

## Start a New Proposal - National Institutes of Health (System-to-System)

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## Start a New Proposal - National Institutes of Health (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

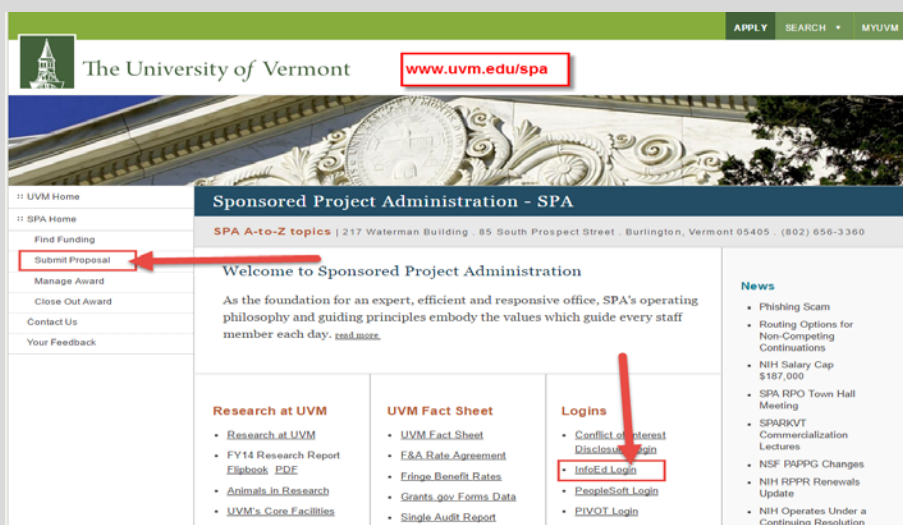
- Interpret the sponsor guidelines
- Provide information for some of the application pages
- Prepare the SPA Budget Worksheet (excel document)
- Upload the sponsor guidelines to InfoEd (if there are any)
- Convert final version of SPA Budget Worksheet to pdf format and upload to InfoEd
- Preliminary 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

#### 4. SPA Web Site

- Submit Proposal steps can be located on SPA web site



## Start a New Proposal - National Institutes of Health (System-to-System)

### InfoEd Version 15 Upgrade - Three New Features

UVM's InfoEd system was upgraded to Version 15 in June, 2017. This upgrade provide three new features that will help to reduce redundancy and streamline the proposal development and submission process.

#### 1. Investigators can start their own proposal records in InfoEd

Principal Investigators and Department Administrators can now start their own proposal records in InfoEd.

SPA expects that most Principal Investigators and Department Administrators will choose to start their own proposal records.

However, this is not a requirement.

Feel free to ask your SPA Research Administrator to start the proposal, if that is easier.

Once a new proposal is started, the SPA Research Administrator will contact the person who started the new proposal record to plan and coordinate the proposal development and submission process.

#### 2. The SPA Routing Form will become an electronic form within InfoEd

The SPA Routing Form is no longer part of the excel Routing Packet

It is now an electronic form embedded within InfoEd.

#### 3. NIH Pre-Submission Validations from NIH eRA Commons

This upgrade will provide a new pre-validation feature for NIH proposals which will allow us to “pre-test” the submission before we submit the final proposal to the NIH eRA Commons.

This will help us to identify and eliminate any potential errors or warnings before the proposal is submitted to the NIH eRA Commons.

No training is required for PIs and DAs as this step will be performed the SPA RA at time of proposal submission.

#### What Does Not Change?

SPA Research Administrators will continue to provide their usual services for their assigned units, and will continue to work closely with Investigators in the budget preparation process using the excel Budget Worksheet

Chairs and Deans will continue to review and approve proposals in Review Dashboard. The process remains unchanged.

## Start a New Proposal - National Institutes of Health (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

Proposal Department

Proposal Center/Program (if applicable)

Proposal Type: New Proposal or Competitive Renewal

Sponsor Name

Originating Sponsor Name - If your proposal is a flow-through project, you need the name of the originating sponsor.

Project Title

Project Start and End Dates

Submission Deadline

F&A Rate Type (Research on Campus, for instance)

Additional information specific to National Institutes of Health proposals

Will your proposal involve the use of human subjects?

Will your proposal involve the use of laboratory animals?

Will your proposal involve human embryonic stem cells?

Do you wish to include the PHS Assignment Request Form?

Will this proposal be using a Modular budget?

Is this proposal funding a clinical trial?

If yes, is this proposal an NIH-defined Phase III Clinical Trial?

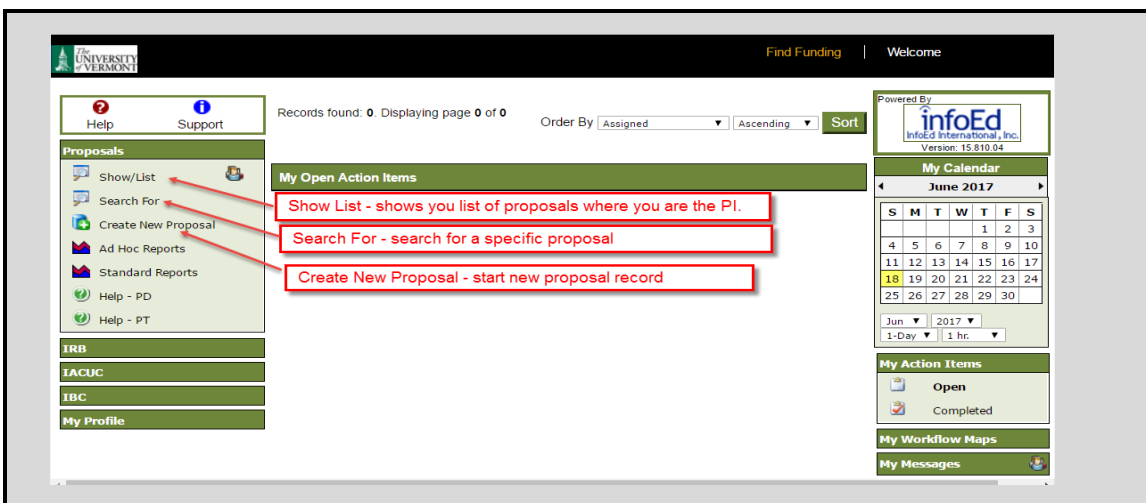
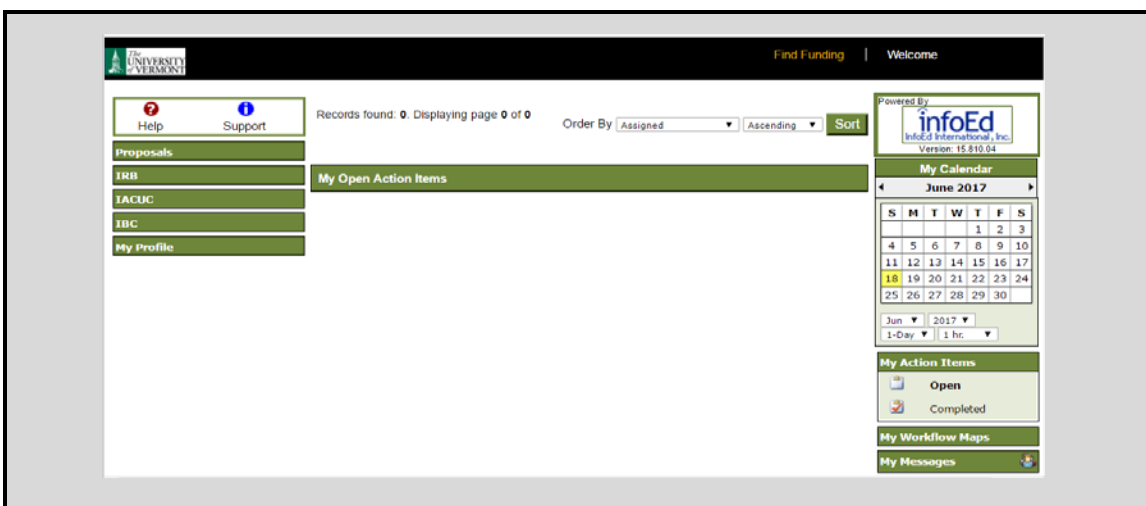
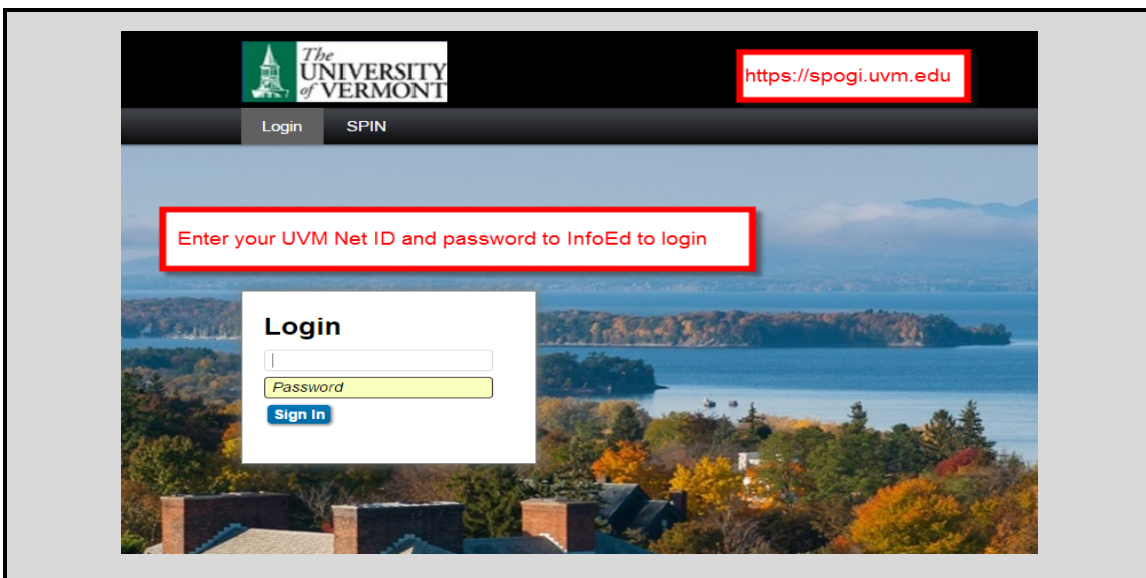
If you have preliminary answers to all of the above, you are ready to begin.

UVM Sponsored Project Administration - InfoEd Proposal Development System - January 16, 2018

## Start a New Proposal - National Institutes of Health (System-to-System)

Login to InfoEd

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

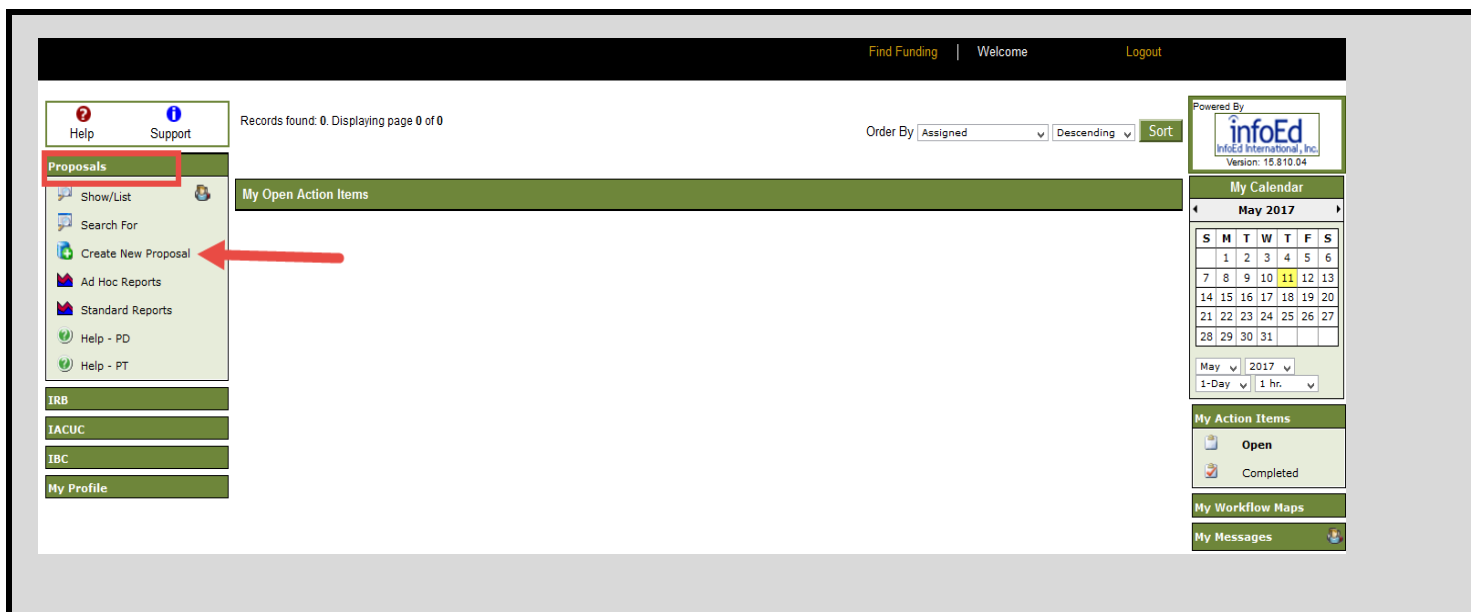


## Start a New Proposal - National Institutes of Health (System-to-System)

### 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.



## 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 title 'New Proposal Questionnaire'. Below the header, the interface is divided into two main sections. The first section, labeled 'Step 0: Confirm you intend for the PI of this proposal to be', displays the name 'Ruley Condon, Catherine' followed by a blue 'Change' hyperlink. The second section, labeled 'Step 1: Create a "New" Proposal', features a dropdown menu with the text 'Create a New Proposal' and a small arrow icon. Below the dropdown menu is a blue 'Continue' button.

The screenshot shows a web browser window titled 'Select value - Google Chrome'. The address bar displays the URL 'https://spogitest.uvm.edu/popUpSelectProg.asp?parameter=Investigator&UseCustom:'. The main content area of the browser shows a dialog box with a blue header bar. Below the header bar is a text input field with the placeholder text 'Begin typing'. To the right of the input field 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* Select from Grants.Gov Opportunities

[Continue](#)

**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 NIH Funding Opportunity Number and Click Search (S2S button must be checked)

1. Enter your NIH Opportunity Number here
2. Make sure the S2S box is checked
3. 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.

**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* PA-16-160 S2S ☒ [Search](#)

**Enter your NIH Funding Opportunity Number here and then click "Search"**

### Select Opportunity Number

1. The Search will bring up all opportunities that fit your criteria
2. 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* PA-16-160 S2S ☒ [Search](#)

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	S2S	Open Date	Agency	Title
PA-16-160 <a href="#">Select</a>		FORMS-D	Use for due dates on or after May 25, 2016		17-Apr-2016	National Institutes of Health	NIH Research Project Grant (Parent R01) <a href="#">SPIN</a>

**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 [Change](#)

Step 1: "New"

Create a New Proposal

Program Number	Program Name	Competition Title	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	Use for due dates on or after May 25, 2016	FORMS-D	National Institutes of Health/DHHS

Step 2: Please Select a Proposal Type

New Proposal - master record

Select New Proposal - master record

OR

Select Competitive Renewal - master record

Continue

### Select Sponsor

1. A list will appear for all relevant NIH Institutes
2. UVM's preferred practice is to always select "National Institutes of Health/DHHS" even though a more relevant Institutes may appear
3. The selection you make HAS NO BEARING on which Institute will be selected to review your proposal
4. If an award is made, SPA will update the Sponsor name to reflect the awarding Institute name
5. 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	Competition Title	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	Use for due dates on or after May 25, 2016	FORMS-D	National Institutes of Health/DHHS

Step 2: Proposal Type

New Proposal - master record

Step 3: Select a Sponsor

Alternate sponsors listed in SPIN for this Opportunity

National Institutes of Health/DHHS

--OR--

Select sponsor from full list

Continue

Please select National Institutes of Health / DHHS in all cases

### 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

Step 2: Proposal Type

New Proposal - master record

Step 3: Selected Sponsor

Massachusetts Bar Foundation

Step 4: "Tracking" Number or "Proposal" Number

This proposal will be automatically numbered.

Step 5: Proposal's Title

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.

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	Competition Title	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	Use for due dates on or after May 25, 2016	FORMS-D	National Institutes of Health/DHHS

Step 2: Proposal Type

New Proposal - master record

Step 3: Selected Sponsor

National Institutes of Health/DHHS

Mechanism

NIH Research Project Grant Program (R01)

Step 4: "Tracking" Number or "Proposal" Number

This proposal will be automatically numbered.

Step 5: Proposal's Title

Test NIH Proposal

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

From

To

Enter project start and end dates here

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	Competition Title	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	Use for due dates on or after May 25, 2016	FORMS-D	National Institutes of Health/DHHS

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

Step 3: *Selected Sponsor* National Institutes of Health/DHHS

*Mechanism* NIH Research Project Grant Program (R01)

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

Step 5: *Proposal's Title* Test NIH Proposal

Step 6: *Project Start and End Dates* 01-Jul-2018 to 30-Jun-2023

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	Competition Title	Competition ID	Sponsor
PA-16-160	NIH Research Project Grant (Parent R01)	Use for due dates on or after May 25, 2016	FORMS-D	National Institutes of Health/DHHS

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

Step 3: *Selected Sponsor* National Institutes of Health/DHHS

*Mechanism* NIH Research Project Grant Program (R01)

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

Step 5: *Proposal's Title* Test NIH Proposal

Step 6: *Project Start and End Dates* 01-Jul-2018 to 30-Jun-2023

Step 7: *Number of Budget Periods* 5

Is all of the above information correct?

[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 - National Institutes of Health (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 Institutes of Health/DHHS
2. Is this a Flow Through Project? Leave radio dial set to "No"
3. Please select a Submission Mechanism/Screen Template: Leave it set as 424 R&R NIH Dynamic (electronic submission)

Submission Mechanism/Form Information	
Proposal Sponsor	National Institutes of Health/DHHS <a href="#">Change</a>
Is this a Flow Through Project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please select a Submission Mechanism/Screen Template	424 R&R NIH Dynamic (electronic submission) ▼

#### Grants.gov Submission Information

1. Do not change the information in this section

Grants.Gov Submission Information	
Opportunity Number	PA-16-160
Opportunity Title	NIH Research Project Grant (Parent R01)
Offering Agency	National Institutes of Health
Open Date	17-Apr-2016
Close Date	17-May-2019 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.
CFDA Number	
CFDA Description	
Competition ID	FORMS-D
Competition Title	Use for due dates on or after May 25, 2016
Form Version	FORMS-D
Agency Contact	

# R01 Validations *Mechanism Opt In/Out*

A non-zero value for calendar months, academic months, or summer months is required for each senior/key person.

Introduction cannot be over 1 page for Resubmissions.

Introduction cannot be over 1 page for Revisions.

Introduction is mandatory for Resubmissions/Revisions.

NIH Annual \$500,000 direct cost limit applies to this proposal.

Project period may not exceed 5 years.

Project period may not exceed five Budget Periods.

Research Strategy is required.

Research Strategy page limit: 12 pages

Specific Aims is required and limited to 1 page.

2. Scroll down to Form section - The forms will auto populate based on the subsequent questions, with the exception of one of the questions
3. Decide if you wish to use the PHS Assignment Request Form and if you do, click the button on the left column.

For more information about the PHS Assignment Request Form, visit the NIH web site

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.600-phs-assignment-request-form.htm>

Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
PHS398_CoverPageSupplement_3_0	PHS398_CoverPageSupplement_3_0-V3.0	✓
Other Project Info	RR_OtherProjectInfo_1_3-V1.3	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
PHS398_ResearchPlan_3_0	PHS398_ResearchPlan_3_0-V3.0	✓
RR_Budget_1_3-V1.3	RR_Budget_1_3-V1.3	<input checked="" type="checkbox"/>
RR_SubawardBudget30_1_3-V1.3	RR_SubawardBudget30_1_3-V1.3	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	<input type="checkbox"/>
PHS_Inclusion_Enrollment_Report	PHS_Inclusion_Enrollment_Report-V1.0	<input type="checkbox"/>
PHS_AssignmentRequestForm	PHS_AssignmentRequestForm-V1.0	<input checked="" type="checkbox"/>

### Deadline Information

1. InfoEd will guess at the right date, and is often wrong.
2. Enter the NIH deadline for submission

Deadline Information

Deadline Date

07-Sep-2017

### 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

Will your proposal be a training grant?

☐ 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.

General Proposal Properties

Associated Departments

Sponsored Project Administration  
Add

Associated Centers/Programs

None Identified  
Add

**Because you indicated this proposal is to PHS/NIH**

1. Answer Yes or No to these questions.

Because you indicated that this proposal is to PHS/NIH

Will this proposal involve human embryonic stem cells?

☐ Yes ☐ No

Is this proposal funding a Clinical Trial?

☐ Yes ☐ No

Is this proposal an NIH-defined Phase III Clinical Trial?

☐ Yes ☐ No

Will this proposal be using a Modular budget?

☐ Yes ☐ No

**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

The majority of the research will be conducted

☒ On Campus ☐ Off Campus

Research on campus

This dropbox contains list of all UVM's F&A Rate Types

Save and Continue

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

## Start a New Proposal - National Institutes of Health (System-to-System)

## SF424 (R&amp;R) Tab

This is the NIH 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.

☒ Setup Questions

**SF424 (R&R)**  
[Other Project Info](#)  
[Performance Sites](#)  
[Project Summary](#)  
[Project Narrative](#)  
[S2S Forms](#)  
[References Cited](#)  
[Resources](#)  
[Other Attachments](#)  
[Personnel](#)  
[PHS398\\_ResearchPlan](#)  
[Budget](#)  
[PHS398\\_CoverPage](#)

SF424 (R&R)

Completed

1. TYPE OF SUBMISSION:  
☐ Pre-application  
☒ Application  
☐ Changed/Corrected Application

2. DATE SUBMITTED

Application Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

4 a. Federal Identifier

b. Agency Routing Identifier

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION

Legal Name: The University of Vermont and State Agricultural College

Organizational DUNS: 06-681-1191

Department: Sponsored Project Administration

Division:

Address (Street, city, state, zip/postal code)  
85 South Prospect Street  
340 Waterman Building  
Burlington VT 05405-0160  
USA

Province:

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

[PHS398\\_CoverPage Supplement](#)  
[Internal Documents](#)  
[Finalize](#)

[Support](#)  
[Show Help](#)

Person to be contacted on matters involving this application  
Prefix:  First Name:  Middle Name:  Last Name:  Suffix:   
Position/Title:  City:  County/Parish:   
State:  Zip/Postal Code:   
Phone Number:  Fax Number:  Email:

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

7. TYPE OF APPLICANT:  
☒ H: Public/State Controlled Institution of Higher Education  
☐ Other (Specify):   
☐ Small Business Organization Type  
☐ Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:  
☒ New ☐ Resubmission ☐ Renewal  
☐ Continuation ☐ Revision  
If Revision, mark appropriate box(es):  
☐ A. Increase Award ☐ B. Decrease Award  
☐ C. Increase Duration ☐ D. Decrease Duration  
☐ E. Other (specify):

National Institutes of Health

Is this application being submitted to other agencies?  
YES ☐ NO ☐  
What other Agencies

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
  
TITLE (Name of Program):

Select SPA RA Name from pick list

Leave as is - do not change this data

Select Yes or No



11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Test NIH Proposal

Update your project title here if necessary

12. PROPOSED PROJECT

Start Date: 01-Jul-2018 Ending Date: 30-Jun-2023

13. CONGRESSIONAL DISTRICTS OF:

a. Applicant VT-001

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

First Name: Catherine Middle Name: Last Name: Suffix:

Position/Title: Organization Name: The University of Vermont and State Agricultural College Department: Sponsored Project Administration Division: 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: 802-656-5560 Fax Number: 802-656-3190 Email: Catherine.Rule@uvm.edu

PI information pulls out of the InfoEd Profile.  
Click on the Person's name and it will open a box that allows you to edit this data.

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested \$ 0.00

b. 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

Do not change this data.

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

Leave this blank

\* 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.

Upload 18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

19. Authorized Representative

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

Title: Select Sonya Stern's name from the pick list

Department: Sponsored Project Administration Division: None

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

Phone Number: Fax Number: Email:

\*Signature of Authorized Representative Completed on submission to Grants.gov \*Date Signed 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.

Other Project Info Tab

Complete the questions on this Tab.

☒ Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

PHS398\_CoverPageSupplement

Internal Documents

Finalize

Other Project Info

Completed ☒

RESEARCH & RELATED Other Project Information

1. \* Are Human Subjects Involved?

No  
(set on "Setup Questions" tab)

2. \* Are Vertebrate Animals Used?

No  
(set on "Setup Questions" tab)

3. \* Is proprietary/privileged information included in the application?

☐ Yes

☒ No

4. \* Does this project have an actual or potential impact on the environment?

☐ Yes

☒ No

5. \* Is the research performance site designated, or eligible to be designated, as a historic place?

☐ Yes

☒ No

6. \* Does this project involve activities outside the U.S. or partnership with International Collaborators?

☐ Yes

☒ No

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

List Performance Sites here

☒ Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ **Performance Sites**

[Project Summary](#)

[Project Narrative](#)

[S2S Forms](#)

### Performance Sites Completed ☒

Sequence	Organization Name	Address
1	The University of Vermont and State Agricultural College	Address 85 South Prospect Street
	DUNS Number 06-681-1191	340 Waterman Building
	Congressional District VT-001	City Burlington
		State Vermont
		Non-US State/Province 4 Characters only
		Province
	Zip/Postal Code County	05405-0160 Chittenden
	Country	USA

This Tab will automatically with UVM information.

If you have subcontracts, when the SPA Research adds the subcontracts to the Budget Tab, the Subcontract Performance Sites will be automatically added here too.

If you have additional Performance Sites, add them here.

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

Project Summary Tab

Upload your Project Summary here

☒ Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

**Project Summary**

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPI an

Budget

PHS398\_CoverPage Supplement

Internal Documents

Finalize

Project Summary

ShowCompleted

Upload documents must conform to NIH Standards

FONT

■ Use font of at least 11 points.

■ Font color of black

■ Typeface: Arial, Helvetica, Palatino Linotype, or Georgia

■ Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.

■ No more than 6 lines of type within a vertical space of one inch.

PAGE MARGINS

■ Use standard size 8.5" x 11".

■ Use at least one-half inch margins (top, bottom, left and right) for all pages.

LENGTH

■ This section must be no longer than 30 lines of text, and follow the required font and margin specifications. An abstract which exceeds this allowable length may be flagged as an error by the agency upon submission. This would require a corrective action before the application will be accepted.

Upload "Project Summary" Documentation

Upload

Browse...

No file selected.

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

Page 20 of 38

Project Narrative Tab

Upload your Project Narrative here

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

**Project Narrative**

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPI an

Budget

PHS398\_CoverPage Supplement

Internal Documents

Project Narrative

ShowCompleted

Upload documents must conform to NIH Standards

FONT

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■ Typeface: Arial, Helvetica, Palatino Linotype, or Georgia

■ Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.

■ No more than 6 lines of type within a vertical space of one inch.

PAGE MARGINS

■ Use standard size 8.5" x 11".

■ Use at least one-half inch margins (top, bottom, left and right) for all pages.

LENGTH

■ Using no more than two or three sentences, describe the relevance of this research to public health.

Upload Project Narrative

Browse...No file selected.Upload

All uploaded documents will be automatically converted to PDF.

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

Page 21 of 38

S2S Tab

PHS Assignment Request Form (if selected on Setups Tab), Inclusion Enrollment Form (If Human Subjects on Setups Tab)

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

PHS398\_CoverPageSupplement

Internal Documents

Finalize

PA-16-160Completed

Form	Version	Completed	Edit
PHS_AssignmentRequestForm	PHS_AssignmentRequestForm-V1.0		

PHS Assignment Request FormCompletedDoneSave

View Burden Statement

Funding Opportunity Number:

Funding Opportunity Title:

Awarding Component Assignment Request (optional)

If you have a preference for an Awarding Component (e.g., NIH Institute/Center) assignment, please use the link below to identify the most appropriate assignment then enter the short abbreviation (e.g., NCI for National Cancer Institute) in "Assign to/Do Not Assign To Awarding Component" sections below. Your first choice should be in column 1. All requests will be considered; however, locus of review is predetermined for some applications and assignment requests cannot always be honored.

OMB Number: 0925-0001  
Expiration Date: 10/31/2018

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

References Cited Tab

Upload your References Cited here

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

PHS398\_CoverPageSupplement

Internal Documents

Finalize

References Cited

Completed

Upload documents must conform to NIH Standards

FONT

■ Use font of at least 11 points.

■ Font color of black

■ Typeface: Arial, Helvetica, Palatino Linotype, or Georgia

■ Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.

■ No more than 6 lines of type within a vertical space of one inch.

PAGE MARGINS

■ Use standard size 8.5" x 11".

■ Use at least one-half inch margins (top, bottom, left and right) for all pages.

LENGTH

■ While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

Upload References Document

Browse...

No file selected.

Upload

All uploaded documents will be automatically converted to PDF.

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

Page 23 of 38

Upload your "Facilities and Other Resources" Document and your "Major Equipment" Document here

☒ Setup Questions

☒ SF424 (R&R)

☒ Other Project Info

☒ Performance Sites

☒ Project Summary

☒ Project Narrative

☒ S2S Forms

☒ References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

PHS398\_CoverPage

Resources

ShowCompleted

Upload "Facilities and Other Resources" Documentation

Browse...No file selected.

Upload

Upload "Major Equipment" Documentation

Browse...No file selected.

Upload

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



Upload your "Other Attachments" Document(s) here

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Project Summary

Project Narrative

S2S Forms

References Cited

Resources

Other Attachments

Personnel

PHS398\_ResearchPlan

Budget

PHS398\_CoverPage

Other Attachments

Completed

Upload documents must conform to NIH Standards

FONT

■ Use font of at least 11 points.

■ Font color of black

■ Typeface: Arial, Helvetica, Palatino Linotype, or Georgia

■ Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.

■ No more than 6 lines of type within a vertical space of one inch.

PAGE MARGINS

■ Use standard size 8.5" x 11".

■ Use at least one-half inch margins (top, bottom, left and right) for all pages.

Upload Other Attachments (optional)

Browse...

No file selected.

Upload

All uploaded documents will be automatically converted to PDF.

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

UVM Sponsored Project Administration - InfoEd Proposal Development System - January 16, 2018

## Start a New Proposal - National Institutes of Health (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 don not add personnel to this tab.

Instead, ask yo9ur SPA Research Administrator to add people, as necessary.

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

Please do NOT upload CV/Biosketch for Non-Key Personnel as the CV/Biosketch will NOT be included in the file that gets sent to NIH.

Personnel

Completed

Edit Mode

Add Personnel [show]

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> <small>PD/PI *</small>		<input type="checkbox"/>		The University of Vermont and State Agricultural College Sponsored Project Administration			
<input type="radio"/>	<a href="#">Julie A. Macy</a> <small>Co-Investigator</small>		<input type="checkbox"/>		The University of Vermont and State Agricultural College Sponsored Project Administration			
<input type="radio"/>	<a href="#">Lynn Tracy</a> <small>Co-Investigator</small>		<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> <small>Technician</small>		<input type="checkbox"/>		The University of Vermont and State Agricultural College Sponsored Project Administration			

## PHS 398 Research Plan

Upload only required documents.

**PHS398\_ResearchPlan**

[Show](#)
Draft Version ▾
Completed ☐

---

- ☒ Setup Questions
- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel

**PHS398\_ResearchPlan**

Budget

PHS398\_CoverPage Supplement

View Burden Statement

### Complete/Composite Proposal Body

Please attach applicable sections of the research plan, below.

1. Introduction to Application  
(for RESUBMISSION or REVISION only)
2. Specific Aims [Upload](#)
3. Research Strategy [Upload](#)
4. Progress Report Publication List [Upload](#)

**Human Subjects Section**

5. Protection of Human Subjects [Upload](#)
6. Data Safety Monitoring Plan [Upload](#)
7. Inclusion of Women and Minorities [Upload](#)
8. Inclusion of Children [Upload](#)

**Other Research Plan Sections**

9. Vertebrate Animals [Upload](#)
10. Select Agent Research [Upload](#)
11. Multiple PI Leadership Plan [Upload](#)
12. Consortium/  
Contractual Arrangements [Upload](#)

---

Internal Documents

Finalize

13. Letters of Support [Upload](#)
14. Resource Sharing Plan(s) [Upload](#)
15. Authentication of Key Biological and/or Chemical Resources [Upload](#)
16. Appendix (no more than 10 documents)  
[Add New Document](#)

[Support](#)

[Show Help](#)

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.

Budget

Period 1

Period 2

Period 3

Period 4

Period 5

F&A

Cost Sharing

Justifications

Versions

Setup

Test NIH Proposal

Done Save Help History Support Show

Catherine Ruley Condon - Sponsored Project Administration (National Institutes of Health/DHHS)

Proposal 32515

Edit Mode

Budget

Source View: Project

Rollup subprojects: ☐

Build PDF

Complete Budget

Project Period:

Start: 01-Jul-2018

End: 30-Jun-2023

Budget Summary [hide]

		Periods [hide]				Sponsor [show]	Cost Sharing [show]		Project [hide]		
Year/Period	Increment	Start	End	Type	Status	Total	Total		Directs	F&A	Total
1	1	01-Jul-2018	30-Jun-2019	Initial*	Routed	-	-	-	-	-	-
2	2	01-Jul-2019	30-Jun-2020	Initial*	Routed	-	-	-	-	-	-
3	3	01-Jul-2020	30-Jun-2021	Initial*	Routed	-	-	-	-	-	-
4	4	01-Jul-2021	30-Jun-2022	Initial*	Routed	-	-	-	-	-	-
5	5	01-Jul-2022	30-Jun-2023	Initial*	Routed	-	-	-	-	-	-
						\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Personnel [hide]

Name	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
<div>Detail</div> <div>Ruley Condon, Catherine</div> <div>PD/PI</div>	-	-	-	-	-	\$ 0.00
Subtotal Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Add New Profile

Begin typing to select Personnel Name...

-- Select Type --

-- Select Role --

Add Person

Non-Personnel [hide]

Category	Period 1	Period 2	Period 3	Period 4	Period 5	Direct Costs
No records to display.						
Subtotal Non-Personnel:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Select Budget Category

Add Item

SubAwards [show]

Upload your Budget Justification here

Your SPA Research Administrator will populate the Budget Tab with data from the SPA Budget Worksheet.

Once the Budget Tab is done, and the Budget Justification is uploaded, complete the Tab by clicking the "Complete Budget" button.

**PHS 398 Cover Page Supplement**

Complete the data on this Tab.

- ☒ Setup Questions
- ☒ SF424 (R&R)
- ☒ Other Project Info
- ☒ Performance Sites
- ☒ Project Summary
- ☒ Project Narrative
- ☒ S2S Forms
- ☒ References Cited
- ☒ Resources
- ☒ Other Attachments
- ☒ Personnel
- ☒ PHS398\_ResearchPlan
- ☒ Budget
- PHS398\_CoverPageSupplement**
- ☐ Internal Documents
- ☐ Finalize

PHS398\_CoverPageSupplement
Completed ☐

View Burden Statement

### 1. Human Subjects

Clinical Trial? ☒ No ☐ Yes

Agency-Defined Phase III Clinical Trial? ☒ No ☐ Yes

### 2. Vertebrate Animals Section

Are vertebrate animals euthanized? ☐ Yes ☐ No

If "Yes" to euthanasia  
Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No

If "No" to AVMA guidelines, describe method and provide scientific justification

### 3. \*Program Income

\*Is program income anticipated during the periods for which the grant support is requested? ☐ Yes ☐ No

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

All applications must indicate whether program income is anticipated during the period(s) for which grant support is request. If program income is anticipated, use the format below to reflect the amount and source(s).

Budget Period	Anticipated Amount	Source(s)
1 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
2 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
2 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
3 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
4 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>
5 year	\$ <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>

### 4. Human Embryonic Stem Cells

\* Does the proposed project involve human embryonic stem cells? ☒ No ☐ Yes

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/>. Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used:

☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

Cell Line	Sequence	Delete
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>

### 5. Inventions and Patents (For renewal applications only)

Inventions and Patents: ☐ Yes ☐ No

### 6. Change of Investigator / Change of Institution Questions

☐ Change of principal investigator / program director

☐ Change of Grantee Institution

Finalize

Support

Show Help

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

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

- ## 1. Sponsor Guidelines (optional)

The SPA Research Administrator will upload the Sponsor Guidelines (if there are any) at the bottom of this 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. 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.

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

Page 30 of 38

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

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	Current Submission			
	Edit	Status	Upload	Remove
SPA Routing Form (SPA Routing Form)		Completed		Mandatory
SPA Budget Worksheet (SPA Budget Worksheet)		Completed		
Sponsor Guidelines (Proposal Guidelines)		Completed		
Assembled Doc		Completed		

[Add Institution Forms/Supporting Documents](#)

**Submit Final Review**

**Finalize**

UVM Sponsored Project Administration - InfoEd Proposal Development System - January 16, 2018

## Start a New Proposal - National Institutes of Health (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.

The screenshot shows a web browser window with the URL <https://spogi.uvm.edu/Protocol/SubmissionLogin.asp?ObjectID=39E50A0311885042E0539E64C68447AC>. The page title is "Certification" and there is a "Close" button in the top right corner. The main content area contains a certification form with the following text:

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)

Below the text, there are two radio buttons: "Accepted" (selected) and "Declined". A red arrow points to the "Accepted" button. Below the radio buttons, there are two input fields: "Username" with the value "cruley" and "Password" with a masked password "\*\*\*\*\*". A red arrow points to the "Continue" button.



## UVM Sponsored Project Administration - InfoEd Proposal Development System - January 16, 2018

### Start a New Proposal - National Institutes of Health (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](#)
Submit

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**

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 

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
32307 - Catherine Ruley Condon "Test Proposal"							
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				

## Start a New Proposal - National Institutes of Health (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 - National Institutes of Health (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]

## 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

IMPORTANT: Comments do not "go" anywhere. They are meant as "notes to the file" and to inform reviewers who come after you in the route path. If you have important comments for the Principal Investigator, for SPA or for other reviewers who have already reviewed the proposal, you are advised to email of call with your comments.

The screenshot shows the 'Review Dashboard' for a proposal. On the left is a vertical navigation bar with 'HELP', 'REVIEW', and 'ROUTE' buttons. The main content area is titled 'Proposal - Initial Application' and includes details: Number: 31583, Title: Demonstration Proposal, Sponsor: American Lung Association, and Submitted: 12-Aug-2016 2:56:54 PM. A table lists documents for review: 'Draft Proposal', 'Routing Packet Period 1', and 'Sponsor Guidelines', each with a 'Submitted' timestamp and a 'Replace' link. A red box highlights these documents with the text 'These are the documents for review by Chairs, Deans, SPA and other approvers'. To the right, a 'Review Status' section shows three 'Un-Reviewed' dropdowns. A red arrow points to the 'Draft Proposal' document, another to the 'Review Status' dropdowns, and a third to the 'Comments I can see...' section which states 'No Comments have been recorded'. At the bottom, there are two comment boxes: 'Add Comments: To be shared with everyone' and 'Between you and the PI', and a 'My Decision is:' dropdown menu.

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

## Start a New Proposal - National Institutes of Health (System-to-System)

### 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 NIH 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.

### NIH Validations and Submission - New in InfoEd version 15

Before the SPA Research Administrator submits the proposal to NIH, he/she will run the NIH Validations which will let us know if there are any NIH Errors or Warnings.

If any Errors or Warnings appear, the SPA Research Administrator will work with the Principal Investigator to make any needed corrections.

Once all corrections are made, the NIH Validation will be run once again, and if there are no Errors or Warnings, the SPA Research Administrator will submit the proposal to NIH.

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

### 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

It typically takes about 10 minutes to receive all four emails

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 NIH

### NIH eRA Commons Emails

Once the proposal is retrieved by the NIH eRA Commons, an email is sent to the PI and to the SPA RA. These emails indicate if there are any error or warnings

Error - During the process of submitting a grant application electronically, applicants may receive a notification of errors from the eRA Commons. Errors are critical problems with the application such as significant inaccuracies, inconsistencies or omissions. Errors stop the application from processing and must be corrected by the submission deadline in order for the application to move forward in the submission process.

Warnings are notices that alert an applicant to pay particular attention to specific instructions in the funding opportunity announcement or the application guide. The applicant may choose whether or not they wish to correct the issue that prompted the warning; the application will move forward in the submission process even if the warning is not corrected. If the application does not comply with the instructions, the applicant may be notified of the problem later in the review process and the application may not be considered for review.

#### Final NIH eRA Commons Proposal added to InfoEd Attachments Tab by SPA RA

Once the proposal submission process is completed, the SPA RA will copy the final submitted document from the NIH eRA Commons to InfoEd.

Both the “Draft” that was routed for internal approvals and the “Final” proposal submitted to NIH will be available on the InfoEd Attachments Tab in the Proposal Tracking (PT) system