InfoEd
Proposal Development Class
InfoEd Class Goals

1. Broad Overview of Process Including Application Routing
2. Review of the Essential Technical Components Needed to Submit an InfoEd Proposal
3. Basic Clicks and Keystrokes on InfoEd tabs
Other Important Proposal Submission Class

Come to **GCO 101**.

- Successfully Submitting Application – Administrative Basics, Best Order, and Checklist of All the Steps
- Definitions (e.g., New versus Competitive Renewal versus Supplement, etc.; “investigator” difference between InfoEd and Sinai Central systems)
- Includes more info on Sinai Central software as well.
InfoEd Class/Submission Resources

1. InfoEd Log In
2. InfoEd Instructions
3. InfoEd Form to Request User Access, Add Personnel, and Other Types of Requests
4. GCO Application Submission Checklist (ASC)
5. Application Submission Process: Which Applications and Forms do I Work on First?
   General | Unfunded Human Subject Studies
Important Website

GCO Application Information page

Spring board page - Includes links to InfoEd and important application submission resources.

www.mssm.edu/grants
Then go to Application Information page.
What Does InfoEd Look Like?

1. Log On
   SSO to be implemented
   Dec 2017

2. Screenshot of “Show List”
What Does One Submit on InfoEd?

All research and sponsored project applications, excluding projects in which BRANY serves as the IRB and negotiates the clinical trial agreement on behalf of Mount Sinai, are prepared in InfoEd and routed for approval through the department(s) in which there are key personnel.
When Does One Submit on InfoEd?

The application must be submitted each year of the project plus a final report.
Submission, Review and Approval Process

Submission, Review, and Approval Process Pictorial
InfoEd Key Definitions

- System to System (S2S) - A type of InfoEd submission in which Mount Sinai submits competitive, single project NIH and other federal grants electronically to these agencies.

- Non System to System (Non-S2S) - A type of InfoEd submission in which Mount Sinai uses InfoEd internally at ISMMS only and not to submit an application to an extramural funding agency.

- PD # - Unique # assigned by InfoEd each year of the project.
Who Submits?

Excerpt from the Application Submission Checklist (ASC)

[ ] 1. **Required Course** and **Training Policy**: Did the person(s) preparing the InfoEd application attend the required proposal development module course?

[ ] 2. **Delegate New User**: Does the PI need to delegate anyone new to edit and view his/her proposal?

Showstopper / Time Saver Information!
The PI – not the delegate – can perform this task. Or open a Research IT ticket to request. Please include PI’s approval.
Important Delegation Feature

See delegation instructions for complete steps.
Today’s Demos

- Demo 1 -- Creating a New Record – General Concepts Example: ISMMS (i.e., Unfunded) Project
- Demo 2 -- Setting Up a Non-Competitive – General Concepts Example: ISMMS (i.e., Unfunded) Project
- Demo 3 – Completing Budget Tab
- Demo 4 -- Setting Up a New NIH Application - S2S Submission, Modular Budget Demo
Demo 1 –

Creating a New Record
Example: ISMMS / Unfunded

Let’s Get Started
Demo 1 – New Record ISMMS /Unfunded Example

Setup Questions Tab

Demo

- Step 0 - The PI
- Step 1 Grants.gov or Manual or SPIN?
- Step 2 Please Select a Proposal Type

MISTAKE ALERT! – Do not pick “Non-Competing Continuation”
or “Final Report” when “Creating New Proposals.”
Demo 1 – New Record

Step 3 - Select a funding agency by typing the name, even partially, in the progressive text box.

For internally funded projects, known as an “Icahn School of Medicine” projects, start typing “Icahn…” in the box. The option “Icahn School of Medicine” appears in the drop down menu.

For the NIH, type “National Institutes” or simply “Institutes” to find the “National Institutes of Health.”

Click on your selection from the drop down box and then press “Continue.”
Step 3 Select a Sponsor

ASC - [ ] 4. New Extramural Funding Agency: Do you need to add the agency to the InfoEd database?

Time Saver Alert – Do you need to add the Funding Agency?

MISTAKE ALERT! – Are you a subaward on someone else’s grant or contract? Choose that primary institution, in other words, the lead institution submitting the project as the sponsor.
Demo 1 – New Record

Setup Questions Tab

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

**EFFICIENCY ALERT!** Funded Projects - Obtain the correct start & end dates

New or Industry clinical studies and ISMMS – Enter one year at a time

New – other funding agencies – enter entire project period

Yearly Renewals – one year at a time

**MISTAKE ALERT!** – Enter a period at a minimum that is 365 days, not 366.

Example:

✓ Right: Project Start: 7/1/2018  Project End: 6/30/2019

X Wrong: Project Start: 7/1/2018  Project End: 7/1/2019

Sometimes periods are less than one year too. That is fine.
Demo 1 – New Record

Setup Questions Tab

Final Steps – User must correct in the Submission Mechanism / Screen Template drop down menu.
Demo 1 – New Record

Setup Questions Tab

Review highlighted sections.

You are creating a New proposal containing no budget.

Instructions:
1. Choose the appropriate Screen Template, if necessary, and wait for the screen to finish loading.
2. Answer all questions.
3. Click the "Save and Continue" button.

The tabs for your application will then appear. Please note the following:
- Personnel tab: ignore the "Compliance Support" and "CIR Required" checkboxes. These are not required.
- Classification Codes tab: select the first tab to include the categories applicable to your project. This is required. Your application will be rejected if this tab is empty.

You have selected a sponsor for which no budget tabs are needed. If your project does not have a budget and you have selected the sponsor in error, you must change the sponsor in the questions below before choosing the Screen Template.

For further instructions on how to prepare your application, visit the Research IT E-Learning site by clicking the link at the upper left.

For technical assistance with Intelligent, email intelligent@memphis.edu

For non-technical assistance with preparing your application, contact your department's OCG Specialist or call 901-626-8300 (x68300).

Proposal Sponsor
Please select a Submission Mechanism/Screen Template

General Proposal Properties

- Will you be including a Cover Letter in your proposal as an attachment?
  - No

- Will your proposal be a training grant?
  - No

- Associated Departments
- PI Documents
- Link to existing proposal

Submission Title (Value entered here will populate the Submission Title field in the XML header; this is a string data element and not to be confused with the Project Title Field)
What does a user include in this tab?

Let’s review by Funding Source -

- **Unfunded/Internally Funded Studies** – Submit Protocol; OK to use same information you are submitting to the IRB (i.e., human subject review) or IACUC (i.e., animal review) offices.
- **Industry Funded Clinical Studies** – Protocol
- **Funded Studies** – Include any documentation you are submitting to the Funding Agency.

*You can only upload one document so please do make one pdf if needed.*
What does a user not include in this tab?

- Consent Forms
- Investigator Brochure
- Extra IRB forms

*Please don’t include consent forms, etc. unless the funding agency is requesting you send these items to them.*
Need to Add Personnel?
ASC - [   ] 3. Personnel: Are there new personnel participating in your project that you need to add to the InfoEd Pick List?

Time Saver Alert – Do you need to add new personnel that are not already in the InfoEd database?

Policy Note!
For applications that do not require a budget tab, you can omit non-key personnel, TBN positions and consultants.
Demo 1 – New Record

Form to Request User Access, Add Personnel, and Other Types of Requests
Demo 1 – New Record

Default Set to Key and Co-PD/PI

When adding personnel, change the default from key to another option when appropriate.

Choose appropriate role for each person added.

Always click on the “Save” button to save changes.
Create Profile is Only for New TBN/TBD Positions

Only use this Create Profile feature to create new “to be named” positions. Begin typing to see if your “TBN” or “TBD” is already there.

To add any new TBN or TBD positions or to add new personnel, please follow the standard process of opening up an InfoEd Ticket > Help Topic: InfoEd / New Personnel Request.
Click on Select Codes for Hierarchy and place check marks in the relevant related areas of study.
ASC - [ ] 7. InfoEd eForm: Have you completed this form and included the Sinai Central Project ID?
Demo 1 – New Record

Internal Documents

Upload any documentation for internal GCO review in this tab.
Examples: Memos to the GCO, Subaward documentation, clarifications from the funding agency
Demo 1 – New Record

PI approves    Submits to Dept(s)      3. Dept(s) Approves      4. Submit to GCO

IMPORTANT! – Only the PI can complete this tab. It is his/her electronic signature.
Demo 1 – New Record

Trouble Shooting – After PI Finalizes

Can be a Show Stopper!

ASC [   ] 13. Approvals/Routing to GCO: Are you checking the InfoEd routing queue making sure all the department(s) sign in a timely manner, especially for submissions with key personnel from 2 or more departments?

After the PI has finalized his/her application, please check the approval routing queue by clicking on the paper scroll icon located to the right of “Components for Initial Application” heading in the Internal Documents tab of the InfoEd application. It is especially important to check that the required signatories have signed when there are key personnel from 2 or more departments. Please allow adequate time for this process.
Demo 1 CONCLUSION  Important Considerations

- Pick the right Set Up from the get go. Use the instructions.

- If you are a delegate on someone else’s grant, make sure they delegate you, or contact InfoEd / Research IT via the ticketing system to do so.

- Submit each year plus a final report.

- Know whether your project requires a budget before completing. See budget section of the ASC Instructions.

- Having technical issues? Contact InfoEd / Research IT via the ticketing system.

- Take advantage of other training and education opportunities.

- Use the Application Submission Checklist each time you submit.
Demo 2 – Creating a non-competitive continuation (NCC)

Example: ISMMS / Unfunded

Let’s Get Started
If your project is a …

• a non-competitive renewal, no-cost extension, or final report,
  or
• a supplement that is a non-competitive renewal, no-cost extension, or final report

you’ll need to follow these set of instructions.
Reminders from Demo 1!

If you are inheriting a former project (i.e., new coordinator taking over for a former coordinator) you may be taking over the project at this stage – for the NCC year.

ASC - [ ] 2. Delegate New User: Does the PI need to delegate anyone new to edit and view his/her proposal?

Show stopper!
Demo 2 – NCC

Creating the Record – Pre Setup Questions Tab

Demo
Demo 2 – NCC

Creating the Record – Pre Setup Questions Tab

Find your project from “Show List.” See demo on previous slide or follow pictorial from p. 4 of instructions.

ERROR ALERT – Choose a project without “PD” in the Institution Number.

Example: 15-0018-00001-01
Demo

**IMPORTANT**
Step 2 – Choose either “Non-competing Continuation” or “Final Report.”

![Image of proposal type selection]

Step 6 - What are the project start and end dates?
Enter the upcoming year, usually a one year period – 365 days.
Reminder!

- Unfunded/Internally Funded Studies/Industry Funded Clinical Studies - OK to use same information you are submitting to the IRB or IACUC.
- Funded Studies – Include any documentation you are submitting to the Funding Agency.

Upload as one pdf.
ASC - [ ] 3. Personnel: Are there new personnel participating in your project that you need to add to the InfoEd Pick List?
Demo 2 – NCC

Same as earlier demonstrated in Demo 1

REMINDER! – Only the PI can complete this tab. It is his/her electronic signature.
Demo 3 –

Creating a Budget

Let’s Get Started
ASC – **Time Saver Alert!** Excerpt -

15. Budget Tab on InfoEd: Would you like to data enter **less** budget information?

a. **Non-Federal Competitive** (Non-S2S) Projects – Only enter Y1 budget; enter each person individually and one cumulative sum for all Other than Personnel Costs (OTPS) except subaward category

b. **Non-Federal Non-Competitive** (Non-S2S) Projects - Enter budget for upcoming year only; same data entry 15a.

c. **Federal/NIH Competitive Detailed Budget/Non Modular** (S2S) Projects – Must enter complete detailed budget for each year

d. **NIH Competitive Modular** (S2S) Projects – Enter budget for each year; enter cumulative amounts for all Other than Personnel Costs (OTPS), graduate student costs, and all F&A excludable costs individually (e.g. equipment, patient care costs)

e. **Federal Competitive Multi-Project / NIH ASSIST** (Non-S2S) Projects – Only enter Y1 budget; enter amounts in each project/core folder; enter cumulative amounts for all Other than Personnel Costs (OTPS), graduate student costs, and all F&A excludable costs individually (e.g., equipment, patient care costs)

f. **Federal Non-Competitive** (Non-S2S) Projects – Enter budget for upcoming year only; same data entry as 15d.

g. **ISMMS as the Subawardee: All** (Non-S2S) Projects – Enter budget for upcoming year only. For non-federal, same data entry as 15a or 15b. For federal, same data entry as 15d or 15f.
Demo 3 - Budget

Initial Budget Tab

Option to enter budget information on this initial screen or on period tabs.
Adding Personnel Costs

Must add the personnel **first** before you add costs associated with them. Add personnel on the Personnel tab **or** the Budget Items Tab by typing a name in the progressive text box.

**IMPORTANT** - Project with subawards? Always add the subaward PI **first** before other personnel at the subaward site.
Demo 3 - Budget

Adding Personnel Costs

Add effort and salary costs by clicking on the Detail folder by person’s name.
Steps to Adding Personnel Costs for Key Personnel

1. Click on Detail.
3. Add Calendar Months.
4. Another option is to change to Percent Effort in the drop down menu to calculate.
5. Select Mount Sinai’s Fringe Benefit rate from the drop down arrow.
6. Another option if the funding agency requires a fringe amount that is less than Mount Sinai’s, data enter the amount instead.
7. Click on Save or Save and Close.

Note:
Even though the user entered info in Period 1, the data is populated for all the years.

Not needed? Simply delete or change it.
Steps to Adding Personnel Costs for Non Key Personnel

1. Click on Detail.
2. If you have more than one TBD position, include the # of positions.
3. Add Calendar Months
4. Another option is to change to Percent Effort in the drop down menu to calculate.
5. Add requested salary, NOT the base salary.
6. Select Mount Sinai’s Fringe Benefit rate from the drop down arrow.
7. Another option if the funding agency requires a fringe amount that is less than Mount Sinai’s, data enter the amount instead.
8. Click on Save or Save and Close.

Note:
Even though the user entered info in Period 1, the data is populated for all the years.

Not needed? Simply delete or change it.
Demo 3 - Budget

Adding Non-Personnel Costs

Enter all other costs in the “Non-Personnel Costs” section except Personnel from ISMMS or Personnel from subawards.

**Do enter the consulting costs in the Non-Personnel Costs section.**

Option to enter items in bulk or individually.
Steps to Adding Bulk Entry Non Personnel Costs

1. Click on Add Bulk Entry.
2. Option to add a description (e.g., lab supplies).
3. Add the amount.
4. Select Budget Category from drop down.
5. Repeat 2-4 in other rows to add more costs.
6. Click on Add to Save.
Steps to Add(ing) Items in Non Personnel Costs

1. Select a Budget Category from drop down.
2. Click on Add Item.
3. Add an Amount.
4. Click on Save or Save and Close.

Note:
When a user enters $ amount in Period 1 only, the data is populated for all the years.

Not needed? Simply delete or change it.
Adding Non-Personnel Costs When Funding Source is Federal

Be careful to pick the correct category from the “Budget Category.”

<table>
<thead>
<tr>
<th>Alterations and Renovations</th>
<th>Outpatient Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad. Student Tuition and Fees (NOT training grants)</td>
<td>Participant Tuition &amp; Fees (Training Grants Only)</td>
</tr>
<tr>
<td>Inpatient Costs</td>
<td>Purchased Equipment</td>
</tr>
<tr>
<td>Other Tuition and Fees</td>
<td>Purchased Equipment Software</td>
</tr>
</tbody>
</table>

Come to [GCO 204: Budgeting Indirect Costs on Federal Awards](#) to learn more about these categories.
Subawards

This presentation does not include a demo of adding subawards.

Please review the Personnel and Budget Subaward tab slides in this presentation for more information.

Also, consider attending GCO 301: Preparing Grants with Subawards to learn more.
For projects where the funding source is Federal, like NIH modular or non-modular grants or a grant where Mount Sinai is the subaward (i.e., prime institution submits to the NIH and Mount Sinai is on that institution’s project), choose the dropdown selections as indicated below.
Use “Manual F&A” when the funding source is not federal or you wish to manually enter.

**Steps to Adding F&A via Manual Entry**

1. Click on Manual F&A.
2. To calculate F&A based on a rate, add the Rate and the Base. The F&A Amount will calculate based on this info.
3. Another option is add the Amount instead (i.e., w/o rate and base).
4. Type in Indirect Cost Type. “General” is a fine option for non-federal research grants.
5. Click on Save.
6. Data enter future years.

**Note:**
As is the current process, continue to use the already set (i.e., default) F&A rate, rather than manual entry, for on campus federal research grants.
Demo 4 –
Creating a New Record

Example: NIH Single Project Competitive Application (S2S)

Let’s Get Started
Demo 4 – New S2S

Demo and Instructions
Presentation includes highlights of instructions
Step 0 - The PI
ASC - [   ] 3. Personnel: Are there new personnel participating in your project that you need to add to the InfoEd Pick List? Reminder! Time Saver Alert – Do you need to add the PI??

Step 1 Continued
Select Grants.gov Opportunities from drop down menu.

Either type in Funding Opportunity Announcement (FOA) or Search.
Demo 4 – New S2S

Searching for FOA # Outside of InfoEd

Open Up New Tab on Browser and go to NIH Funding Opportunities page.
### Demo 4 – New S2S

**Set Up – Searching for FOA # Outside of InfoEd**

Please note we are targeting the reissue of Parent Announcements with the FORMS-E packages at least 30 days prior to the first standard due date on or after Jan 25, 2018. Most Parent Announcements will have a Clinical Trial Required and Clinical Trial Not Allowed option.

#### Research (R) Announcements

<table>
<thead>
<tr>
<th>Activity Code(s)</th>
<th>Title</th>
<th>Announcement Number</th>
<th>Issuing Organization</th>
<th>Release Date</th>
<th>Opening Date (SF424 Only)</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>NIH Research Project Grant (Parent R01 Clinical Trial Required)</td>
<td>PA-18-345</td>
<td>NIH</td>
<td>11/03/2017</td>
<td>01/05/2018</td>
<td>01/08/2031</td>
</tr>
<tr>
<td>R01</td>
<td>NIH Research Project Grant (Parent R01)</td>
<td>PA-16-100</td>
<td>NIH</td>
<td>03/31/2016</td>
<td>05/05/2016</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>R03</td>
<td>NIH Small Research Grant Program (Parent R03)</td>
<td>PA-16-162</td>
<td>NIH</td>
<td>03/31/2016</td>
<td>05/16/2016</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>R13</td>
<td>NIH Support for Conferences and Scientific Meetings (Parent R13)</td>
<td>PA-16-234</td>
<td>NIH</td>
<td>05/29/2016</td>
<td>07/12/2016</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>R15</td>
<td>Academic Research Enhancement Award (Parent R15)</td>
<td>PA-16-200</td>
<td>NIH</td>
<td>04/18/2016</td>
<td>06/25/2016</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>R21</td>
<td>NIH Exploratory/Developmental Research Grant Program (Parent R21 Clinical Trial Required)</td>
<td>PA-18-344</td>
<td>NIH</td>
<td>11/00/2017</td>
<td>01/10/2018</td>
<td>01/08/2021</td>
</tr>
<tr>
<td>R21</td>
<td>NIH Exploratory/Developmental Research Grant Program (Parent R21)</td>
<td>PA-16-161</td>
<td>NIH</td>
<td>03/31/2016</td>
<td>05/18/2016</td>
<td>05/08/2019</td>
</tr>
<tr>
<td>R41/R42</td>
<td>PHS 2017-02 Omnibus Solicitation of the NIH for Small Business Technology Transfer Grant Applications (Parent STTR [R41/R42])</td>
<td>PA-17-303</td>
<td>NIH</td>
<td>06/05/2017</td>
<td>08/05/2017</td>
<td>01/06/2018</td>
</tr>
<tr>
<td>R43/R44</td>
<td>PHS 2017-02 Omnibus Solicitation of the NIH, CDC, and FDA for Small Business Innovation Research Grant Applications (Parent SBIR [R43/R44])</td>
<td>PA-17-302</td>
<td>NIH</td>
<td>06/05/2017</td>
<td>08/05/2017</td>
<td>01/06/2018</td>
</tr>
</tbody>
</table>
After pasting FOA #, click on Search and then Select.

Select New Proposal. Note Resubmission and Competitive Renewal options for other submissions. Click on Continue.
Select the default of “National Institutes of Health/DHHS” and then “Continue.”
Demo 4 – New S2S

Step 6 What are the project start and end dates?

New Proposal Questionnaire

<table>
<thead>
<tr>
<th>Program Number</th>
<th>Program Name</th>
<th>Competition Title</th>
<th>Competition ID</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA-16-345</td>
<td>NIH Research Project Grant (Parent R01 Clinical Training)</td>
<td>Use for due dates on or after January 25, 2018</td>
<td>FORMSB-E</td>
<td>National Institutes Of Health/DHHS</td>
</tr>
</tbody>
</table>

**EFFICIENCY ALERT!**
Obtain correct start and end dates.

Read Funding Opportunity Announcement.

Review [NIH Due Dates for Competing Applications](#) if appropriate.

**MISTAKE ALERT!** – Enter a period at a minimum that is 365 days, not 366.

- **Right:** Project Start: 12/1/2018  Project End 11/30/2023
- **Wrong:** Project Start: 12/1/2018  Project End 12/1/2023
Step 7

New Proposal Questionnaire

Program Number | Program Name | Competition Title | Competition ID | Sponsor
---|---|---|---|---
PA-16-045 | NIH Research Project Grant (Parent R01 Clinical Trial Required) | Use for due dates on or after January 25, 2018 | PO1MB-E | National Institutes Of Health/NIH

Step 2: Proposal Type
New Proposal

Step 3: Selected Sponsor
National Institutes Of Health/NIH

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
Do Fighters or Lefties Make Better Jugglers? A Memorable Modular Application

Step 6: Project Start and End Dates
01-Oct-2019 to 30-Nov-2020

Step 7: Number of Budget Periods
5

Is all of the above information correct?

Step back through response | Create Proposal

*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.
Demo 4 – New S2S

Setup Questions Tab

Top Half of Form
### Demo 4 – New S2S

**Setup Questions Tab**

**Bottom Half of Form**

Place check marks in appropriate box.

Answer Yes or No to questions. Click Save.
Demo 4 – New S2S

Modular Budget

Resources

GCO 202: NIH Modular Grant Budgets

NIH Modular Research Grant Applications
Demo 4 – New S2S

Modular Budget

Default Set to 10 Modules, 10 x 25,000 = $250,000

Please change the default “Modules” setting to the appropriate amounts.
Reminder! Choose the dropdown selections as indicated below.
Demo 4 – New NIH Single Project Competitive Application

Budget – Justification

Select as appropriate. Select “Personnel Justification” for Modular Budgets.
Conclusion
Important Considerations

- Pick the right Set Up from the get go. Use the instructions.

- If you are a delegate on someone else’s grant, make sure they delegate you, or contact InfoEd / Research IT via the ticketing system to do so.

- Submit each year plus a final report.

- Know whether your project requires a budget before completing. See budget section of the ASC Instructions.

- Having technical issues? Contact InfoEd / Research IT via the ticketing system.

- Take advantage of other training and education opportunities.

- Use the Application Submission Checklist each time you submit.
Questions?