



Icahn School
of Medicine at
**Mount
Sinai**

Research IT

**InfoEd Instructions for Data Entering Genomic Arrays
for NIH S2S Submissions**

Last Updated: 9/15/2019

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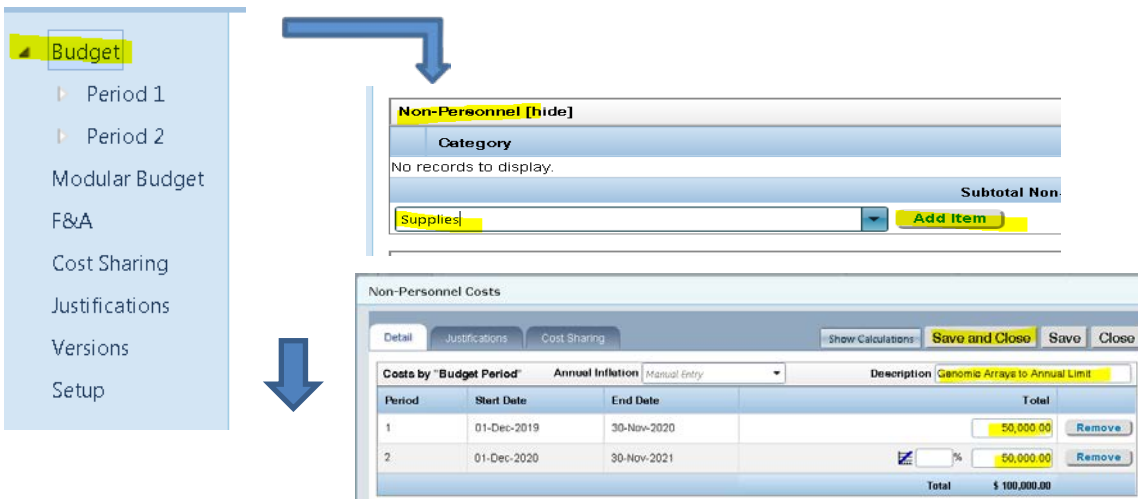
Please follow these instructions so that your application is submitted in accordance with [NIH's Genomic Arrays Budgeting Policy NIH-OD-10-097](#) and can successfully pass the technical validations set for System to System (S2S) submissions. Please review the instructions for all three tabs as follows:

- I. [Budget Tab](#)
 - A. [Main Budget Tab](#)
 - B. [Subaward Budget Tab](#) – *required when Genomic Arrays are more than \$50,000 each year.*
 - C. [Budget Justification Tab](#)
 - D. [F&A Tab](#)
- II. [Personnel Tab](#)
- III. [Performance Site Tab](#)

I. Budget Tab

A. Main Budget Tab

For the first \$50,000 of Genomic Array (GA), choose “Supplies” in the drop down menu in the “Non-Personnel Costs” section of the main Budget tab. For the description, type “Genomic Arrays to Annual Limit.” Enter the amount.



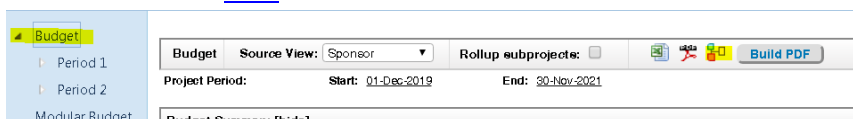
B. Subaward Budget Tab:

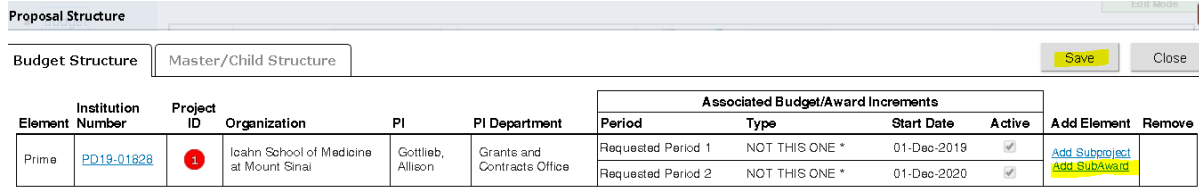
If there are Genomic Array (GA) expenses that exceed the first \$50,000, please follow the directions below and in sections II and III as well.

If GA is equal to or less than \$50,000, enter the amount as instructed above as supplies. You do not need to enter any other information. Skip the rest of this instruction set.

1. Create a New Subaward

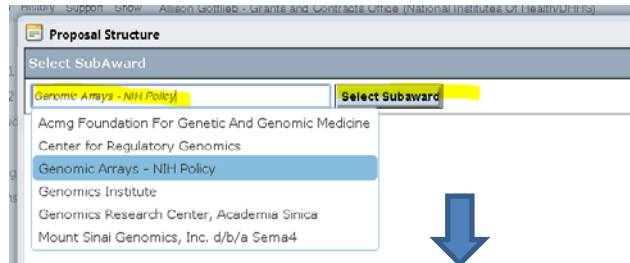
- Subawards are created by clicking on the multi-colored square icon on the Personnel or Budget Tabs and then choosing “Add SubAward.” Instructions for creating subawards are also located [here](#).



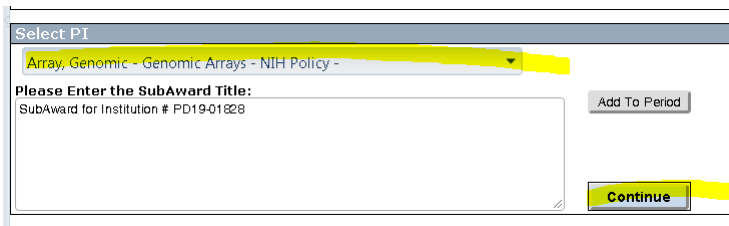


Element	Institution Number	Project ID	Organization	PI	PI Department	Associated Budget/Award Increments				Add Element	Remove
						Period	Type	Start Date	Active		
Prime	PD19-01828	1	Icahn School of Medicine at Mount Sinai	Gottlieb, Allison	Grants and Contracts Office	Requested Period 1	NOT THIS ONE *	01-Dec-2019	<input checked="" type="checkbox"/>	Add Subproject	Add SubAward
						Requested Period 2	NOT THIS ONE *	01-Dec-2020	<input checked="" type="checkbox"/>		

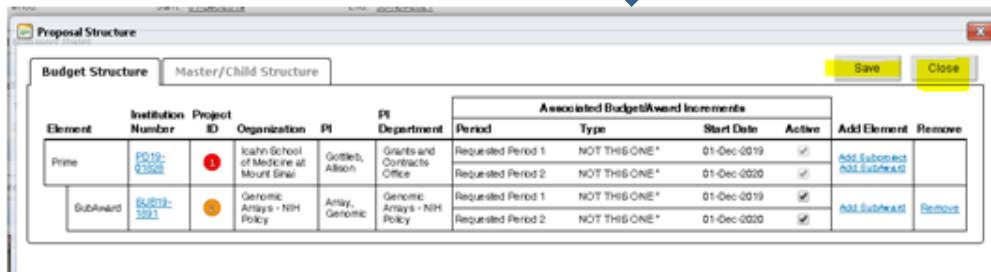
- Choose "Genomic Arrays – NIH Policy" and "Select Subaward."



- For the PI, choose "Genomic Arrays – NIH Policy" and "Continue."

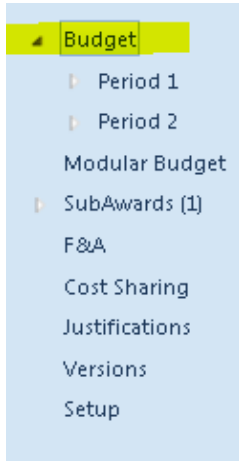


- Now that you have created the "Genomics Array Subaward," "Save" and "Close."



Element	Institution Number	Project ID	Organization	PI	PI Department	Associated Budget/Award Increments				Add Element	Remove
						Period	Type	Start Date	Active		
Prime	PD19-01828	1	Icahn School of Medicine at Mount Sinai	Gottlieb, Allison	Grants and Contracts Office	Requested Period 1	NOT THIS ONE *	01-Dec-2019	<input checked="" type="checkbox"/>	Add Subproject	Add SubAward
						Requested Period 2	NOT THIS ONE *	01-Dec-2020	<input checked="" type="checkbox"/>		
SubAward	PD19-1391	2	Genomic Arrays - NIH Policy	Array, Genomic	Genomic Arrays - NIH Policy	Requested Period 1	NOT THIS ONE *	01-Dec-2019	<input checked="" type="checkbox"/>	Add SubAward	Remove
						Requested Period 2	NOT THIS ONE *	01-Dec-2020	<input checked="" type="checkbox"/>		

2. Adding Effort



- Budget
- Period 1
- Period 2
- Modular Budget
- SubAwards (1)
- F&A
- Cost Sharing
- Justifications
- Versions
- Setup

You must add .12 CM for the "Subaward PI" in any year that has a GA expense. Click on "Detail" of the "Subawards" folder and then click on "Detail" of the "Genomic Array" PI in the "Personnel" section. After adding the effort, "Save and Close."



Inst/Contractor Name	Order	Short Form
Detail Genomic Arrays - NIH Policy		

Subtotal SubAwards:



Personnel [hide]

Name
Detail Array, Genomic Genomic Arrays

Subtotal Personnel:

Budget Detail for: Array, Genomic

Detail Appointments Justifications Cost Sharing Effort Periods Committed Effort: [Save and Close](#) Save Close

Costs by "Budget Period" Person Months Show Calculation Details

Period	Role	Base Salary	Calendar	Academic	Summer	Salary	Fringe Benefits	Total
1	SubAward PI	0.00	0.12	0	0.00	0.00	0.00	\$ 0.00
2	SubAward PI	0.00	0.12	0.00	0.00	0.00	0.00	0.00
Total						\$ 0.00	\$ 0.00	\$ 0.00

3. Add GA Expenses Greater than 50,000 each year.
 In the sample below, we are adding \$36,000 each year.
 Create a Non-Personnel expense entry
 - a) Budget Category – “Other Costs”
 - b) Description – **EXCESS OF GA EXPENSE OVER \$50,000**
 - c) Enter the amount that exceeds \$50,000 in any year.

Budget

- Period 1
- Period 2
- Modular Budget
- SubAwards (1)
- F&A
- Cost Sharing
- Justifications
- Versions
- Setup



SubAwards [hide]

Inst/Contractor Name	Order	Short Form
Detail Genomic Arrays - NIH Policy		

Subtotal SubAwards:



Non-Personnel [hide]

Category

No records to display.

Subtotal Non-Personnel: \$ 0.00

Other Costs [Add Item](#)

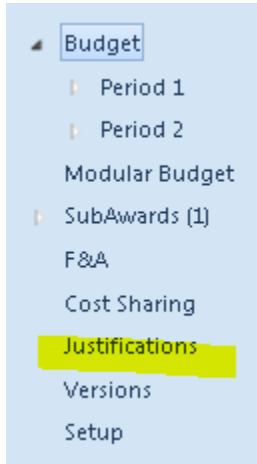
Non-Personnel Costs

Detail Justifications Cost Sharing Show Calculations: [Save and Close](#) Save Close

Costs by "Budget Period" Annual Inflation Manual Entry Description Other Costs

Period	Start Date	End Date	Description
1	01-Dec-2019	30-Nov-2020	Excess of GA Over 50K
2	01-Dec-2020	30-Nov-2021	36,000.00 Remove
Total			\$ 72,000.00

C. Budget Justification Tab



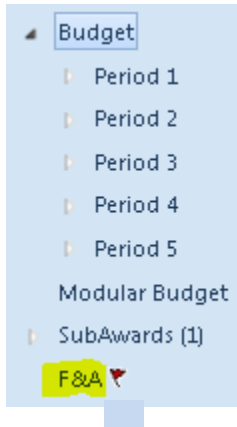
Include the following language in the budget justification and upload:

“In accordance with NIH Notice NIH-OD-10-097 (Budgeting for Genomic Arrays for NIH Grants, Cooperative Agreements and Contracts), a subaward has been created for the Genomic Array expense that exceeds \$50,000 in any given budget period of this proposed project. This is an S2S submission which requires including a lead investigator for this “subaward” with a small amount of (unfunded) effort to avoid validation errors.

Genomic array expenses up to \$50,000/year have been included in ISMMS’s portion of the project budget under the cost category of supplies.

Questions regarding this methodology should be directed to the Authorized Organization Representative.”

D. F&A Tab



Please refer to the [NIH Notice on Budgeting Genomic Arrays](#) for instructions on calculating facilities and administrative expenses (F&A). [Additional modular and non-modular F&A examples](#) are posted on the GCO’s website. The screenshots below are examples of a non-modular budget and correspond with GCO’s Example # 2.

1. Select “Manual F&A” at the top of the form.

2. Scroll to the bottom of the form and enter information for all project years:

- a) Indirect Cost Type – type “MTDC”
- b) Rate
- c) Base
- d) Amount

F&A Breakdown						
Period	Start Date	End Date	Indirect Cost Type	Rate	Base	Amount
1 Detail	01-Dec-2020	30-Nov-2021	MTDC	69,500	263,315.00	183,004.00
Detail						
Detail						
Detail						
2 Detail	01-Dec-2021	30-Nov-2022	MTDC	69,500	263,315.00	183,004.00
Detail						
Detail						
Detail						
3 Detail	01-Dec-2022	30-Nov-2023	MTDC	69,500	263,315.00	183,004.00
Detail						
Detail						
Detail						
4 Detail	01-Dec-2023	30-Nov-2024	MTDC	69,500	263,315.00	183,004.00
Detail						
Detail						
Detail						
5 Detail	01-Dec-2024	30-Nov-2025	MTDC	69,500	263,315.00	183,004.00

3. Scroll to the top of the form and click on Save.



II. Personnel Tab

A. Remove “Subaward PI” Role. Replace with “Genomic Arrays.”

Click on “Genomic Array” link. Change “Specified Role” to “Genomic Arrays.” Click on “Save.”

- Setup Questions
- SF424 (R&R)
- Other Project Info
- Performance Sites
- Personnel**
- Budget
- PHS 398 Cover Page Supplement

Key

PI	Name/Role	Mail	Alert	Order	Organization / Department	Person Months Calendar	Academic	Summer	CV/Biosketch
1	Allison Gottlieb FD/PI			0	Icahn School of Medicine at Mount Sinai Grants and Contracts Office	1.8	0	0	
2	Genomic Array SubAward PI				Genomic Arrays - NIH Policy Genomic Arrays - NIH Policy	0	0	0	

Edit Personnel - Google Chrome

eresearch.mssm.edu/PTNET2/budget/UI/EditPersonnel.aspx?teid=09566800-D7E4-4224-97A7-ABA61A32C59A&PropNo=0000208891&TEPersonID=3F1FD6...

Contact Information for - Genomic Array

Salutation: [] First: Genomic Middle: [] Last: Array Suffix: []

Title: []

Address: One Gustave L. Levy Place Degree: [] Degree Year: []

City: New York State: New York Zip: 10029-6574

Country: USA Phone: 000-000-0000 Fax: [] Email: grants@mssm.edu

Sponsor Credential: Other (Specify) []

Proposal Element: SubAward: SUB19-1891 Department: Genomic Arrays - NIH Personnel Type: Key Role: Other (Specify) Specified Role: Genomic Arrays

Key									
PI	Name / Role	Mail	Alert	Order	Organization / Department	Person Months			CV / Biosketch
						Calendar	Academic	Summer	
1	Allison Gottlieb PD/PI *			<input type="checkbox"/>	Icahn School of Medicine at Mount Sinai Grants and Contracts Office	1.8	0	0	
2	Genomic Array Genomic Arrays			<input type="checkbox"/>	Genomic Arrays - NIH Policy Genomic Arrays - NIH Policy	0	0	0	

B. Upload a dummy biosketch for “Genomic Array” in the Biosketch section.

Key									
PI	Name / Role	Mail	Alert	Order	Organization / Department	Person Months			CV / Biosketch
						Calendar	Academic	Summer	
1	Allison Gottlieb PD/PI *			<input type="checkbox"/>	Icahn School of Medicine at Mount Sinai Grants and Contracts Office	1.8	0	0	
2	Genomic Array Genomic Arrays			<input type="checkbox"/>	Genomic Arrays - NIH Policy Genomic Arrays - NIH Policy	0	0	0	

Do not use the NIH Biosketch template. Use a blank Word document and include the following text:

“A dummy biosketch has been uploaded for the “Genomic Array (GA) subaward. Since the NIH requires that GA in excess of \$50,000 is classified as a subaward, a biosketch must be included for the lead subaward investigator in this section of the system to system (S2S) proposal so the proposal can successfully pass the NIH validations. Please see NIH-NOT-10-097 (Budgeting for Genomic Arrays for NIH Grants, Cooperative Agreements and Contracts).”

III. Performance Site Tab

- Enter zeroes for DUNS number
- Enter NY-013 for Congressional District
- Address – enter ISMMS information

Setup Questions

SF424 (R&R)

Other Project Info

Performance Sites

Personnel

Budget

PHS 398 Cover Page Supplement

Performance Sites

Sequence	Organization Name	Address
1	Icahn School of Medicine at Mount Sinai DUNS Number: 07-886-1598 Congressional District: NY-013	Address: One Gustave L. Levy Place City: New York State: New York Non-US State/Province: 4 Characters only Province: Zip/Postal Code: 10029-6574 County: New York Country: USA
2	Genomic Arrays - NIH Policy DUNS Number: 00-000-0000 Congressional District: NY-013	Address: One Gustave L. Levy Place City: New York State: New York Non-US State/Province: 4 Characters only Province: Zip/Postal Code: 10029-6574 County: New York Country: USA