize**

**BUILD PDF / FORM PAGES** Click "Build" button to build out the forms.

Form Page	Build	Last Built	Built By
SF424	View	17-Nov-2017 2:53:41 PM	Ruley Condon, Catherine
AttachmentForm_1_2-V1.2	View	17-Nov-2017 2:53:41 PM	Ruley Condon, Catherine
ProjectNarrativeAttachments_1_2	View	17-Nov-2017 2:53:46 PM	Ruley Condon, Catherine
BudgetNarrativeAttachments_1_2	View	17-Nov-2017 2:53:44 PM	Ruley Condon, Catherine
SF424B	View	17-Nov-2017 2:53:45 PM	Ruley Condon, Catherine
SFLLL_1_2	View	17-Nov-2017 2:53:45 PM	Ruley Condon, Catherine

**ASSEMBLE APPLICATION**  
SUBMIT FOR INTERNAL REVIEW  
SUBMIT TO GRANTS.GOV

2. Assemble Application / Build Grants.gov Application - This will create a single pdf representation of the proposal called "Assembled Doc"

**Proposal**  
32800  
Done Save

**Demo of InfoEd System to System for Various Federal Funding Opportunities**  
Catherine Ruley Condon - Sponsored Project Administration (Violence Against Women Office/Department of Justice)

**Finalize**

**BUILD PDF / FORM PAGES**

**ASSEMBLE APPLICATION**  
**Build Grants.gov Application**

- A table of contents is created in this assembled document.
- Cover Letter (if applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH)
- Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH)
- A few pages may appear in the assembled document that are "lists of attachments" (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list), these will NOT show up in the Commons proposal document.
- 398 Cover Page will appear before the research plan in both modular and detailed budget applications.
- References Cited will appear after the Research Plan section in both modular and detailed budget applications.
- In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).

**SUBMIT FOR INTERNAL REVIEW**  
**SUBMIT TO GRANTS.GOV**

3. Click the "Submit Final Review" Thumbs Up to start the route

**Proposal**  
32800  
Done Save

**Demo of InfoEd System to System for Various Federal Funding Opportunities**  
Catherine Ruley Condon - Sponsored Project Administration (Violence Against Women Office/Department of Justice)

**Finalize**

**BUILD PDF / FORM PAGES**

**ASSEMBLE APPLICATION**

**SUBMIT FOR INTERNAL REVIEW**

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

**Components for Initial Application**

Form/Document Name	edit	Status	Upload	Remove
Sponsored Project Routing Form (SPA Routing Form)		Completed		
SPA BUDget Worksheet (SPA Budget Worksheet)		Completed		
GrantsGovInstructions		Completed		
Assembled Doc		Completed		

**Submit Final Review** (thumbs up icon)

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Principal Investigator Certification

PI reads PI Certification - clicks "Accepted" - enters UVM Net ID at prompt - clicks Continue button

If a PI Delegate starts the route, the PI is obligated to send the PI Certification to SPA via email.

The PI Certification must be received in SPA before the proposal may be submitted to the sponsor.

https://spogi.uvm.edu/Protocol/SubmissionLogin.asp?ObjectID=39E50A0311885042E0539E64C68447AC

**Certification** Close

By signing this form, the Principal Investigator certifies the following:

(a)(1) that the information submitted within the application is true, complete and accurate to the best of my knowledge; (2) that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and (3) that I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application. (12-07-12)

(b) I have read and understand the University's conflict of interest policy and have made disclosures required by it, if any; and will comply with any conditions or restrictions imposed by the University to manage, reduce or eliminate actual or potential conflicts of interest. As the federal regulations require that disclosures be made by anyone at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by NSF or PHS, I have informed the relevant personnel on this project of this requirement. I am not currently debarred, suspended or ineligible to receive federal funds; I have not used federal or non-federal funds to influence an officer or employee of Congress, or any other person with regards to this application; as Principal Investigator of this proposed project, I acknowledge the responsibility associated with this role and agree to comply with the sponsoring agency's terms and conditions for the award; I understand and agree to comply with the University of Vermont's policies and procedures regarding sponsored projects. (12-07-12)

(c) For NIH proposals I certify I am aware of and will comply with the NIH Public Access Policy requiring that all publications resulting from NIH funded research be made publicly available no later than 12 months after the official date of publication through the National Library of Medicine's database PubMed Central. (12-07-12)

(d) For NIH Postdoctoral Fellowship proposals as a Fellow and/or Sponsor I certify (1) the information submitted within the application is true, complete and accurate to the best of my knowledge; (2) any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; (3) that I (as the Sponsor(s)) will provide appropriate training, adequate facilities, and supervision if a fellowship is awarded as a result of the application; and (4) that I (as the Fellow) has read the Ruth L. Kirschstein NRSA Payback Assurance and will abide by the Assurance if an award is made, and that the award will not support residency training. (12-07-12)

Accepted  Declined

Username  Password

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Submit to Internal Route

After a few moments, a list of the required approvers will appear.

PI clicks Submit button to start internal route.

Once the route is successfully started, the PI will see a new window open on Finalize Tab that shows "Active Routing Progress". The PI can check here to see progress of internal approvals.

Proposal **32307 - Catherine Ruley Condon** "Test Proposal" (In Development)

[Refresh Route](#) Route Path - **UVM Approval Route - current** [Add New Person to Review Path](#)

Step 1	<b>SPA Initial Review</b>	Ms. Julie A. Macy	
Step 5	<b>Department Chair</b>	Sudha Ramaswami	
Step 6	<b>Dean</b>	Richard A Galbraith	
Step 8	<b>SPA Final Approval</b>	Ms. Julie A. Macy	

*No comments have been recorded yet*

Submit to Route - Click Submit button to start route

Components for **Initial Application**

Current Submission

Form/Document Name	Edit	Status	Upload	Remove
Draft Proposal.docx (Proposal)		Completed		
SPA Budget Worksheet Period 1.docx (Budget - Requested)		Completed		
Sponsor Guidelines.docx (Proposal Guidelines)		Completed		
Assembled Doc		Completed		

[Add Institution Forms/Supporting Documents](#)

**Active Routing Progress**  
[Open Full](#)

32307 - Catherine Ruley Condon "Test Proposal"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
UVM Approval Route - current	Final Review	Inserted Step	Catherine Ruley Condon	11-May-2017 3:53:04 PM			
UVM Approval Route - current	Final Review	Step 1 - SPA Initial Review	Ms. Julie A. Macy				
UVM Approval Route - current	Final Review	Step 5 - Department Chair	Sudha Ramaswami				
UVM Approval Route - current	Final Review	Step 6 - Dean	Richard A Galbraith				
UVM Approval Route - current	Final Review	Step 8 - SPA Final Approval	Ms. Julie A. Macy				

Once route is started, this new box opens so that the Principal Investigator can monitor the routing progress.

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Lock Down - When Proposal is In Route, it is in "Lock Down" mode

While the proposal is in route for approvals, it is in lock down mode and the Principal Investigator will no longer be able to edit the proposal in InfoEd.

We expect that the Principal Investigator will continue to tweak the proposal documents outside of the InfoEd system.

#### Electronic Routing System - Review Dashboard - This is how Deans and Chairs Approve Proposal

Chairs and Deans receive notification to review and approve your proposal in three different ways

- 1) UVM Email system
- 2) InfoEd My Messages (a back up method if the email is accidentally deleted)
- 3) InfoEd Action Items (another back up method if the email is accidentally deleted)

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Routing System Email to Deans, Chairs, SPA and Other Approvers

From: System Administration, UVM InfoEd [mailto:catherine.ruley@uvm.edu]

Sent: Friday, August 12, 2016 2:57 PM

To: Cathy Ruley Condon <Catherine.Ruley@uvm.edu>

Subject: PROP APPRVL needed for Catherine Ruley Condon -31583

Principal Investigator Catherine Ruley Condon

Proposal 31583

Project Title "Demonstration Proposal"

American Lung Association

Sponsor Deadline 30-Aug-2016

Dear Reviewer/Approver:

Catherine Ruley Condon needs your approval to submit the proposal referenced above.

This email is coming to you via the UVM InfoEd Electronic Proposal Routing System.

You will receive this email in your InfoEd My Messages inbox as well.

- 1) Click Reviewer Dashboard link to access [\*Review Dashboard\*](#)
- 2) Login with your UVM Net ID (your COM IS login will not work for InfoEd)
- 3) The Review Dashboard will appear in separate window
- 4) Click HELP Tab for instructions (if needed - optional/informational)
- 6) Add Comments: Add comments if you wish. Click the SAVE icon at top right corner when you are finished adding comments.
- 7) See Comments: View other reviewer comments at top right corner of screen. Click the SAVE icon at top right corner.
- 9) Click ROUTE Tab to see route path and to confirm your decision has been recorded. You are now done and you may "X" out of the Review Dashboard.

Sponsored Project Administration

217 Waterman Building

802-656-3360

[text updated 12-13-12]

## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Review Dashboard

##### Review Tab

1. Comments are optional.
2. If you wish to add comments, please type our comments in one of the four boxes.
3. Then click "Save" icon at top right corner page

**Proposal - Initial Application**

Number: 31583  
Title: Demonstration Proposal  
Sponsor: American Lung Association  
Submitted: 12-Aug-2016 2:56:54 PM

Form/Document	Submitted		Review Status
<a href="#">Draft Proposal</a>	12-Aug-2016 2:39:03 PM	<a href="#">Replace</a>	Un-Reviewed ▾
<a href="#">Routing Packet Period 1</a>	12-Aug-2016 2:38:32 PM	<a href="#">Replace</a>	Un-Reviewed ▾
<a href="#">Sponsor Guidelines</a>	12-Aug-2016 2:38:50 PM	<a href="#">Replace</a>	Un-Reviewed ▾

**Comments I can see...**  
*No Comments have been recorded*

**Add Comments:**  
To be shared with everyone

Between you and the PI

**My Decision is:**



## Start a New Proposal

### Other Federal Agencies (System-to-System)

#### Final Steps - After the Route is Completed

While the proposal is in route for approvals, it is in lock down mode

The Principal Investigator will not be able to edit the proposal

We expect that the Principal Investigator will continue to tweak the proposal documents

Once the route is approved, the SPA RA will update the proposal status and the Principal Investigator will be able to replace any draft documents with the final documents

The SPA RA will NOT submit the proposal to USDA NIFA until the Principal Investigator confirms that all uploaded documents and data is in final form.

#### SPA Research Administrator Final Review & Submission to Grants.gov

Once the PI notifies the SPA RA that the proposal is done and final, the SPA RA performs a detailed review of the final version of the proposal

The SPA RA notifies the PI of any final edits or corrections that need to be made

The SPA RA ensures that all COI disclosures are up to date

Then the SPA RA clicks the "Submit to Grants.Gov" button

Note: Only SPA RA role has authorization to click this button. If anyone outside of SPA tries to submit to Grants.gov, an error message will appear.

#### Grants.gov Validation Emails

Grants.gov receives the proposal, assigns it a Grants.gov Tracking number, and sends a series of four emails to SPA

1. GRANT12021024 Your application has been received by Grants.gov, and is currently being validated.
2. GRANT12021024 Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.
3. GRANT12021024 Your application has been retrieved by the Grantor agency.
4. GRANT12021024 Grantor agency has assigned the following Agency Tracking Number to your application: 3872345.

These emails are NOT sent to the PI - Just to SPA

These emails will let us know if there is a failure at Grants.gov

The final email will indicate that the proposal was retrieved by Grants.gov

The SPA Research Administrator will forward you the final email so that you have confirmation the proposal was retrieved by sponsor.