**InfoEd Setup Questions Tab Instructions for a New S2S Submission**

<table>
<thead>
<tr>
<th>Follow these instructions if...</th>
<th>...and funded by ...</th>
<th>Examples</th>
</tr>
</thead>
</table>
| ...this is a single project grant or other transaction application and... | • NIH  
• DOD  
• AHRQ  
• HRSA  
Or  
• Any other Federal Agency except the NSF via FastLane and NASA via NSPIRES* | • New NIH R01  
• Resubmission K23  
• New NH F32  
• Competitive Renewal NIH T32  
• New DOD Grant |
| • New  
• Competitive Renewal  
• Resubmission  
• Resubmission of a Competitive Renewal  
• Change of Grantee (i.e., Transfer) Application ...application... | |

**Other:**

- * While S2S can be used for NSF and NASA, GCO encourages the use of the respective software systems for these funding agencies. NSF and NASA submissions would be Non-S2S, new with budget.
- These instructions incorporate changes in the NIH forms for applications due 1/25/18 and after.
- Do not use these instructions for NIH contracts. New NIH contracts would be Non-S2S, new with budget.

**S2S?** 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 and you are also using InfoEd to submit the grant application or other transaction application 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](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. Keep the default set on “Select from Grants.Gov Opportunities” and click on Continue.
11. Enter the funding opportunity announcement (FOA) # to which you are applying and then click on Search. Skip to 15. If you need to look up your NIH FOA #, continue with 12. To look up other FOA #s, go to Search Grants on Grants.Gov.
12. Start with the GCO Funding Opportunities webpage and click on NIH:
   - Parent Announcements
   - Request for Applications, or
   - Program Announcements
13. Copy {Ctrl C} the FOA #.
14. Paste {Ctrl V} the FOA # and Click on Search.
15. Click on Select.
16. Select
   - New Proposal
   - Resubmission or
   - Competitive Renewal
Review table for more info.
17. Select Continue.
18. Select Continue.
19. Enter project title and click on Continue.
20. Enter dates. Be sure to use the start and end date specified by the funding agency.
21. Click on Continue.
22. Click on Continue.
23. Select Create Proposal.
The Setup Questions tab for has been generated.

The top portion of the form is shown on this page.

The bottom portion of the form is on the following page.

You must answer all of the questions on the bottom portion of the form.
24. Your response to this question on Human Subjects will export to the NIH Other Project Info and Human Subjects / CT tabs, even if the response is No.

25. Your response to this question on Animals will export to the NIH Project Info tab.

26. Answering yes for Multiple PIs (MPIs) will allow you to enter the required role of “PI” on the Personnel tab for the other PIs. Do not select the role of “co-PD/PI” on NIH MPI grants on the Personnel tab.

27. Training grants are grants that are not individual fellowships, but are specifically designed to provide training as their primary purpose. Federal training grants often have an activity code of R25, D43, D71 or any activity code beginning with T.

28. Does the PI have more than one faculty 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.

29. For DOD projects, enter the eBRAP log number acquired during the pre-application process into the Submission Title field. All others, leave blank.

30. For more information consult Mount Sinai’s [embryonic stem cell research](#) webpage.

31. The NIH differs with other federal agencies on the definition of the term “Clinical Trial.” For NIH grants, click [here](#) for the NIH definition and resources for determining. For other sponsored projects, click [here](#) for the FDA definition.

32. Click [here](#) for the definition of “NIH-defined Phase III Clinical Trial.”

33. Click [here](#) to determine if this is a modular budget.

34. Keep the default as On Campus unless research is Off Campus (i.e., generally the VA facility.)

35. Select Save and Continue.