

SPA 2.0 Pre-Award Unit Administration

PROPOSAL PREPARATION PROCEDURE

Unit Pre-Award Administrators (UA) are responsible for the coordination of all proposal submissions within the partnering college.

All proposal preparations and submissions should be coordinated with UAs before the final review and submission by Sponsored Projects Administration Research Administrators (SPA RA).

UVM requires all extra-mural [proposal submissions](#) (new, renewals continuations, supplements) with federal, non-federal, state, industry, or foundation funding to be entered into UVMClick and electronically routed to collect Principal Investigator (PI) certification and institutional approvals (Department, College, SPA) prior to submission to a sponsor. Proposal submissions include:

- System

- Once the UA gives permission to route the proposal, the PI submits (and/or certifies) the proposal for the internal review.
- The department and college level will review and approve within UVMClick before it is routed to the SPA RA for their final review and approval to submit to sponsor.

5. A minimum of two business days ahead of the Sponsor's deadline:

- The assigned SPA RA completes the final review and provides feedback.
 - If changes are needed the UA will coordinate with PI
- Once UA/PI and SPA RA confirm the application is ready for submission to the sponsor, institutional signatures are provided.
- The PI must be reachable at that time for any technical problem SPA might encounter during the submission.

6. Day of submission: Proposal is submitted, using various methods:

- System-to-system through UVM Click, SPA RA will submit (e.g., Grants.gov)
- Non-system-to-system proposals (SPA RA, PI, or UA – determined at time of proposal questionnaire)
- External Sponsor Systems/Portals (e.g., Research.gov, AHA, Proposal Central). SPA RA or PI, determined by sponsor.

Additional Guidance

Cost Share

If cost share from a non-submitting department is included in your budget, signatures on the internal cost share form must be returned to Unit Administrator one week prior to deadline. If third party cost share is included, signed letters or approval must also be turned in at that time.

IBB F&A Allocation

[IBB F&A Allocation](#) spreadsheet is completed two weeks prior to submission along with the completed budget by the Pre-Award Unit Administrator based on submitting PI's and Associate Dean for Research's input.

On-Time Proposals

An on-time proposal is one that follows the above timeline, where required sponsor and/or university documents are received by the Pre-Award Unit Administrator in a reasonable amount of time to review and enter data into the appropriate electronic submission systems.

Late Proposals

A late proposal is one where finalized budget/justification documents are not received by the Pre-Award Unit Administrator at least **two weeks prior to the sponsor's deadline**. The Pre-Award Unit Administrator's responsibility with regard to late proposals is to make every attempt, **within standard business hours**, to meet the submission deadline. This may mean that the UA may not be able to collect and review all required documents or finalize a budget/justification to compliance to meet SPA's submission ready deadline.

