Procedure Award Transfer Into UVM

Owner: Sponsored Project Administration

Effective date: 3/1/2024

Last Updated 3/1/2024

Purpose

Proposal Development Team

1. PI coordinates and may delegate certain components of the proposal preparation to designated department or college support staff where such resources are available.
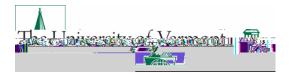
Initiates Proposal in UVMClick

1. PI/UA initiates UVMClick record for new proposal and upload required sponsor documentation for transfer as a proposal

2. PI/UA contacts the assigned SPA RA as early as possible once the proposal has been initiated in UVMClick.

3. PI/UA coordinates communication and escalates proposal development questions, concerns, and issues well in advance of the deadline to allow sufficient time for appropriate University offices to respond.

Proposal Development

1. PI is responsible for the development of the proposal's statement of work to be accomplished within the project period proposed, for the amount of funding being requested.

2.

Finalizing Proposal for Internal Review and Submission

1. To follow are the various methods of finalizing, depending on your submission type:

   a. For Grants.gov system-to-system submissions (NIH, USDA, e.g.) the PI/UA should enter budget details and upload all required documents into the appropriate SF424 form fields.

   b. For non-system-to-system proposals, the PI/UA should enter budget details and combine all proposal documents into a single PDF to upload into UVMClick as the proposal.

   c. For proposals submitted via other electronic submission systems (AHA, proposal Central, NSF Research.gov) the PI/UA should download a PDF of the completed proposal as it appears in the proposal submission system, and upload this in its entirety to UVMClick.

2. Once the proposal is submission-ready and PI certification has been completed, the PI/UA can start the electronic workflow to collect Department and College approval, which will then flow to SPA for submission to the sponsor.

Internal Deadlines

In general, there will not be a sponsor-specified deadline, however, every attempt should be made to submit the sponsor as soon as possible the grant transfer funding proposal. Transfers typically take months to complete with most of the time being consumed by the formal relinquishment and closeout of awards at the former institution, which must be completed prior to the sponsor requesting any information from UVM. If there is a deadline, please allow SPA 2 business days before the deadline. This allows the department, college, and SPA time to provide a review, fix issues, and ensure a successful submission.
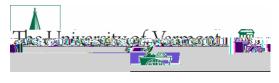
Advance Accounts Requests

If the PI or other UVM representatives are certain an award will be transferred in, consider obtaining an Advanced Account, which allows a chartstring to be established with budget made available for spending in support of the incoming work. Having an Advance Account established will avoid delaying, and technical progress and allow expenses to be properly recorded, avoiding cost transfers. To request an Advance Account, the PI should work with their UA and submit the Advance Account Request form as an activity within the UVMClick funding proposal

Equipment Transfers

Equipment may be transferred into the UVM when acquired on an incoming, transferred award. The equipment must be tagged and included in the official UVM asset database for insurance purposes. This ensures compliance with the Uniform Guidance and UVM policies and procedures. Upon arrival of the equipment, send a list of equipment to Financial and Cost Accounting Services including Asset Description, Acquisition Date, Acquisition Cost, Book Value, Model, Manufacturer, and Serial Number. Financial and Cost Accounting Services will coordinate with the PI or designee for the UVM's standard tagging procedures.

Carryover

If there are carryforward balances from the prior institution, please notify SPA at the time of UVMClick funding Proposal development. In cases of automatic carryforward, SPA will need to follow up with the sponsor to ensure the balance is transferred to UVM. If carryover is not automatic, the PI will need to include a budget and justification with the UVMClick funding proposal to request approval of the restricted prior year carryover.

FAQs

<<Insert FAQs and answers >>

<<For additional questions, please contact xyz at abc>>

Helpful Links