

Performance Sites Tab

The Performance Sites tab automatically lists Mount Sinai as one of your performance sites. When you add a subcontractor under Personnel, InfoEd automatically adds the subcontractor as a performance site. Usually, the only thing you need to do under the Performance Sites tab is mark it complete and move on.

You will need to edit the information under Performance Sites only if:

- **You added and then removed a subcontractor. In this case, you will need to remove the subcontractor from your Performance Sites.**
- **The information for a subcontractor that you added under Personnel was incorrect or incomplete. In this case, you will need to correct or complete the information under Performance Sites.**

Estimated Time to Complete

1 to 5 minutes.

Prerequisites

Before trying to complete this tab, you should have added/removed all the subcontractors needed in your proposal.

Instructions

1. Select the Performance Sites tab. Mount Sinai, plus any subcontract sites that you have added, are displayed:

Sequence	Organization Name	Address	Delete
1	Mount Sinai School of Medicine of NY	Address: One Gustave L. Levy Place City: New York State (US only): New York Non-US State\Province 4 Characters only: Province: Zip/Postal Code County: 10029 Country: U.S.A.	
2	University of Wisconsin	Address: 433 Babcock Dr City: Madison State (US only): Wisconsin Non-US State\Province 4 Characters only: Province: Zip/Postal Code County: 53076 Country: U.S.A.	

To Remove a Performance Site

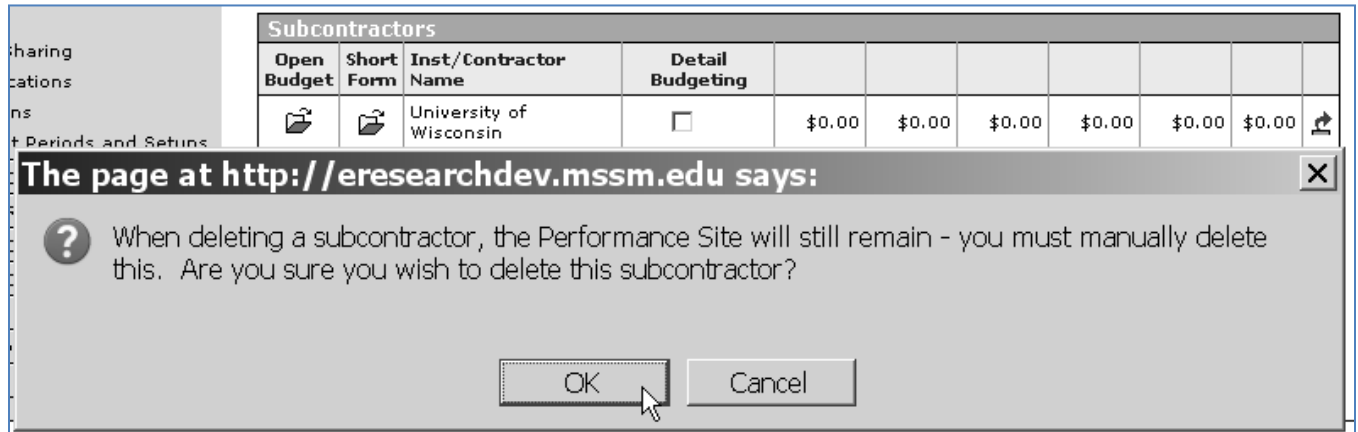
1. Next to the performance site, click the trash can icon:



2. InfoEd removes the performance site, **without giving you a confirmation message.**
3. Go to Budget > Budget Items.
4. Remove the subcontractor from your budget by clicking the remove icon:

Subcontractors										
Open Budget	Short Form	Inst/Contractor Name	Detail Budgeting							
		University of Wisconsin	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total				\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

5. InfoEd displays a reminder to remove the subcontractor from your Performance Sites. Click the OK button:



6. Select the Personnel tab and confirm that the PI at the subcontractor site is deleted.
7. When finished, mark this tab complete.

To Edit a Performance Site

1. Click in and edit any field for the performance site.
2. Save your changes by clicking the Save icon in the upper left corner.
3. When finished, mark this tab complete.

To Mark this Tab Complete

1. Click the Complete check box in the upper right corner. If you filled in all the required fields, InfoEd will mark the tab complete. If not, InfoEd will tell you which fields you must complete.

Next Steps

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