

Finalize and Submit

Only the PI can submit the application.

Before submitting your application, you must Build/Assemble it. This process assembles all of the forms that you have filled out online, and the documents that you have uploaded, into one pdf file. This pdf file is properly formatted and organized. It is close to what the reviewers will see when they review your application.

If you change anything in your application after you Build/Assemble, you will need to Build/Assemble it again.

If you want to print the application for yourself, you can do that after you Build/Assemble it.

After you submit the application in InfoEd, you cannot edit it. This is the final version.

Estimated Time to Complete

5 to 10 minutes.

Prerequisites

All other tabs in your application must be marked complete.

Instructions


1. Select the **Finalize** tab.

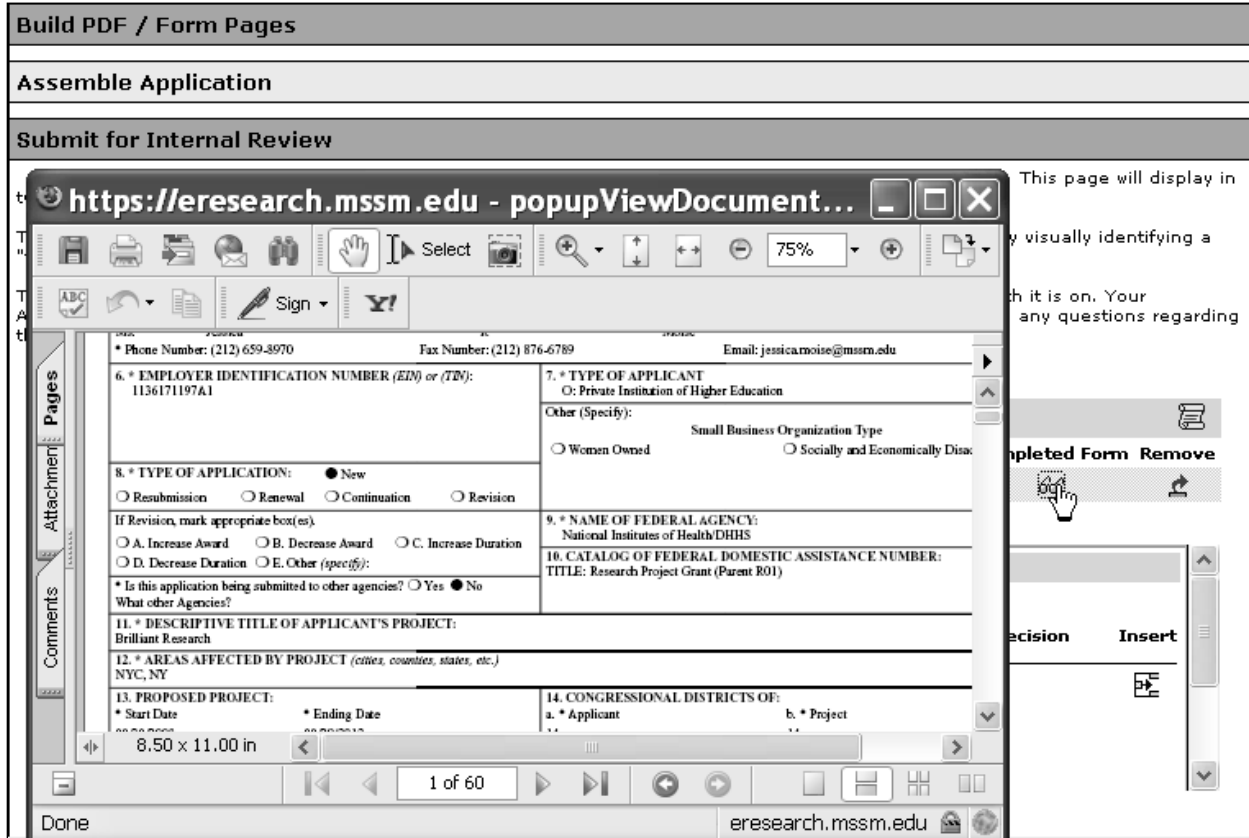
2. Select the **Build** button:

<ul style="list-style-type: none"> ✔ Setup Questions ✔ SF424 (R&R) ✔ Performance Sites ✔ Other Project Info ✔ Project Summary ✔ Project Narrative ✔ References Cited ✔ Resources ✔ Other Attachments ✔ Personnel ✔ Budget ✔ PHS 398 Cover Page ✔ PHS 398 Research Plan ✔ PHS 398 Checklist ✔ Approvals » Finalize 	<p>Finalize</p> <hr/> <p>Build PDF / Form Pages</p> <table border="1"> <thead> <tr> <th>Form Page</th> <th>Build</th> <th>View</th> <th>Last Built</th> <th>Built By</th> <th>XML Validation</th> </tr> </thead> <tbody> <tr> <td>SF424 (R&R)</td> <td></td> <td></td> <td>10-May-2007 3:39:49 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>Performance Sites</td> <td></td> <td></td> <td>10-May-2007 3:39:50 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>Other Project Info</td> <td></td> <td></td> <td>10-May-2007 3:39:51 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>Personnel</td> <td></td> <td></td> <td>10-May-2007 3:39:54 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>Budget</td> <td></td> <td></td> <td>10-May-2007 3:39:56 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>PHS 398 Cover Page</td> <td></td> <td></td> <td>10-May-2007 3:39:57 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>PHS 398 Research Plan</td> <td></td> <td></td> <td>10-May-2007 3:39:59 PM</td> <td>Rice, William</td> <td></td> </tr> <tr> <td>PHS 398 Checklist</td> <td></td> <td></td> <td>10-May-2007 3:40:00 PM</td> <td>Rice, William</td> <td></td> </tr> </tbody> </table> <p>Warning: Once these pages are built, completion of any of these "Tabs" will require that you re-build these pages.</p> <p>Assemble Application</p> <p>Submit for Internal Review</p> <p>Submit to Grants.gov</p>	Form Page	Build	View	Last Built	Built By	XML Validation	SF424 (R&R)			10-May-2007 3:39:49 PM	Rice, William		Performance Sites			10-May-2007 3:39:50 PM	Rice, William		Other Project Info			10-May-2007 3:39:51 PM	Rice, William		Personnel			10-May-2007 3:39:54 PM	Rice, William		Budget			10-May-2007 3:39:56 PM	Rice, William		PHS 398 Cover Page			10-May-2007 3:39:57 PM	Rice, William		PHS 398 Research Plan			10-May-2007 3:39:59 PM	Rice, William		PHS 398 Checklist			10-May-2007 3:40:00 PM	Rice, William	
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3. After the pages are done building, InfoEd displays the Assemble Application subsection. Select the **Build Grants.gov Application** button:

<p>Build PDF / Form Pages</p> <hr/> <p>Assemble Application</p> <p>No table of contents is created in this assembled document. Cover Letter (If applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH) Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH) A few pages may appear in the assembled document that are "lists of attachments" (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list); these will NOT show up in the Commons proposal document.</p> <p>Build Grants.gov Application </p> <p>398 Cover Page will appear before the research plan in both modular and detailed budget applications. References Cited will appear after the Research Plan section in both modular and detailed budget applications. In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).</p> <p>Submit for Internal Review</p> <p>Submit to Grants.gov</p>

- 4. After the application is done assembling, you can print a copy for your review by clicking . This brings up another window, displaying the completed, assembled application as a pdf:

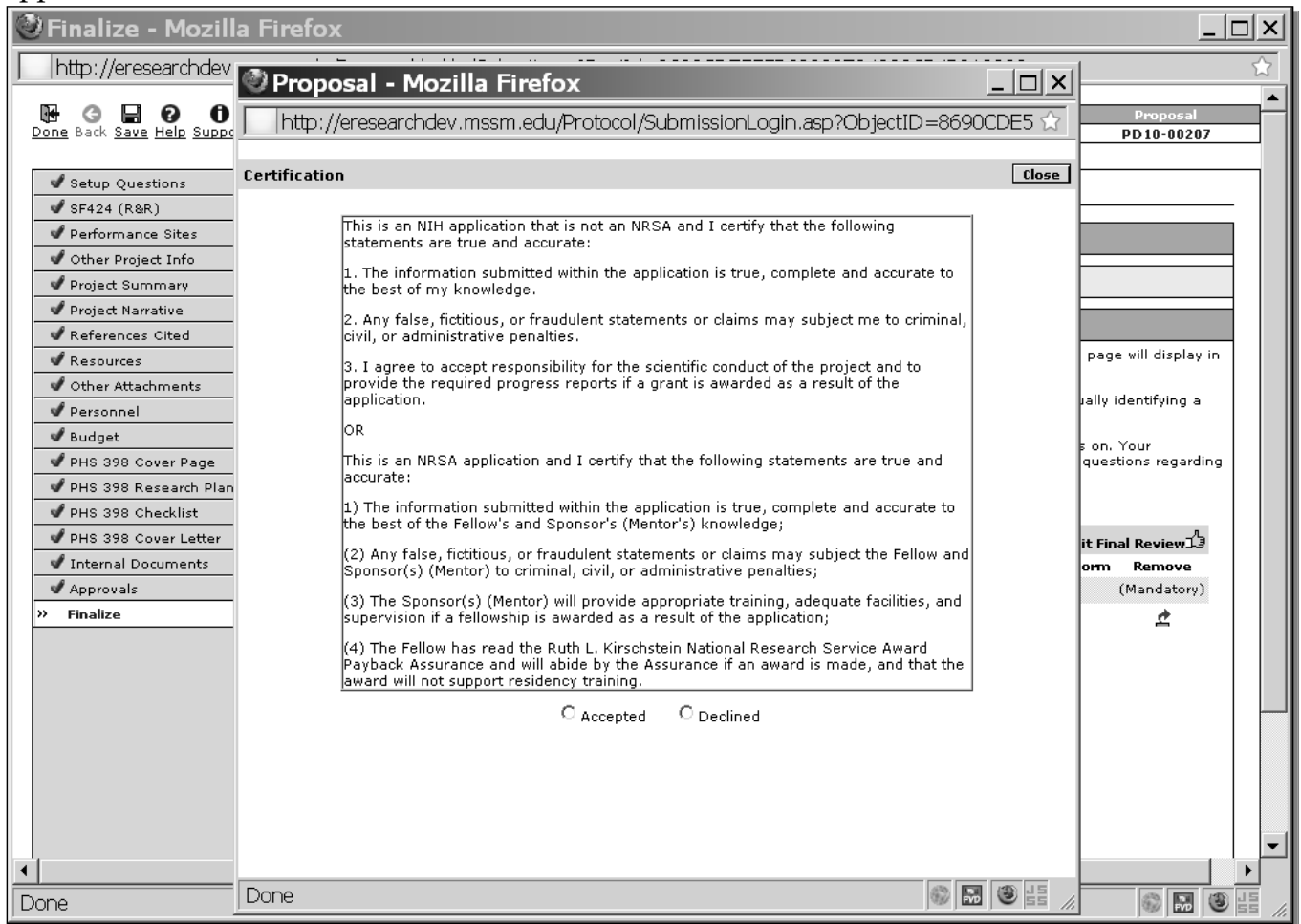


The screenshot shows a PDF viewer window titled "https://eresearch.mssm.edu - popupViewDocument...". The viewer displays a completed application form with the following visible content:

- Phone Number: (212) 659-8970; Fax Number: (212) 876-6789; Email: jessica.moise@mssm.edu
- 6. * EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN): 1136171197A1
- 7. * TYPE OF APPLICANT: Private Institution of Higher Education; Other (Specify): Small Business Organization Type, Women Owned, Socially and Economically Disadvantaged
- 8. * TYPE OF APPLICATION: New; Resubmission; Renewal; Continuation; Revision
- If Revision, mark appropriate box(es): A. Increase Award; B. Decrease Award; C. Increase Duration; D. Decrease Duration; E. Other (specify):
- 9. * NAME OF FEDERAL AGENCY: National Institutes of Health/DHHS
- 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE: Research Project Grant (Parent R01)
- 11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Brilliant Research
- 12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): NYC, NY
- 13. PROPOSED PROJECT: * Start Date: 8.50 x 11.00 in; * Ending Date: ...
- 14. CONGRESSIONAL DISTRICTS OF: a. * Applicant; b. * Project

The PDF viewer toolbar includes a 'Print' icon, which is highlighted by a mouse cursor. Other visible toolbar elements include 'Select', 'Zoom' (75%), 'Sign', and 'Attachment'.

5. When you are ready to submit the application, click **Submit** . A certification statement appears:



6. Click the Accepted radio button. You are then prompted to enter your username and password.

7. The PI must enter his/her login information. Then, click the **Submit** button.

Another window displays, showing the approval path the proposal will take:

The screenshot shows a Mozilla Firefox browser window titled 'Submit - Mozilla Firefox'. The address bar shows the URL: <http://eresearchdev.mssm.edu/messaging/Submit.asp?ObjectID=8690CDE557EE20>. The main content area displays the following information:

Proposal **PD10-00207 - Jin P Training MD** "Demonstration of GCO Online Forms" (Under Development)

Below this, there is a table showing the approval path:

Refresh Route	Route Path - Default Route	Add New Person to Review Path	Submit
Step 1	Step 1	Michelle A Training M.D.	<input type="checkbox"/>
Step 2	Step 2	Chair Training MD	<input type="checkbox"/>
Step 3	Step 3	Claribel Santos	<input type="checkbox"/>
	Step 3	Debora Redmond	<input type="checkbox"/>
	Step 3	Tarrell Malloy	<input type="checkbox"/>

On the right side of the browser window, there is a sidebar with a 'Proposal' dropdown menu showing 'PD10-00207'. Below this, there are several buttons and links, including 'Final Review' and 'Remove (Mandatory)'.

Unless you have discussed it with the GCO and your department head, do not click **Add New Person to Review Path**. Just accept the default review path by clicking the **Submit** button.

8. The popup window closes, the you can see that the application is at the first step in the review path:

The screenshot shows a web browser window titled "Finalize - Mozilla Firefox". The address bar contains the URL: <http://eresearchdev.mssm.edu/Proposal/pd/pdSubmit.asp?ProjId=8690CDE557B62030E04392CB4B212030&RP=1>. The page header includes "Demonstration of GCO Online Forms" and "Jin P Training MD- Training Department (National Institutes of Health/DHHS)". A "Proposal" dropdown menu shows "PD10-00207".

The main content area is titled "Finalize" and contains the following sections:

- Build PDF / Form Pages**
- Assemble Application**
- Submit for Internal Review**

Text on the page explains that the proposal can be electronically routed internally for approvals and is currently in "Un-submitted" mode. It provides instructions on how to identify the submission status by looking for a "thumbs up" icon.

The current proposal status is "GCO Intake - C1". Below this, there is a table of components for the initial application:

Form Name	Open	Status	Action	Completed Form	Remove
GCO Form		Completed	N/A		(Mandatory)
Assembled Doc	N/A	Completed			

Below the table, there is a section for "Add Institution Forms/Supporting Documents" with a list of review steps:

Route	Final Review	Inserted Step	Signatory	Date	Action
Default	Final Review	Michelle A Training M.D.		17-May-2010 11:08:22 AM	
Default	Final Review	Chair Training MD			
Default	Final Review	Step 1 - Step 2	Tarrell Malloy		
Default	Final Review		Debora Redmond		
Default	Final Review		Claribel Santos		

Next Steps

At this point, you can track your application's path through the signatories and to the GCO. Just log in and revisit this page at any time to see its progress.

If your application uses multiple PIs, see "Proposal Development Module: Multiple PI Review and Signoff" at <http://eolas.mssm.edu/e-learn/course/view.php?id=95>. The contact and non-contact PIs will need to complete an approval process before the application proceeds to the first signatory.