

Completing the PHS 398 Cover Page

Most of the information on the PHS 398 Cover Page is filled in for you. That information is taken from other tabs in your application.

Estimated Time to Complete

3 to 10 minutes.

Prerequisites

The Setup Questions and SF424 form must be filled in.

Instructions

1. Select the PHS 398 Cover Page tab. The form is displayed:

The screenshot shows a web browser window with the title "Cover Page" and a "Completed" checkbox. The form is divided into three main sections:

- 1. Project Director / Principal Investigator (PD/PI)** [Change](#)
 - Prefix: (empty)
 - First Name: **Renee**
 - Middle Name: **S**
 - Last Name: **Training**
 - Suffix: **Ph.D.**
 - New Investigator? Yes No
 - Degrees: Ph.D. [] []
- 2. Human Subjects**
 - Clinical Trial? Yes No
 - Agency-Defined Phase III Clinical Trial? Yes No
- 3. Applicant Organization Contact**
 - Person to be contacted on matters involving this application [change](#)
 - Prefix: **Ms.**
 - First Name: **Jessica**
 - Middle Name: **R**
 - Last Name: **Noise**
 - Suffix: (empty)
 - Phone Number: **(212) 659-8970**
 - Fax Number: **(212) 876-6789**
 - Email: **jeffrey.cohn@mssm.edu**

2. Under 1. Project Director/Principal Investigator, confirm that the correct PI is displayed. If not, you will need to change the PI, in this tab and in other tabs. Close this document and follow the instructions in the document *Changing the PI on a 424 Proposal*.

3. Under 2. Human Subjects, confirm that your answers to the questions Clinical Trial? and Agency-Defined Phase III Clinical Trial? are correct. **If they are correct, skip to the next step.** If they are incorrect, you will need to change these under the Setup Questions tab:
 - a. Select the Setup Questions tab.
 - b. If this tab is marked Completed, click in the check box to un-complete it.
 - c. The questions that you need to change are in the section labeled Because you indicated that this proposal is to PHS/NIH
 - d. After changing your answer(s), mark the Setup Questions tab Completed.
 - e. Return to the PHS 398 Cover Page tab.
4. Under 3. Applicant Organization Contact, confirm that the correct contact person is displayed. **If it is correct, skip to the next step.** If the contact is incorrect, you will need to return to the SF424 section to change it:
 - a. Select the SF424 tab.
 - b. If this tab is marked Completed, click in the check box to un-complete it.
 - c. Under Person to be contacted on matters involving this application, in any of the fields for the contact person. InfoEd displays a screen where you select the contact person. From the drop-down list, select the GCO signatory who is the contact person for your department
 - d. Click the Set button.
 - e. Click the Back button. This returns you to the SF424 form, and fills in the contact person's information.
 - f. Mark the SF424 tab Completed.
 - g. Return to the PHS 398 Cover Page tab.
5. Under 4. Human Embryonic Stem Cells, confirm that the correct answers are displayed. **If they are correct, skip to the next step.** If they are incorrect, you will need to change these under the Setup Questions tab:
 - a. Select the Setup Questions tab.
 - b. If this tab is marked Completed, click in the check box to un-complete it.
 - c. The question that you need to change is in the section labeled Because you indicated that this proposal is to PHS/NIH Look for the question Will this proposal involve human embryonic stem cells?

- d. After changing your answer, mark the Setup Questions tab Completed.
 - e. Return to the PHS 398 Cover Page tab.
 - f. Answer any remaining questions in this section.
6. When you finish filling in the PHS 398 Cover Page, click the Save icon in the upper left corner.
 7. Click the Complete check box in the upper right corner. InfoEd will mark the tab complete.

Next Steps

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