Internal Documents Tab

The Internal Documents tab holds the GCO form, and any other documents that must be transmitted to the GCO but not the funding agency. For example:

- Letter of Intent to Establish a Consortium
- Cost-Sharing Letters
- Letters of Support
- Any other documents for GCO review

The Instructions has two sections: Completing the GCO Form (begins on this page), and Uploading Documents for GCO Review (begins on page 8).

Estimated Time to Complete

10 to 15 minutes.

Prerequisites

To complete the online GCO Form, you must have a Sinai Central Project ID. You get that ID by initiating the Conflict of Interest and Suspension and Debarment forms in Sinai Central.

Instructions

Completing the GCO form

1. Select the Internal Documents tab:

   - Click the icon below Open to edit the mandatory GCO Form. All questions with an “x” must be answered to complete the eForm.

   - If you have Cost-Sharing Letters, Letters of Support, Consortium Letters, or any other documents for GCO review, click the Add Institution Forms/Supporting Documents link and use the top section of the popup window to upload.

   - Once the eForm is Completed and all documents are uploaded, check the Completed box in the upper right corner to complete the tab.
This tab will already have the GCO Form added to it. Note that it is **Mandatory** and its status will be **Incomplete**. You must complete the GCO Form in order to proceed with submission.

### Initiate the Form

1. Open the form by clicking the Open icon:

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Document Type</th>
<th>Open</th>
<th>Status</th>
<th>Action</th>
<th>Completed Form</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCO Form</td>
<td></td>
<td>✗</td>
<td>Incomplete</td>
<td>N/A</td>
<td>N/A</td>
<td>(Mandatory)</td>
</tr>
</tbody>
</table>

2. The form opens in another window:

When you first open the GCO Form, it consists of only one question, **Proposal Type**. After you answer this question, the appropriate questions for that type of proposal are added to the form.

3. Next to the **Proposal Type**, click the edit icon:

   *Proposal Type*
4. A new window appears. From the drop-down list, select the type of proposal:

5. Click the **Select** button.
6. The selection window closes, and you are returned to the form. Notice that the questions appropriate for the type of proposal have been added to the form:

![GCO Form](image)

6. The selection window closes, and you are returned to the form. Notice that the questions appropriate for the type of proposal have been added to the form:

7. Fill in the Sinai Central Project ID. You get that ID by initiating the Conflict of Interest and Suspension and Debarment forms in Sinai Central.

You don't need to complete the Conflict of Interest and Suspension and Debarment forms in Sinai Central to get the Project ID number. The PI just needs to start those forms. However, every investigator on the project must complete those forms before the GCO will review the proposal.

a. To get instructions for the filling out the forms in Sinai Central, go to this Web address: [http://sinaiknowledge.mssm.edu/eGCO](http://sinaiknowledge.mssm.edu/eGCO).

b. Following the instructions, begin the forms in Sinai Central. Take note of the resulting Sinai Central Project ID number. You might want to copy and paste the number into a document, or write it down.
c. You can log out of Sinai Central.

d. Return to InfoEd and enter the Sinai Central Project ID on this form.

8. Save the form by clicking Save in the upper left of the page.

**Fill Out the Fields on the Form**
InfoEd eForms behave like most online forms. Here are some things to remember when filling them out.

We will not cover what kind of information goes into which fields. Most of the fields are self-explanatory, and if you have any question about the content, you should speak to the GCO. Instead, we will cover how to use the form: how to select from the lists that the form presents, how to enter information, and so on.

A **red asterisk** * next to a field means that it is mandatory. You must fill out the field.

**Proposal Type**

| New Proposal |

**Blank fields** can be filled in by just clicking and typing:

<table>
<thead>
<tr>
<th>*InfoEd Lab Animals Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>JIT</td>
</tr>
</tbody>
</table>

**Check boxes** can be selected by clicking:

<table>
<thead>
<tr>
<th>*Are there more locations?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒</td>
</tr>
<tr>
<td>*Other Locations</td>
</tr>
</tbody>
</table>

Sometimes, the answer you give to a question will result in more fields being displayed. For example:

**Answering Yes:**

<table>
<thead>
<tr>
<th>*Are there more locations?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☒</td>
</tr>
<tr>
<td>*Other Locations</td>
</tr>
</tbody>
</table>

**Answering No:**

<table>
<thead>
<tr>
<th>*Are there more locations?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐</td>
</tr>
</tbody>
</table>
Clicking the icon: If a field has a icon next to it, clicking the icon brings up a list from which you will choose.

If you use Internet Explorer when using InfoEd and you see this message, click the Yes button to continue.

Click the trash can icon to delete a line or section.

eForms are designed to be filled out top-to-bottom.

If you want to save an incomplete eForm and return to it later, click the Save button.

Before clicking anywhere else in your browser, wait for the status bar at the bottom of your browser window to show you that the form has finished saving.

Save and Mark the eForm Complete
When you think you have filled out all required fields on all parts of the eForm, save the form.
1. In the upper right corner of the page, click the **Complete** check box.

2. **If you answered all the mandatory questions**, the form will be marked complete, saved, and you will be returned to the proposal window. You are finished with the eForm and can continue working on your proposal.

**If you left any required fields blank**, the system will display an error message:

   a. In the dialog box, click the **OK** button. This will clear the dialog box.

   b. In the popup window labeled Mandatory Questions, click the first question:

   c. The system advances to the question with the missing answer, and highlights it with a red box.

   d. Answer the question.

   e. Click any other mandatory questions that you missed, repeat as needed.

   f. After answering all the mandatory questions, close the Mandatory Questions popup window.
g. Save the eForm.

h. Again, mark the form complete. You are finished with the eForm and can close it.

3. When you return to the proposal’s folder, you will see the form marked Completed:

4. Return to your normal workflow, completing the proposal as you normally would.

**Uploading Documents for GCO Review**

1. From the protocol window, select the link for **Add Institution Forms/Supporting Documents**:

   - **Components for Extension**

     Click the icon below Open to edit the mandatory GCO Form. All questions with an *** must be answered to complete the eForm.

     If you have Cost-Sharing Letters, Letters of Support, Consortium Letters, or any other documents for GCO review, click the Add Institution Forms/Supporting Documents link and use the top section of the popup window to upload.

     Once the eForm is Completed and all documents are uploaded, check the Completed box in the upper right corner to complete the tab.
A new window appears. You will use the top part of this window to upload the document(s).

1. Enter a name for the document:

   Upload
   
   Upload new document
   
   Name
   Location
   Category: Biosafety Risk Assessment
   Folder: [ROOT]

   Add Extension Components
   
   Form Name: GCO eform - new
   Type: Mandatory
   Add: 

   Upload
   
   Upload new document
   
   Name: Letter of Intent
   Location
   Category: Biosafety Risk Assessment
   Folder: [ROOT]
2. Click the **Browse**... button and select the document from your PC:
Select the **Category** for the document from the list.

3. Click the **Upload** button.

4. Click the **Close** button to complete the process.

5. Repeat as needed.

6. When you are finished uploading forms, click the **Close** button. You are returned to the submission and you will see the uploaded documents listed there.

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**Components for Initial Application**

Click the icon below **Open** to edit the mandatory GCO Form. All questions with a "*" must be answered to complete the eForm.

If you have Cost-Sharing Letters, Letters of Support, Consortium Letters, or any other documents for GCO review, click the **Add Institution Forms/Supporting Documents** link and use the top section of the popup window to upload.

Once the eForm is Completed and all documents are uploaded, check the **Completed** box in the upper right corner to complete the tab.

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<table>
<thead>
<tr>
<th>Form Name</th>
<th>Document Type</th>
<th>Open</th>
<th>Status</th>
<th>Action</th>
<th>Completed Form</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCO eForm</td>
<td></td>
<td></td>
<td>Completed</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Letter of Intent to Establish a Consortium Agreement</td>
<td>N/A</td>
<td>Completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Institution Forms/Supporting Documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note that uploaded documents always have an eyeglass icon to indicate view-only status. They are not editable like eForms. Uploaded documents also always have the “Completed” status.

Next Steps
At this point, you can continue work on any of the other sections in your application.