




Research IT

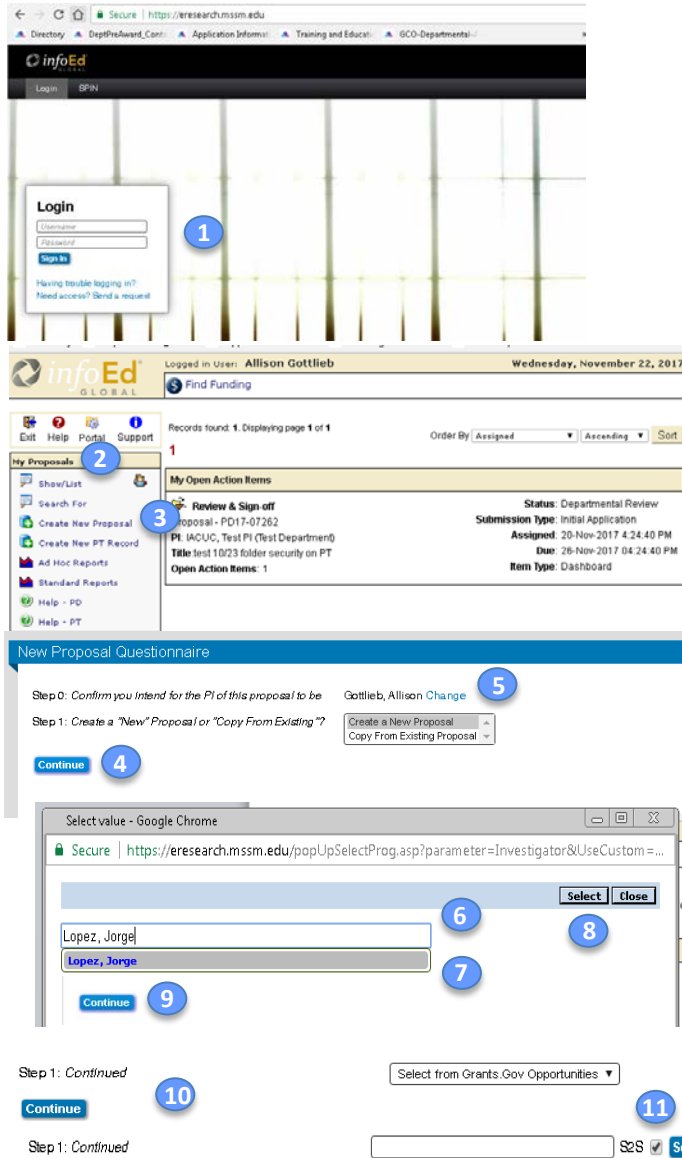
InfoEd Setup Questions Tab Instructions for a New S2S Submission

Follow these instructions if...		
...this is a <u>single</u> project grant or other transaction application and...	...and funded by ...	Examples
<ul style="list-style-type: none"> • New • Competitive Renewal • Resubmission • Resubmission of a Competitive Renewal • Change of Grantee (i.e., Transfer) Application <p>...application...</p>	<ul style="list-style-type: none"> • NIH • DOD • AHRQ • HRSA <p>Or</p> <ul style="list-style-type: none"> • Any other Federal Agency <u>except</u> the NSF via FastLane and NASA via NSPIRES* 	<ul style="list-style-type: none"> • New NIH R01 • Resubmission K23 • New NH F32 • Competitive Renewal NIH T32 • New DOD Grant
<p>Other:</p> <ul style="list-style-type: none"> • * 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. 		
<p>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 <u>also</u> using InfoEd to submit the grant application or other transaction application directly to the funding agency.</p>		

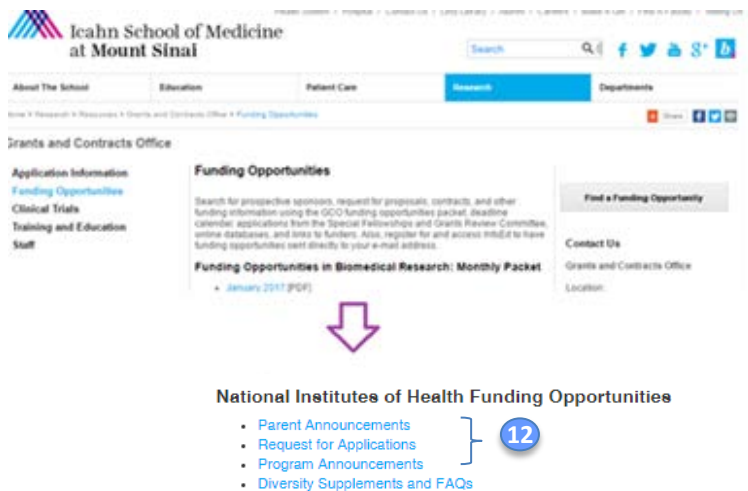
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Last Updated: 12/22/2017

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. 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



Research (R) Announcements

Activity Code(s)	Title	Announcement Number	Issuing Organization	Release Date	Opening Date (SF424 Only) ?	Expiration Date
R01	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	PA-18-484	NIH	12/06/2017	01/05/2018	01/08/2021

Step 1: Continued

PA-18-484 S2S Search

1 Records Found

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Open Date	Agency	Title
PA-18-484		FORMS-E	Use for due dates on or after January 25, 2018	PKG00236881	<input checked="" type="checkbox"/>	05-Jan-2018	National Institutes of Health	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Step 2: Please Select a Proposal Type

Continue

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

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

Alternate sponsors listed in SPIN for this Opportunity

National Institutes of Health/DHHS

--OR--

Select sponsor from full list

Continue

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

This proposal will be automatically numbered.

Step 5: Proposal's Title

Do Righties of Lefties Make Better Jugglers?

Continue

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

From 01-Apr-2019 To 31-Mar-2024

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

5

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

Continue

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

Example:

- ✓ Right: Project Start: 4/1/2019 Project End: 3/31/2024
- X Wrong: Project Start: 4/1/2019 Project End: 4/1/2024

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

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

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.

Setup Questions
Show Reset Defaults

Please answer all questions below and click SAVE.

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor: National Institutes Of Health/DHHS Change

Please select a Submission Mechanism/Screen Template: 424 R&R NIH Dynamic (electronic submission)

Grants.Gov Submission Information

Opportunity Number: PA-18-484

Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Offering Agency: National Institutes of Health

Open Date: 05-Jan-2018

Close Date: 17-Jan-2021 Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PD for appropriate late submissions.

CFDA Number:

CFDA Description:

Competition ID: FORMS-E

Competition Title: Use for due dates on or after January 25, 2018

Form Version: FORMS-E

PackageID: PKG00236881

Agency Contact:

R01 Validations [Mechanism Opt In/Out](#)

A non-zero value for calendar months, academic months, or summer months is required for each senior/key person.

Introduction cannot be over 1 page for Resubmissions.

Introduction cannot be over 1 page for Revisions.

Introduction is mandatory for Resubmissions/Revisions.

NIH Annual \$500,000 direct cost limit applies to this proposal.

Project period may not exceed 5 years.

Project period may not exceed five Budget Periods.

Research Strategy is required.

Research Strategy page limit:12 pages

Specific Aims is required and limited to 1 page.

Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
PHS398_CoverPageSupplement_4_0	PHS398_CoverPageSupplement_4_0-V4.0	✓
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
PHS398_ResearchPlan_4_0	PHS398_ResearchPlan_4_0-V4.0	✓
PHSHumanSubjectsAndClinicalTrialsInfo	PHSHumanSubjectsAndClinicalTrialsInfo-V1.0	✓
RR_Budget_1_4-V1.4	RR_Budget_1_4-V1.4	<input checked="" type="checkbox"/>
RR_SubawardBudget30_1_4-V1.4	RR_SubawardBudget30_1_4-V1.4	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	<input type="checkbox"/>
PHS_AssignmentRequestForm_2_0-V2.0	PHS_AssignmentRequestForm_2_0-V2.0	<input type="checkbox"/>

Deadline Information

Deadline Date: 05-Feb-2018

Deadline Time: 5:00:00 PM

Deadline TimeZone: (UTC-05:00) Eastern Standard Time [Eastern Time (US & Canada)]

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.



General Proposal Properties

Will your proposal involve the use of Human Subjects? Yes No **24**

Will your proposal involve the use of Laboratory Animals? Yes No **25**

Will your proposal involve multiple principal investigators? Yes No **26**

Will your proposal be a training grant? Yes No **27**

Associated Departments Grants and Contracts Office **28**
Add

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) **29**

Because you indicated that this proposal is to PHS/NIH

Will this proposal involve human embryonic stem cells? Yes No **30**

Is this proposal funding a Clinical Trial? Yes No **31**

Is this proposal an NIH-defined Phase III Clinical Trial? Yes No **32**

Will this proposal be using a Modular budget? Yes No **33**

Budget Setup Information

The majority of the research will be conducted On Campus Off Campus **34**

35 Save and Continue

- 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.