

Start a New Proposal

USDA - National Institute of Food and Agriculture (System-to-System)

Instruction Contents	Page
Contents	1
Getting Started	
1. Contact SPA Research Administrator	
2. SPA Research Administrator Services	
3. SPA InfoEd Support Team Services	
4. SPA Web Site	2
Assemble your Proposal Information	3
Login to InfoEd	4
Create New Proposal	5
New Proposal Questionnaire	6, 7, 8, 9, 10
Setup Questions Tab	11, 12, 13
SF424 (R&R) Tab	14, 15
Performance Sites Tab	16
Internal Documents Tab	17
Budget Tab	18
Personnel Tab	19
S2S Tab	20
Finalize Tab - Submit for Internal Review	21
Principal Investigator Certification	22
Submit to Internal Route	23
InfoEd Lock Down	24
Electronic Routing System - Review Dashboard - This is how Deans and Chairs Approve Proposal	
Routing System Email to Deans, Chairs, SPA and Other Approvers	25
Review Dashboard	26
Final Steps	27

Start a New Proposal

USDA - National Institute of Food and Agriculture (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 Administrators

- Gretchen Argraves
- Karin Bourassa
- Julie Macy
- Joshua Tyack

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

4. SPA Web Site

- Submit Proposal steps can be located on SPA web site

The screenshot shows the SPA website interface. At the top, there is a navigation bar with 'APPLY', 'SEARCH', and 'MYUVM' buttons. Below this is the University of Vermont logo and name. The main header reads 'Sponsored Project Administration - SPA' with the address '217 Waterman Building . 85 South Prospect Street . Burlington, Vermont 05405 . (802) 656-3360'. A welcome message states: '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](#)'. On the left, a sidebar menu lists various actions, with 'Submit Proposal' highlighted by a red box and a red arrow pointing to the main content area. The main content area is divided into several sections: 'Research at UVM' (with links to UVM Fact Sheet, UVM Inquiry 2017, UVM Inquiry 2016, UVM's Core Facilities, Roles & Responsibilities), 'Policy & Compliance' (with links to Conflict of Interest, Export Control, Responsible Conduct of), 'UVM Fact Sheet' (with links to UVM Fact Sheet, Principal Investigator Eligibility, F&A Rate Agreement, Fringe Benefit Rates, Grants.gov Forms Data), 'Resources' (with links to Forms Library, Non-Sponsored Agreements (CDA, DUA)), 'Logins' (with links to InfoEd Login, Conflict of Interest Disclosure Login, PeopleSoft Login, Pivot Login), and 'Training & Outreach' (with links to InfoEd Training, Sponsored Project Training, PeopleSoft Training). On the right, there are sections for 'NIH Forms E' (with a link to NIH Forms E Updates) and 'Recent SPANews' (with several news items). A green button on the right says 'Click here to join the SPANews ListServ'. Two red arrows point to the 'InfoEd Login' and 'InfoEd Training' links in the Logins and Training & Outreach sections, respectively.

Start a New Proposal

USDA - National Institute of Food and Agriculture (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
- USDA NIFA 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 USDA - National Institute of Food and Agriculture funding opportunity

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

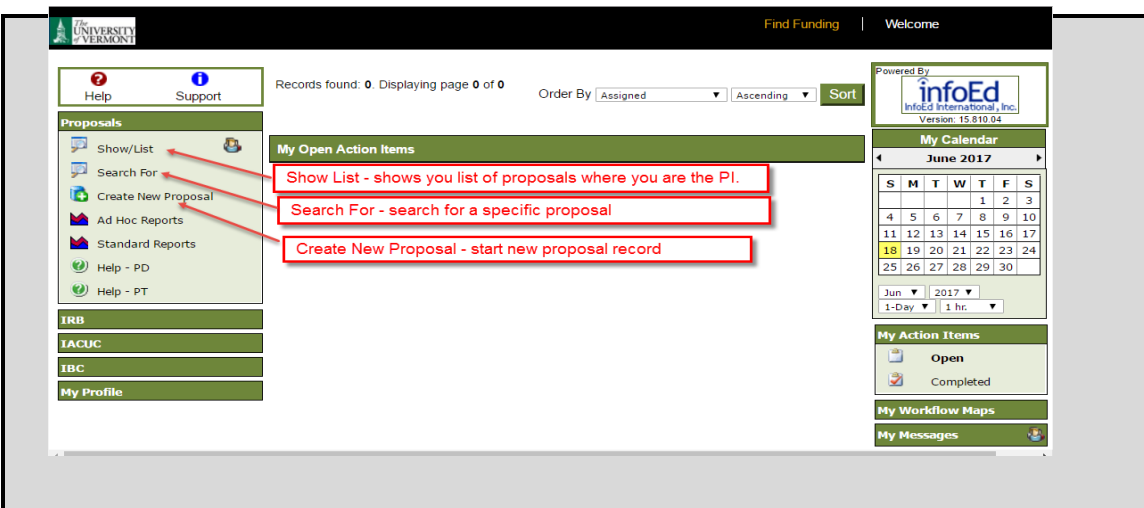
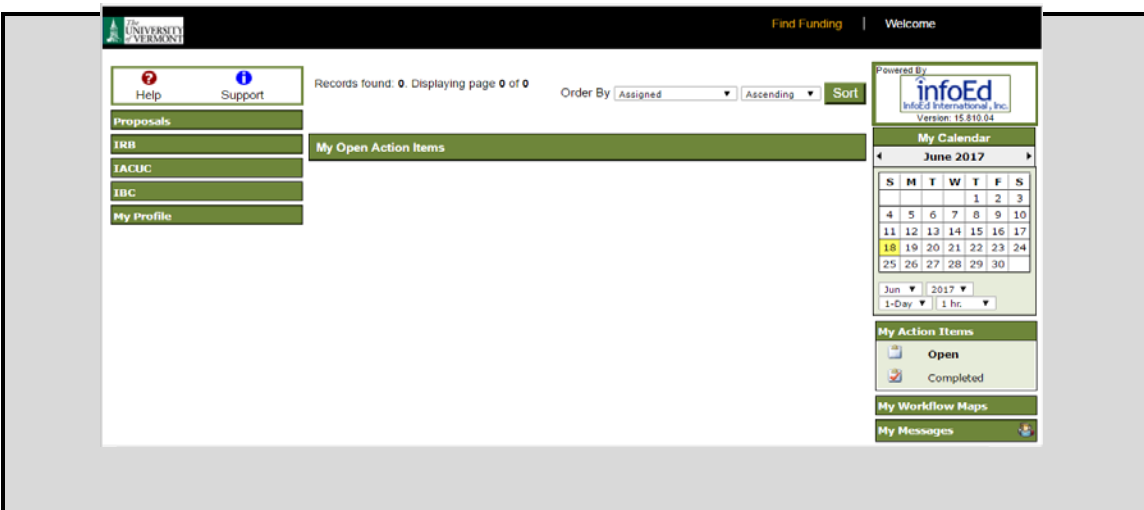
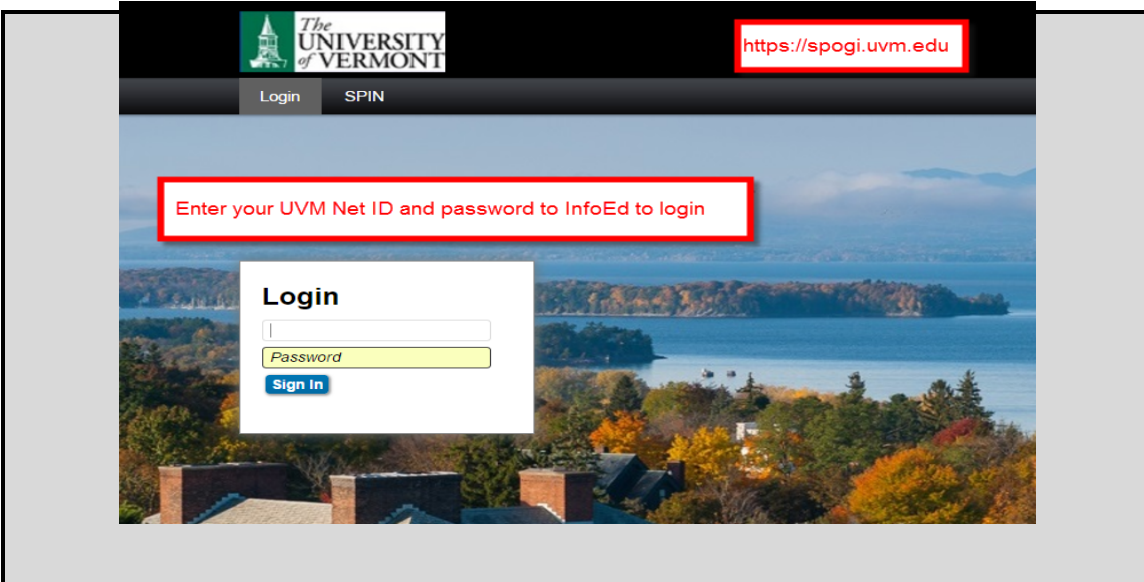
If you have preliminary answers to all of the above, you are ready to begin.

Start a New Proposal

USDA - National Institute of Food and Agriculture (System-to-System)

Login to InfoEd

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



Start a New Proposal

USDA - National Institute of Food and Agriculture (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' links. Below this, the main content area is divided into several sections. On the left, there is a sidebar menu with 'Proposals' highlighted in red. Under 'Proposals', the 'Create New Proposal' option is also highlighted with a red arrow. The main content area shows 'Records found: 0. Displaying page 0 of 0' and 'My Open Action Items'. On the right, there is a 'My Calendar' section for May 2017, a 'My Action Items' section with 'Open' and 'Completed' items, and 'My Workflow Maps' and 'My Messages' sections. The interface is powered by infoEd (InfoEd International, Inc.) Version 15.810.04.

Start a New Proposal

USDA - National Institute of Food and Agriculture (System-to-System)

New Proposal Questionnaire

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

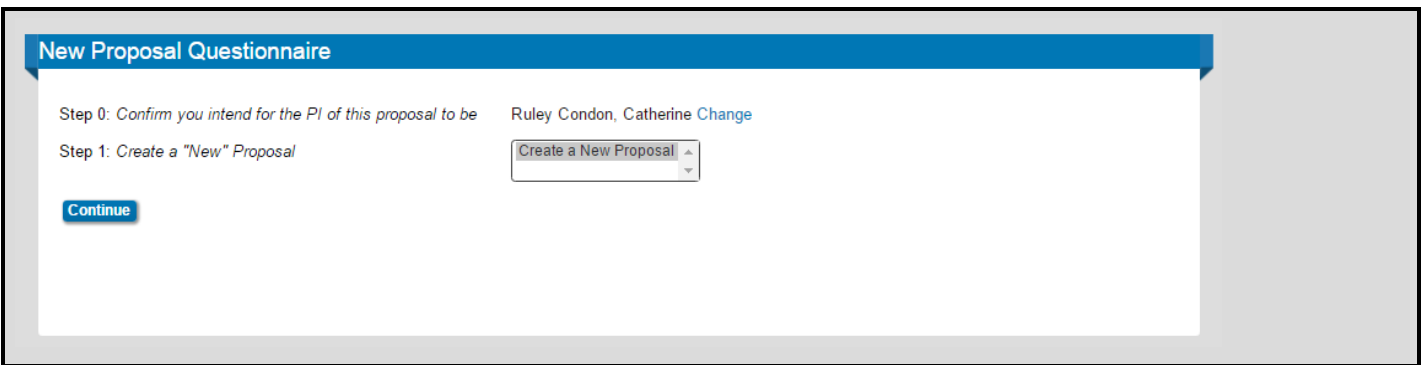
Answer each question with the most current information you have, then click “continue” to go on to the next question.

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

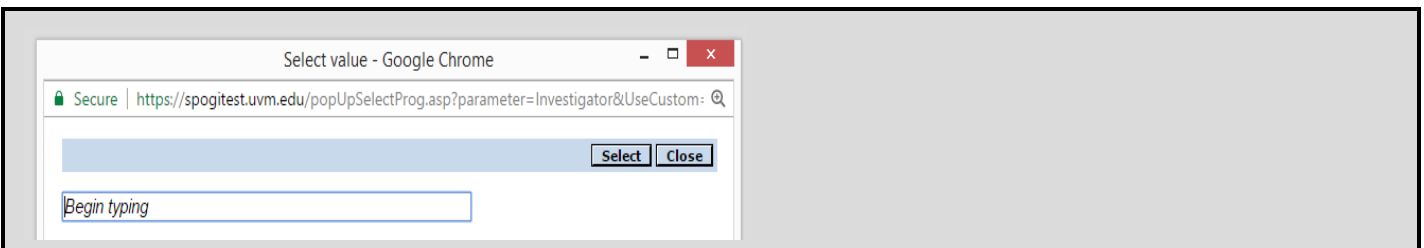
Principal Investigator

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



The screenshot shows the 'New Proposal Questionnaire' interface. At the top, there is a blue header with the text 'New Proposal Questionnaire'. Below the header, the main content area is white. It contains two steps: 'Step 0: Confirm you intend for the PI of this proposal to be' followed by the name 'Ruley Condon, Catherine' and a blue 'Change' link; and 'Step 1: Create a "New" Proposal' followed by a dropdown menu with the text 'Create a New Proposal'. Below these steps is a blue 'Continue' button.



The screenshot shows a Google Chrome browser window titled 'Select value - Google Chrome'. The address bar shows a secure connection to 'https://spogitest.uvm.edu/popUpSelectProg.asp?parameter=Investigator&UseCustom:'. The main content area of the pop-up is white and contains a blue search bar with the placeholder text 'Begin typing'. To the right of the search bar are two buttons: 'Select' and 'Close'.

Select from Grants.Gov Opportunities

1. Pick "Select from Grants.gov Opportunities" in pick list
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

Step 1: *Continued*

Pick "Select from Grants.Gov Opportunities"
This will provide a live web services link to the Grants.gov web site so that you can select your funding opportunity

Enter your USDA Funding Opportunity Number and Click Search (S2S button must be checked)

1. Enter your USDA NIFA Funding Opportunity Number and Click Search
2. 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.
3. The Search will bring up all opportunities that fit your criteria
4. Identify the right funding opportunity and then click the "Select" hyperlink to select your Opportunity Number

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* S2S

Enter your USDA Funding Opportunity Number here and then click "Search"

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* S2S

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Open Date	Agency	Title	
USDA-NIFA-AFRI-006351 Select	10.310			PKG00231901	<input checked="" type="checkbox"/>	11-Apr-2017	National Institute of Food and Agriculture	Agriculture and Food Research Initiative - Foundational Program	SPIN

Once you identify the right opportunity, click the "Select" hyperlink.

Select Proposal Type

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

New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Ruley Condon, Catherine

Step 1: "New" Create a New Proposal

Select New Proposal - master record or
Select Competitive Renewal - master record

Program Number	Program Name	CFDA	PackageID	Sponsor
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	10.310	PKG00231901	

Step 2: *Please Select a Proposal Type* New Proposal - master record ▾

Continue

Select Sponsor

1. Start typing in National Institute of Food and Agriculture/Department of Agriculture.
2. The sponsor name will appear allowing you to select it
3. 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
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	10.310	PKG00231901	

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

Step 3: *Select a Sponsor* Institute of Food and Agriculture/Department of Agriculture

Start typing in National Institute of Food and Agriculture/Department of Agriculture

Continue

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 Ba

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
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	10.310	PKG00231901	National Institute of Food and Agriculture/Department of Agriculture

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

Step 3: *Selected Sponsor* National Institute of Food and Agriculture/Department of Agriculture

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

Step 5: *Proposal's Title*

Demonstration of USDA NIFA Proposal in InfoEd

[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
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	10.310	PKG00231901	National Institute of Food and Agriculture/Department of Agriculture

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

Step 3: *Selected Sponsor* National Institute of Food and Agriculture/Department of Agriculture

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

Step 5: *Proposal's Title* Demonstration of USDA NIFA Proposal in InfoEd

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?*

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
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	10.310	PKG00231901	National Institute of Food and Agriculture/Department of Agriculture

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

Step 3: *Selected Sponsor* National Institute of Food and Agriculture/Department of Agriculture

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

Step 5: *Proposal's Title* Demonstration of USDA NIFA Proposal in InfoEd

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

USDA - National Institute of Food and Agriculture (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: Leave sponsor name set to National Institute of Food and Agriculture/Department of Agriculture
2. Submission Mechanism/Screen Template: Leave it set as 424 R&R (electronic submission)

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: National Institute of Food and Agriculture/Department of Agriculture [Change](#)

Please select a Submission Mechanism/Screen Template:

Grants.gov Submission Information

1. Do not change the information in this section

Grants.Gov Submission Information

Opportunity Number	USDA-NIFA-AFRI-006351
Opportunity Title	Agriculture and Food Research Initiative - Foundational Program
Offering Agency	National Institute of Food and Agriculture
Open Date	11-Apr-2017
Close Date	30-Sep-2018 <i>Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PD for appropriate late submissions.</i>
CFDA Number	10.310
CFDA Description	Agriculture and Food Research Initiative (AFRI)
Competition ID	
Form Version	N/A
PackageID	PKG00231901
Agency Contact	

2. Scroll down to Form section - The forms will auto populate based on the subsequent questions. Do not change the selections.

Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
AFRI_Project_Type	AFRI_Project_Type-V1.0	✓
RR_Budget_1_3	RR_Budget_1_3-V1.3	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
Other Project Info	RR_OtherProjectInfo_1_3-V1.3	✓
Personal Data	RR_PersonalData_1_2-V1.2	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
NIFA_Supplemental_Info_1_2	NIFA_Supplemental_Info_1_2-V1.2	✓
RR_SubawardBudget30_1_3-V1.3	RR_SubawardBudget30_1_3-V1.3	<input type="checkbox"/>

Deadline Information

- 1. InfoEd will guess at the right date, and is often wrong.
- 2. Enter the correct USFDA NIFA deadline for submission

Deadline Information

Is there a Deadline for this Submission? Yes No

Deadline Date

General Proposal Properties

- 1. Answer Yes or No to these questions.

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

Associate Department

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](#)
[Add](#)

Associated Centers/Programs [None Identified](#)
[Add](#)

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

 Research on campus ▾

The majority of the research will be conducted

On Campus Off Campus

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

USDA - National Institute of Food and Agriculture (System-to-System)

SF424 (R&R) Tab

This is the USDA NIFA 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 (R&R) Completed

InfoEd number will automatically populate here.

1. TYPE OF SUBMISSION: <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	2. DATE SUBMITTED <input type="text"/>	Application Identifier <input type="text" value="32799"/>	
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>	
	4. a. Federal Identifier <input type="text"/>	b. Agency Routing Identifier <input type="text"/>	
	c. Previous Grants.gov Tracking ID <input type="text"/>		

5. APPLICANT INFORMATION Organizational DUNS: 06-681-1191

Legal Name: The University of Vermont and State Agricultural College

Department: Division:

Address (Street, city, state, zip/postal code)

 Province:

Use dropdown to select COLLEGE which will appear in all Capital Letters on drop box list

Person to be contacted on matters involving this application

Select SPA RA name from pick list

Prefix: <input type="text"/>	First Name: <input type="text" value="Joshua"/>	Middle Name: <input type="text"/>	Last Name: <input type="text" value="Tyack"/>	Suffix: <input type="text"/>
Position/Title: <input type="text" value="Research Administrator"/>	Street1: <input type="text" value="217 Waterman Building"/>	Street2: <input type="text" value="85 South Prospect Street"/>	City: <input type="text" value="Burlington"/>	County/Parish: <input type="text" value="Chittenden"/>
State: <input type="text" value="VT"/>	Province: <input type="text"/>	Country: <input type="text" value="USA"/>	Zip/Postal Code: <input type="text" value="05405-0160"/>	
Phone Number: <input type="text" value="802-656-5558"/>	Fax Number: <input type="text" value="802-656-8604"/>	Email: <input type="text" value="Joshua.Tyack@uvm.edu"/>		

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text" value="1030179440A1"/>	7. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher Education Other (Specify): <input type="text"/>
8. TYPE OF APPLICATION: <input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Continuation <input type="radio"/> Revision <input type="checkbox"/> Woman-owned <input type="checkbox"/> Socially and Economically Disadvantaged	9. NAME OF FEDERAL AGENCY: <input type="text" value="National Institute of Food and Agriculture"/>

Leave this data as is - do not change this information

Is this application being submitted to other agencies? YES <input type="radio"/> NO <input checked="" type="radio"/> ← What other Agencies: <input type="text"/>	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text" value="10.310"/> TITLE (Name of Program): <input type="text" value="Agriculture and Food Research Initiative (AFRI)"/>
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <input type="text" value="Demonstration of USDA NIFA Proposal in InfoEd"/>	
12. PROPOSED PROJECT Start Date: <input type="text" value="01-Oct-2018"/> Ending Date: <input type="text" value="30-Sep-2020"/>	13. CONGRESSIONAL DISTRICTS OF: a. Applicant <input type="text" value="VT-001"/>

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION [Change](#)

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

Catherine Ruley Condon

Position/Title: Organization Name: Department: Division:

InfoEd Support The University of Vermont and State Agricultural College Sponsored Project Administration None

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

217 Waterman Building
85 South Prospect Street
Burlington Chittenden VT 05405-0160
USA

Province:

Phone Number: Fax Number: Email:

802-656-5560 802-656-3190 Catherine.Ruley@uvm.edu

PI information pulls from InfoEd profile. Click on Person's name and it will open a box that will allow you to edit the data here.

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested	\$	0.00
b. Total Non-Federal Funds	\$	0.00
c. Total Federal & Non-Federal Funds	\$	0.00
d. Estimated Program Income	\$	0

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE: _____

b. No PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. 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

Do not edit any of this data. Once the budget is entered on the Budget Tab, Box 15 will be populated.

* The list of certifications and assurances, or a

Upload 18. SFLLL (Disclosure of Lobbying)

19. Authorized Representative

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

Ms. Sonya Stern

Title: Organization Name:

Director, Sponsored Project Admin. The University of Vermont and State Agricultural College

Department: Division:

Sponsored Project Administration None

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

217 Waterman Building
85 South Prospect Street
Burlington Chittenden VT 05405-0160
USA

Phone Number: Fax Number: Email:

802-656-3360 spa@uvm.edu

*Signature of Authorized Representative *Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

Upload 20. Pre-application

Upload 21. Cover Letter Attachment

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

Start a New Proposal

USDA - National Institute of Food and Agriculture (System-to-System)

Performance Sites Tab

List Performance Sites here

Performance Sites Completed

Sequence	Site Name	Address	
1	The University of Vermont and State Agricultural Experiment Station	Address: 85 South Prospect Street 340 Waterman Building City: Burlington State: Vermont Non-US State/Province: <input type="text"/> 4 Characters only	Delete
<input type="checkbox"/>	<input type="text"/> DUNS Number Congressional District	<input type="text"/> County: 05405-0160 Chittenden USA <input type="text"/> <input type="text"/> <input type="text"/> Province Zip/Postal Code County Country	

This Tab will automatically populate with UVM information.

If you have subcontracts, the Subcontract data will automatically pull in once the SPA Research Administrator enters the Subcontract budget data on the Budget Tab.

If you have additional Performance Sites, add them here.

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

Start a New Proposal

USDA - National Institute of Food and Agriculture (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 section is titled 'Components for Initial Application'. A table lists the documents with columns for 'Form/Document Name', 'Edit', 'Status', 'Current Submission', 'Upload', and 'Remove'.

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

USDA - National Institute of Food and Agriculture (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.

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

USDA - National Institute of Food and Agriculture (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.

Add the Current/Pending Support form for all required personnel. Refer to guidelines for specific requirements.

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

Personnel Completed

Edit Mode

Add Personnel [show]

Key											Person Months
PI	Name/Role	Mail	Alert	Order	Organization / Department	Person Months			CV/Biosketch	Current/Pending Support	Remove Person
						Calendar	Academic	Summer			
1	Catherine Ruley Condon <small>PD/PI</small>			0	The University of Vermont and State Agricultural College Sponsored Project Administration	0	0	0			

Legend:

- 1 Prime

Start a New Proposal

USDA - National Institute of Food and Agriculture (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.

USDA-NIFA-AFRI-006351			Completed <input type="checkbox"/>
Form	Version	Completed	
AFRI_Project_Type	AFRI_Project_Type-V1.0		Edit
Other Project Info	RR_OtherProjectInfo_1_3-V1.3		Edit
Personal Data	RR_PersonalData_1_2-V1.2		Edit
NIFA_Supplemental_Info_1_2	NIFA_Supplemental_Info_1_2-V1.2		Edit

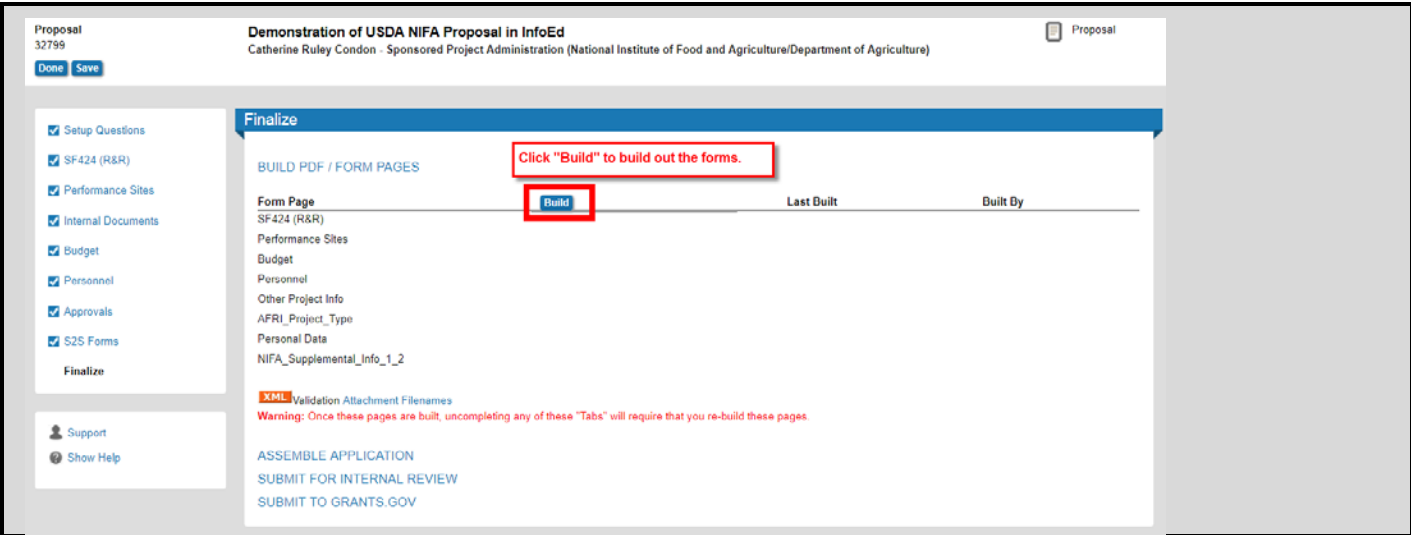
Start a New Proposal

USDA - National Institute of Food and Agriculture (System-to-System)

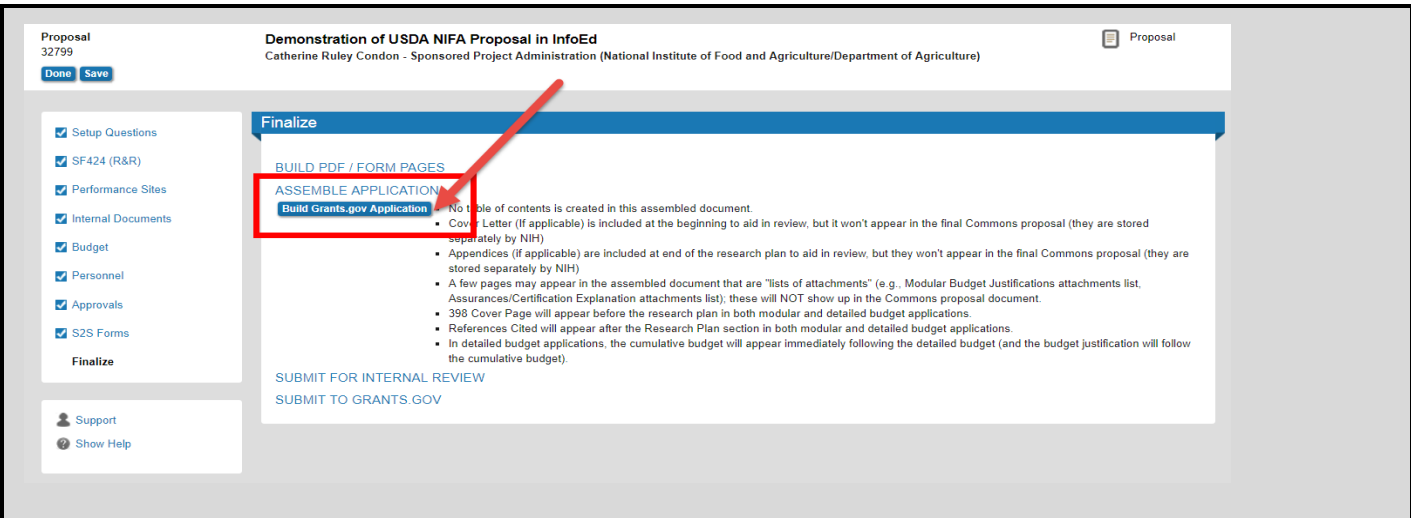
Finalize Tab - Submit for Internal Review

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

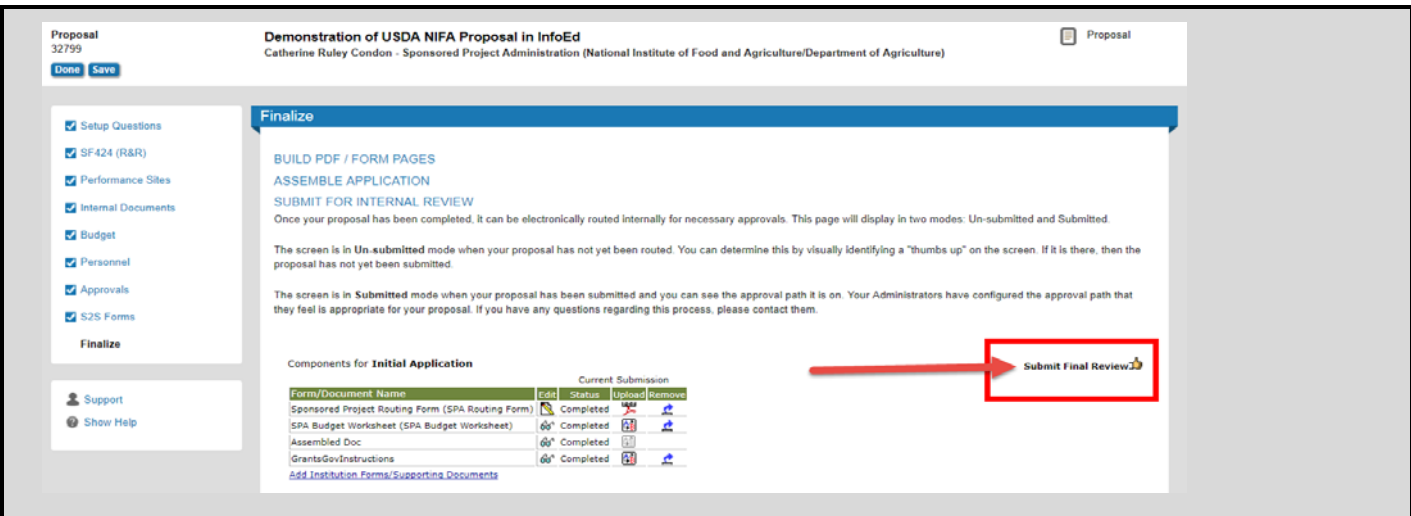
1. Build PDF / Form Pages - this will take a few moments to complete



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



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



Start a New Proposal

USDA - National Institute of Food and Agriculture (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

USDA - National Institute of Food and Agriculture (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	SPA Initial Review	Ms. Julie A. Macy	
Step 5	Department Chair	Sudha Ramaswami	
Step 6	Dean	Richard A Galbraith	
Step 8	SPA Final Approval	Ms. Julie A. Macy	

No comments have been recorded yet

Submit to Route - Click Submit button to start route

Components for **Initial Application**

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

USDA - National Institute of Food and Agriculture (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

USDA - National Institute of Food and Agriculture (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)
- 5) Click REVIEW Tab to review and approve proposal documents. After you have reviewed all documents, click the DONE box next to each item. Then click the SAVE icon located at top right corner. You will not be able to approve the proposal unless you save the DONE changes.
- 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.
- 8) My Decision is: Select "Approve Proposal Submission" or "Return to PI for Changes." For approvals, you will must click the Accept button for the Approver Certification. Then click SAVE icon at top right corner. You will be prompted for your Username and Password (UVM Net ID). Then click ACCEPT to finish.
- 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

USDA - National Institute of Food and Agriculture (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

IV
ha
ca

HELP

REVIEW

ROUTE

Proposal - Initial Application

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

These are the documents for review by Chairs, Deans, SPA and other approvers

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

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

Add Comments:

To be shared with everyone

Between you and the PI

My Decision is:

Start a New Proposal

USDA - National Institute of Food and Agriculture (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 the USDA NIFA

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