InfoEd Setup Questions Tab Instructions

Non-Competing Continuation, No Cost Extension, or Final Report

Non-S2S Submission

<table>
<thead>
<tr>
<th>Follow these instructions ...</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>...for any ... ...that is unfunded or funded.</td>
<td></td>
</tr>
</tbody>
</table>

- Non-Competitive Continuation (NCC)
- No Cost Extension (NCE)
- Final Report (FR)

This includes supplements and multi-project applications.

- Unfunded NCC study
- NIH R21 RPPR
- NIH R01 NCE
- Alzheimer's Association NCC
- Pfizer Clinical Trial Yearly Renewal

Non-S2S? Non-S2S means you are using InfoEd to create your proposal and route it to the departments and then the Grants and Contracts Office (GCO) for approval. In addition, InfoEd is not used to submit the NCC, NCE, or FR directly to the funding agency.

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Need Help? [Open Ticket with Research IT](#) or click on the Support icon on the Setup Questions tab.
1. Login to InfoEd and enter user ID and password. https://eresearch.mssm.edu
2. Click on My Proposals.
3. Are you the PI? Click on Show/List. Skip to 6.
4. Are you the delegate? Click on the icon.
5. Select PI in the list. If he/she is not on the list, the PI must follow these instructions or open up a ticket with Research IT so you are made a delegate.
6. Hover over the proposal folder so a dropdown menu appears.
7. Click on PT > Edit icon.
8. Click on Add New PD.
9. Select an option. For multi-project grants, see table.
10. Select Continue.
11. Select
   - Non Competing Continuation or
   - Final Report
12. Select Continue.

Which Record in Show/List Do I Choose?
One without “PD” in the Institution Number.
Correct Choice: 15-9999-00001-01
Incorrect Choice: 15-9999-00001-01-PD
Incorrect Choice: PD15-04886

Do righties or lefties make better jugglers?
13. Click on Continue.
14. Add budget period start and end dates.
15. Select Continue.
16. Select Continue.
17. Select Create Proposal.
18. Select correct option from drop down. Review table on following page for more info.

Step 6: Proposal Title: Do rights or titles make better jugglers?

- What are the project start and end dates?
  - From: 7/1/2018
  - To: 6/30/2019

Example:
- Right: Project Start: 7/1/2018 Project End: 6/30/2019
- Wrong: Project Start: 7/1/2018 Project End: 7/1/2019
- Sometimes periods are less than one year too. That is fine.

Step 7: How many years and/or budget periods would you like?

Note: If you need additional years/budgets beyond 7, you may add them as needed once inside the proposal.

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19. Click on OK.

20. Answer Yes or No. Cover letters to the GCO may also be included in the "Internal documents" tab.

21. Answer Yes or No. Training grants are grants that are not individual fellowships, but are specifically designed to provide training as their primary purpose. Final reports do not include this question.

22. Does the PI have more than one faculty appointment or has he/she changed departments? If so, please review the departments listed. The proposal will be routed to the PI's department shown here. If this is not accurate, click on the Add buttons to change.

23. Keep the default as On Campus unless research is Off Campus (i.e., generally the VA facility.) Final reports do not include this question.

24. Select Save.