Removing Personnel

These instructions tell you how to remove personnel from a submission.

The processes for removing a Mount Sinai personnel or contractor, and for removing a subcontractor personnel, are different. They are covered in separate sections below.

You cannot delete the PI, from Mount Sinai or from a subcontractor.

Estimated Time to Complete

5 to 10 minutes per person.

Instructions

Remove Mount Sinai Personnel or Consultant

1. From the menu bar on the left side of the page, click Personnel. You will see that the PI has already been added to the personnel on this proposal:

- Non-Key

   Name / Role          % Effort / Order / Organization/Department / Cur/pend Support / Support / CV Required / CV Remove

   Barry A Training     0.00 / Faculty / Mount Sinai School of Medicine / NYU/Training Department

- Consultant - Non-Key

   Name / Role          % Effort / Organization/Department / Cur/pend Support / Support / CV Required / CV Remove

   John Zale            0.00 / Non-Lab Equipment Calibration, Inc / Calibrations and Certification

2. On the person's line, click the remove icon:
3. At the confirmation dialog box, click the OK button:

4. InfoEd removes the person from the Personnel tab.

Give the system a moment to refresh the screen.

5. Select the Budget > Budget Items sub-tab:

6. If the person was not a consultant, then InfoEd should have removed the person from your budget. If the person was a consultant, then you must remove them from your budget, under Non-Personnel Costs.

Remove Subcontractor Personnel

1. Select the Budget > Budget Items sub-tab.
2. On the subcontractor’s line item, click the folder under **Detail Budgeting**. This opens the budget for the subcontractor, in a new window:

![Budget Window Screenshot](image)

3. On the person's line, click the remove icon:
4. At the confirmation dialog box, click the **OK** button:

![Confirmation dialog box]

5. InfoEd removes the person from the subcontractor budget.

   **Give the system a moment to refresh the screen.**

**Next Steps**
Proceed with completing the next sub-tab of your budget.