




Research IT

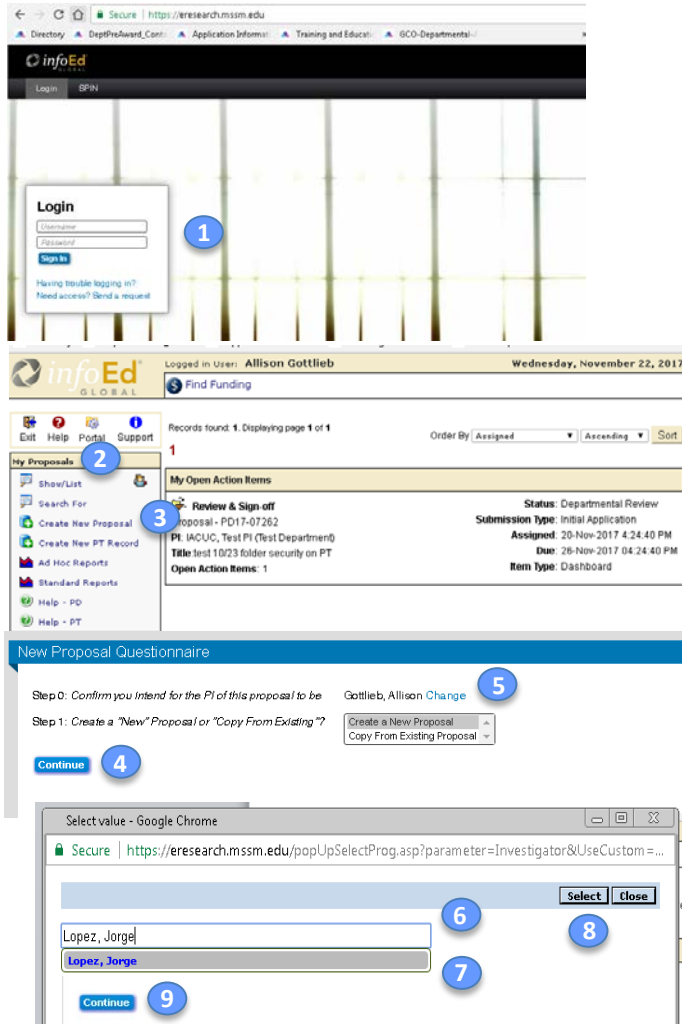
InfoEd Setup Questions Tab Instructions for a New Non-S2S Submission

Follow these instructions ...		
... for anyand is unfunded, or funded by ...	Examples
<ul style="list-style-type: none"> • New • Competitive Renewal • Resubmission • Resubmission of a Competitive Renewal <p>...application...</p>	<ul style="list-style-type: none"> • A non-federal agency • A subaward • National Science Foundation (via Fastlane) • NASA (via NSPIRES) • A Contract (i.e., <u>not</u> a grant) 	<ul style="list-style-type: none"> • New unfunded study • New American Cancer Society grant • New Pfizer clinical trial • Resubmission of NYU subaward • New NIH contract • Resubmission of NIH P50 on ASSIST
<p>Other:</p> <ul style="list-style-type: none"> • Change of Grantee (i.e., Transfer) Applications Follow these instructions for all Change of Grantee applications except those single project applications submitted to the NIH/AHRQ/HRSA/DOD. Single project NIH/AHRQ/HRSA/DOD transfer applications follow S2S instructions. • If this is a non-competing continuation subaward, and this is the <i>first year</i> the project is active at Mount Sinai, follow these instructions. • This instruction set includes multi-project applications to the NIH and all other funding agencies. 		
<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. You are <u>not</u> using InfoEd to also submit the sponsored project directly to the funding agency.</p>		

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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. Click on Create New Proposal
4. Click on Continue if you are not changing the PI. Then skip to 10.
5. Click on “Change” if you are changing the PI.
6. Begin typing the PI’s name.
7. Select person from the list. Person is highlighted in gray.
8. Click on Select.
9. Click on Continue.
10. Change the default by clicking on Select Proposal Manually and then Continue.
11. Select
 - New Proposal
 - Resubmission or
 - Competitive Renewal
 Review table for more info.
12. Select Continue.

Step 1: Continued

Continue

- Select from Grants.Gov Opportunities
- Select from Grants.Gov Opportunities
- Select from all SPIN Opportunities
- Setup Proposal Manually**

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Step 2: Please Select a Proposal Type

Continue

12

- New Proposal
- New Proposal**
- Resubmission
- Competitive Renewal
- Non-Competing Continuation
- Final Report

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Step 2 Table – Proposal Type

Proposal Type	Select this in Step 2
New	New Proposal
Transfer, Change of Grantee Institution	New Proposal
Resubmission	Resubmission
Resubmission of a Competitive Renewal	Resubmission
Competitive Renewal	Competitive Renewal

See GCO’s [Glossary of Common Terms](#) for definitions.

Step 3: Select a Sponsor

Continue

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Cancer

- Academic and Community Cancer Research United
- Accelerate Brain Cancer Cure
- Alex's Lemonade Stand Foundation for Childhood Cancer
- Alliance For Cancer Gene Therapy
- Amc Cancer Research Center
- American Association For Cancer Research
- American Cancer Research Fund
- American Cancer Society, Inc.
- American Institute For Cancer Research
- American Italian Cancer Foundation
- ASCO Cancer Foundation

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Step 3 Table – Sponsor (Funding Agency)

Sponsor	Type or Partially Type
Internally funded	"Icahn School of Medicine at Mount Sinai"
National Institutes of Health	"Institutes"
A subaward	Name of institution (e.g., Albert Einstein, Columbia) submitting grant or contact to the funding agency.

13. Begin typing funding agency's name. Review table for information about select sponsors.

14. Select funding agency from the drop down list.

15. Select Continue.

16. Enter proposal title and click on Continue.

17. Add project start and end dates.

Review table for more info.

18. Select Continue.

19. Select Create Proposal.

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

This proposal will be automatically numbered.

Step 5: Proposal's Title

Cure Cancer Now

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Continue

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

From

To

17

Example:

✓ Right: Project Start: 7/1/2018 Project End: 6/30/2021

X Wrong: Project Start: 7/1/2018 Project End: 7/1/2021

Sometimes periods are less than one year too. That is fine.

Step 6 Table – Project Start and End Dates

If ..	What Dates do I Enter?
- This is an unfunded study or - The project start date is dependent on IRB or IACUC approval (e.g., industry funded clinical trial)	Enter a maximum of <u>one year</u> and estimate the start and end dates. <i>Once the IRB or IACUC approves your project, the GCO will update the project dates to synchronize accordingly.</i>
- This is a sponsored project	The project period start and end dates required by the funding agency.

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

3

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

Continue

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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.

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Step back through responses Create Proposal

Setup Questions

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 in

on the left side.

For technical assistance with InfoEd, email infoed@mssm.edu.

For non-technical assistance with preparing your application, contact your department's GCO Specialist or call GCO at 212-924-8300 (x:58300).

Submission Mechanism/Form Information

Proposal Sponsor: American Cancer Research Fund [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)

General Proposal Properties

20. Select correct option from drop down. Review table for more info.
 21. Click on OK.

This is incorrect. Please change as per these instructions.

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Submission Mechanism/Screen Template Table	
Select	For
- New, <u>Comp-Cont</u> or Transfer (non-S2S, <u>no</u> budget)	- 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.
- New, <u>Comp-Cont</u> or Transfer (non-S2S, <u>with</u> budget)	- All Other Sponsored Projects
Never Select	
- Final Report - Non-Competing Continuation (non-S2S, no budget) - Non-Competing Continuation (non-S2S, budget)	<i>Since you are creating a new record, these options are not appropriate.</i>

research.mssm.edu says:

You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.

OK Cancel

Submission Mechanism/Form Information

Proposal Sponsor: American Cancer Research Fund [Change](#) **22**

Please select a Submission Mechanism/Screen Template: New, Comp-Cont or Transfer (non-S2S, with b

General Proposal Properties

Will you be including a Cover Letter in your proposal as an attachment? Yes No **23**

Will your proposal be a training grant? Yes No **24**

Associated Departments: Grants and Contracts Office [Add](#) **25**

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

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 **26**

[Save and Continue](#) **27**

22. If incorrect, update funding sponsor by clicking on Change.
23. Answer Yes or No. Cover letters to the GCO may also be included in the "Internal documents" tab.
24. Answer Yes or No. Training grants are grants that are not individual fellowships, but are specifically designed to provide training as their primary purpose.
25. **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.**
26. Keep the default as On Campus unless research is Off Campus (i.e., generally the VA facility.)
27. Select Save and Continue.

Additional Note for Multi-Project Applications

Personnel Completed

Add Personnel (hide) [Edit Mode](#)

Proposal Element **1**

Personnel Type

Key

Name (Last, First) Role

Create Profile (Begin typing to select Personnel Name...) Co-PI/PI

Save

Budget Structure Master/Child Structure [Save](#) [Close](#)

Institution Element Number	Project ID	Organization	PI	Department	Associated Budget/Award Increments			Active	Add Element	Remove
					Period	Type	Start Date			
Prime	ED17-03922	Icahn School of Medicine at Mount Sinai	Lopez, Jorge	Test Department	Requested Period 1	NOT THIS ONE *	20-Oct-2017	<input checked="" type="checkbox"/>	Add Subproject	Add Subaward
					Requested Period 2	NOT THIS ONE *	20-Oct-2018	<input checked="" type="checkbox"/>		

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You must also create the individual subprojects. This is not done on the SetUp Questions tab but rather through the Budget or Personnel tabs. Below are the initial steps you can take on either of these tabs.

- Initial Steps > Personnel or Budget Tab**
1. Click on Proposal Element icon.
 2. Click on Add Subproject.