



Research IT

InfoEd Setup Questions Tab Instructions


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

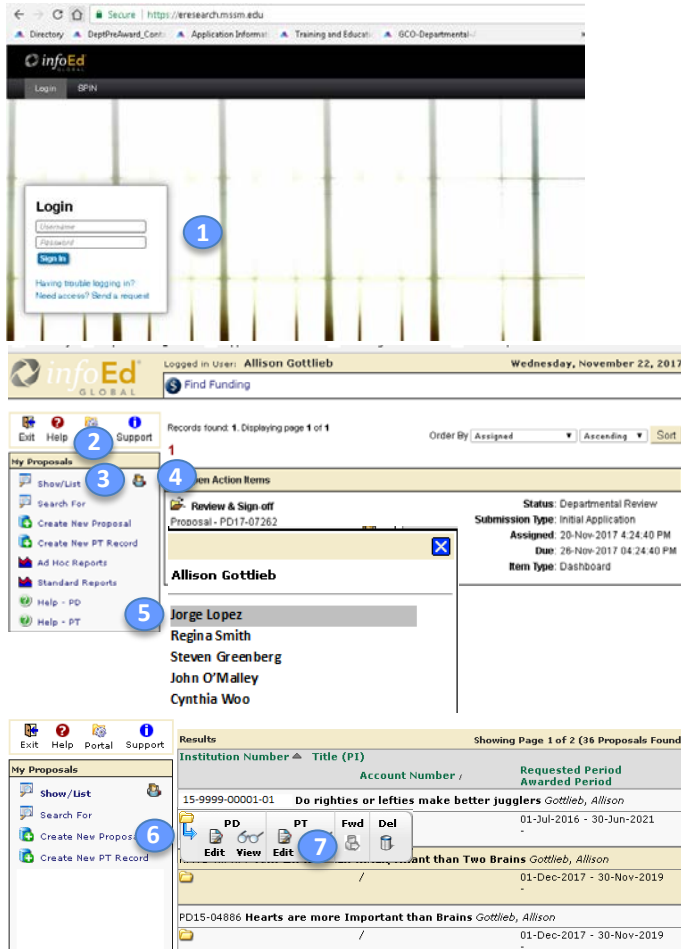
Non-S2S Submission

Follow these instructions ...		
...for anythat is unfunded or funded.	Examples
<ul style="list-style-type: none"> • Non-Competitive Continuation (NCC) • No Cost Extension (NCE) • Final Report (FR) <p>This includes supplements and multi-project applications.</p>		<ul style="list-style-type: none"> • Unfunded NCC study • NIH R21 RPPR • NIH R01 NCE • Alzheimer’s Association NCC • Pfizer Clinical Trial Yearly Renewal
<p>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 <u>not</u> used to submit the NCC, NCE, or FR directly to the funding agency.</p>		

Author: Allison Gottlieb

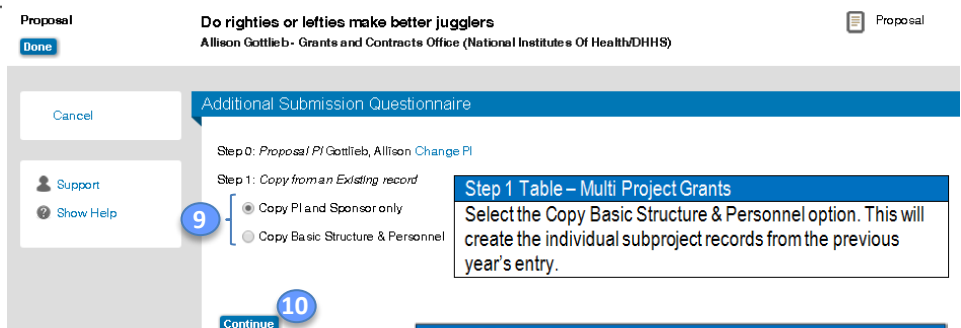
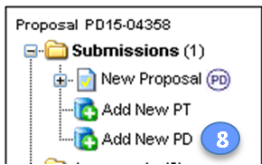
Last Updated: 12/22/2017

Need Help? [Open Ticket with Research IT](#) or click on the  **Support** icon on the Setup Questions tab.



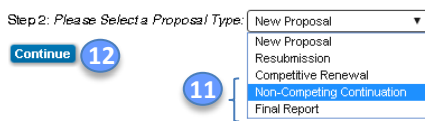
Which Record in Show/List Do I Choose?
 One without "PD" in the Institution Number.
 Correct Choice: 15-9999-00001-01
 Incorrect Choice: 15-9999-00001-01-PD
 Incorrect Choice: PD15-04886

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 .
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
 Review table for more info.
12. Select Continue.



Step 1 Table – Multi Project Grants

Select the Copy Basic Structure & Personnel option. This will create the individual subproject records from the previous year's entry.



Step 2 Table – Proposal Type

Proposal Type	Select this in Step 2
Non Competing Continuation	Non Competing Continuation
No Cost Extension	Non Competing Continuation
Final Report	Final Report

Step 3: Selected Sponsor National Institutes Of Health/DHHS

Step 4: Enter a "Tracking" Number or Proposal Number

Continue 13

Step 5: Proposal's Title Do righties or lefties make better jugglers

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

From To

Continue 15

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.

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

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

Continue 16

Is all of the above information correct? **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.

Step back through responses **Create Proposal** 17

Proposal PD17-07468 **Do righties or lefties make better jugglers** Allison Gottlieb- Grants and Contracts Office (National Institutes Of Health/DHHS)

Done **Save**

Setup Questions Show Reset Defaults

Please answer all questions below and click SAVE.

You are creating a **Final Report.**

Instructions:

1. Answer all questions.
2. Click the "S

The tabs for y

For further ins on the left side.

For technical assistance with InfoEd, email InfoEd@nmsm.edu.
 For non-technical assistance with preparing your application, contact your department's GCO Specialist or call GCO at 212-824-8300 (x:58300).

Submission Mechanism/Form Information

Proposal Sponsor National Institutes of Health Change

Please select a Submission Mechanism/Screen Template

Final Report

Final Report

New (non-S2S, no budget)

New, Comp-Cont or Transfer (non-S2S, with budget)

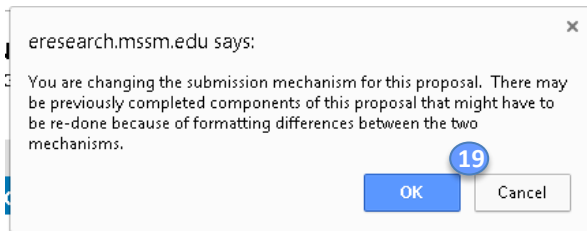
Non-Competing Continuation (non-S2S, no budget)

Non-Competing Continuation (non-S2S, with budget)

If you did not set up a final report, this is incorrect. Correct as per instructions.

18

Submission Mechanism/Screen Template Table	
Select	Use for a.
Non-Competing Continuation (non-S2S, <u>no</u> budget)	<ul style="list-style-type: none"> - Unfunded Projects (i.e., Sponsor: Icahn School of Medicine at Mount Sinai) - Projects in which the extramural funding agency provides funding by milestone (i.e., per subject or per sample) payment. Examples are pharmaceutical sponsored multicenter clinical trials, NIH CALGB protocols or biotech companies paying per sample. - No Cost Extension - Non-Competing Continuations of Supplements in which the Notice of Award includes the supplement funds in the overall budget. The supplement funds are not awarded separately.
Non-Competing Continuation (non-S2S, budget)	- All other sponsored projects
Final Report	- Final Report
Never Select	
New, Comp-Cont or Transfer (non-S2S, <u>no</u> budget)	
New, Comp-Cont or Transfer (non-S2S, <u>with</u> budget)	



General Proposal Properties

Will you be including a Cover Letter in your proposal as an attachment? Yes No **20**

Will your proposal be a training grant? Yes No **21**

Associated Departments [Grants and Contracts Office](#) [Add](#)

PI Departments [Grants and Contracts Office](#) [Add](#) **22**

Link to existing proposal *None Identified*

Submission Title (Value entered here will populate the Submission Title field in the XML header; this is a distinct data element not to be confused with the Project Title Field)

Budget Setup Information

The majority of the research will be conducted On Campus Off Campus **23**

Save **24**

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.