



Sponsored Project Administration

Procedure: Proposal Preparation, Review, and Submission
Owner: Sponsored Project Administration
Effective date: 03/16/2020
Last Updated: 11/01/2023

Background

Sponsored Project Administration, on behalf of the University of Vermont, has an institutional responsibility to review and approve all new sponsored project proposals, resubmissions, competing renewals, supplemental proposals, and pre-proposals requiring detailed budgets, before submitting proposals to a sponsor, as initiated by a Principal Investigator.

Purpose

This document outlines the Proposal Preparation, Review, and Submission process, provides a best-practice timeline to ensure successful proposal submission, provides suggestions for avoiding common problems, and sets forth roles and responsibilities of the parties involved.

Roles and Responsibilities

Principal Investigator (PI):

PIs have the responsibility for all aspects of a proposal and are expected to submit a submission-ready proposal to SPA no later than 2 business days prior to sponsor's published deadline.

A submission-ready proposal means a complete, accurate proposal that meets all sponsor and UVM requirements, which have been validated and approved within UVMClick's eRA approval process.

For a detailed list of roles and responsibilities of each party listed below, see Appendix A.

PIs may coordinate and delegate certain components of the proposal preparation to designated department or college support staff, where available.

Unit Administrator (UA):

Department, Center, College or School Unit Administrators who are delegated responsibility for various aspects of the proposal process and assist in coordinating the review and submission to SPA.

Department Chair or Designee:

In coordination with the College, assign department staff to assist Principal Investigators with preparing a submission ready proposal meaning a complete, accurate proposal that meets all sponsor guidelines and UVM requirements. This includes completing all required proposal forms.





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 (i.e., 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



[Appendix C: Avoiding Common Problems](#)



Date

Version