The Mount Sinai Health System

InfoEd

Creating a No-cost Extension, Non-competing Continuation, or Final Report Submission

Use these instructions if you are creating a non-competitive renewal, no-cost extension, or final report; or you are creating a supplement that is a non-competitive renewal, no-cost extension, or final report. Use these instructions no matter who sponsored the project: any Non-Federal Agency, or National Science Foundation, a Contract, no matter whom the sponsor (even if it’s NIH).

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**NO-COST EXTENSION, NON-COMPETING CONTINUATION, OR FINAL REPORT**

These instructions tell you how to create a proposal that will **not be submitted system-to-system**. Even if the original proposal was submitted system-to-system, you will still submit the No-cost Extension, Non-competing Continuation, or Final Report as a non-system-to-system.

If you have questions about system-to-system versus non-system-to-system submissions, see our FAQ page on the subject at [http://osticket.mssm.edu/support/kb/faq.php?id=4](http://osticket.mssm.edu/support/kb/faq.php?id=4).

You will need to complete these steps in one sitting. While this is one of the longer processes in InfoEd, it is also one of the simplest.

**Estimated Time to Complete**

15 to 20 minutes.

**Prerequisites**

You need access to the My Proposals module. After you log in, you should see **My Proposals** in the left menu bar.

**Instructions**

Each subsection in these instructions corresponds to a step in the setup questions.

1. Log in to InfoEd.

2. From the menu bar on the left side of the page, click **My Proposals**. The tab expands to show more menu options.
3. Click **Show/List**. This lists all of the proposals to which you have access. You have access either because you are the PI, or the PI’s delegate or department admin:

![Image of proposal list]

4. Roll your mouse pointer over the original application, for which you want to create a Non-competing Continuation, No-cost Extension, or Final Report. **Do not click.** Just hover the mouse pointer over the application:

![Image of proposal list with mouse pointer]
START WITH THE RIGHT ORIGINAL SUBMISSION

When you are creating an additional submission, you must find the most recently funded submission for that record that does NOT have PD in its institution number and does NOT have any icons under PD.

To create a non-competitive continuation, start with the most recently funded submission for that record where “PD” is blank and the letters PD are not in the institution number, like this:

Not like this:

If you need help locating the most recently funded submission, see our FAQ here: http://eolas.mssm.edu/e-learn/mod/resource/view.php?id=634

Under PT (not PD!), click the edit icon:
6. InfoEd launches a new window, called Proposal – Summary:

![Proposal - Summary - Mozilla Firefox](http://erearchdev.missm.edu/PTNET/3UI/default.aspx?ProjectID=8C768C4195355034C04392CB40215034)

7. Click the Add New PD icon:
8. InfoEd launches a new window, the Additional Submission Questionnaire:

Step 0: Select the PI
1. The existing PI is automatically selected as the PI. If you are using the existing PI, skip to Step 1: Select What to Copy on page 5. Only if you are changing the PI, continue with the instructions in this section.

2. Click the Change PI button. InfoEd displays the Personnel pick list:

3. Select the first letter of the person’s last name.

4. From the drop-down list, select the person:

5. Click the Select button. InfoEd returns you to Step 0, and you should see the PI that you selected.

6. Continue to Step 1: Select What to Copy.

Step 1: Select What to Copy
InfoEd also enables you to copy all of the settings, choices, and uploads from the top proposal, and use it as the starting point for an additional proposal.
1. Select the radio button for the parts of the proposal that you want to copy:

![Additional Submission Questionnaire](image)

2. Click the **Continue to Next Step** button.

**Step 2: Select the type of additional proposal that you are creating**

Remember that you are creating an additional application. Some choices are not appropriate for an additional application: New Grants, New Proposal, Competitive Renewal, and Resubmissions. Instead, select from among:
- Non-Competing Continuation
- No-Cost Extension,
- Final Report.

1. Click the **Continue to Next Step** button.

2. You are advanced to Step 6, where you choose the dates for your proposal.

**Step 6: Start and End Dates**

1. Enter the start and end dates for this proposal:
   
   - Either select it using the calendar icon next to the date field, or, enter it using one of these formats: 03/09/74, 03/09/1974, 030974, 03091974, 09-Mar-1974.
• If this is a non-competitive continuation, ensure that your dates encompass the year for which you are submitting the application. InfoEd will automatically enter dates for the next year of the grant. Double check those dates.

• If this is for a Final Report, your time period should be one day long: the day after the project ends.

2. Click the **Continue to Next Step** button.

**Step 7: Years and Budget Periods**

1. Check that InfoEd has created the correct number of budget periods for the submission: 1.

2. Click the **Continue to Next Step** button.

**Double Check and Create Proposal**

InfoEd displays a screen where you can review the choices you made:

1. Review each of the choices that you made in the previous steps. Especially check your answer to Step 2, where you selected the type of submission, and the dates.

2. If you need to change any choices, click **No, Go back and make changes**. You will be returned to the setup questions.

3. To proceed, click **Yes, Create Proposal**. InfoEd processes your answers, and advances you to the next page, Setup Questions (Step 8).
Setup Questions (Step 8)

The Setup Questions page displays.

At the top of the setup questions page, you will see a message that is not accurate. Don’t panic! You are about to correct this message.
You are creating a **New** proposal for a project **with a budget that is not an InfoEd System-to-System (S2S) proposal.**
Do not use this template for industry-sponsored clinical trials with per-patient reimbursement. Use the "non-S2S, no budget" template instead.

**Instructions:**

1. Choose the appropriate Screen Template, if necessary, and answer the questions.
2. Answer all questions.
3. Click the "Save and Continue" button.

The tabs for your application will then appear. **Please note the following:**

- **Setup Questions** tab - subprojects are only appropriate for Program Project-style applications. Contact GCO for clarification.
- **Personnel** tab - ignore the "Curr / Pend Support" and "CV Required" checkboxes. These are not required.
- **Classification Codes** tab - click the "Add" button to include the categories applicable to your project. This is required. Your application will be returned if this tab is empty.
- If your project does not require a budget, choose a Screen Template for "no budget." If one is not available and you have selected this sponsor in error, you must first change the sponsor in the questions below before choosing the Screen Template.

For further instructions on how to prepare your application, visit the Research IT E-Learning site by clicking the ![icon at the upper-left.](image)

For technical assistance with InfoEd, email infoed@mssm.edu.

For non-technical assistance with preparing your application, contact your department's GCO Specialist or call GCO at 212-624-0500 (x56300).

**Submission Mechanism/Form Information**

- **Proposal Sponsor is set to Breakdale Foundation Group. Click here to change.**
- **Please select a Submission Mechanism/Screen Template.**

**Submission Mechanism/Form Information**

1. Leave the sponsor as it is. The answer was copied from the original submission.
2. Ensure that **Please select a Submission Mechanism/Screen Template** is set to the correct answer.

<table>
<thead>
<tr>
<th>Please select a Submission Mechanism/Screen Template</th>
<th>Non-Competing Continuation (non-S2S, with budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes  No  Content</td>
<td>Non-Competing Continuation (non-S2S, no budget)</td>
</tr>
<tr>
<td>Will you be including a <strong>Cover Letter</strong> in your proposal as an attachment?</td>
<td>Non-Competing Continuation (non-S2S, no budget)</td>
</tr>
</tbody>
</table>

In these instructions, we are creating an ADDITIONAL submission. The choices are explained below.

If you are creating a **NO COST EXTENSION**, you should select **Non-Competing Continuation (non-S2S, no budget)** from this list.

**New, Comp-Cont or Transfer** is not appropriate for an additional submission. Do not select this.

**Final Report** is correct if you would like to close the project.

**New** is not appropriate for an additional submission. Do not select this.

**Non-Competing Continuation (non-S2S, with budget)** will create a **non-competitive continuation** with a Budget tab. You might still upload a budget for internal review under the Internal Documents tab. Even so, you must fill out the Budget tab.

**Non-Competing Continuation (non-S2S, no budget)** will create a **non-competitive continuation** without a Budget tab. You might still upload a budget for internal review under the Internal Documents tab.

3. After selecting the mechanism, you might see a notice that “You are changing the submission mechanism...” Click **OK**.
4. InfoEd refreshes the page, and displays a message about the type of proposal that you have selected to create:

<table>
<thead>
<tr>
<th>Setup Questions</th>
<th>Please answer all questions below and click SAVE.</th>
<th>Show</th>
<th>Reset Defaults</th>
</tr>
</thead>
</table>

You are creating a **Non-Competing Continuation, Supplement, No-Cost Extension, or No-Cost Extension of a Supplement for a project with a budget that was **not** initially an InfoEd System-to-System (S2S) proposal.**

Do not use this template for industry-sponsored clinical trials with per-patient reimbursement. Use the "non-S2S, no budget" template instead.

In this example, the user chose to create an additional submission, that is transmitted to the funding agency outside of InfoEd (non-S2S), with a Budget tab. Therefore...

...the message at the top of the page indicates that this is an additional, non-S2S. It also contains information about when you should/should not use this template.

The tabs for your application will then appear. **Please note the following:**

- **Setup Questions** tab – subprojects are only appropriate for Program Project-style applications. Contact GCO for clarification at x58300.

- **Personnel** tab – ignore the "Curr / Pend Support" and "CV Required" checkboxes. These are **not** required.

- **Classification Codes** tab – click the "Add" button to include the categories applicable to your project. This **is** required. Your application will be returned if this tab is empty.

- If your project does not require a budget, choose a Screen Template for "no budget." If one is not available and you have selected this sponsor in error, you must first change the sponsor in the questions below before choosing the Screen Template.

For further instructions on how to prepare your application, visit the Research IT E-Learning site by clicking the icon at the upper-left.

For technical assistance with InfoEd, email infoed@mssm.edu.

For non-technical assistance with preparing your application, contact your department’s GCO Specialist or call GCO at 212-624-0300 (x58300).

**Submission Mechanism/Form Information**

Proposal Sponsor is set to **Brookdale Foundation Group.** Click [here](#) to change.

Please select a Submission Mechanism/Screen Template: **Continuation (non-S2S, with budget)**
5. For the question **Will you be including a Cover Letter...** selecting **Yes** creates a place to upload a cover letter into your application.

6. For the question **Will your proposal include any Subcontractors?** selecting **Yes** enables you to add subcontractors to the Personnel. You will not be able to add a subcontractor if you select **No** to this question.

7. Indicate if the majority of research will be conducted on or off campus.

8. In the field labeled **Other funding information, guidelines, or restrictions**, enter any funding information that the GCO should know. You might want to copy and paste this from the funding agency’s instruction.

9. Answer the question **Does the sponsor expect any financial contribution(s) from your institution?**.

10. Click the **Save and Continue** button.

11. InfoEd creates the additional submission:

Next Steps

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

If you need to change any of the Setup Questions, you can:

1. Select the **Setup Questions** tab.

2. Click the **Completed** check box to remove the check mark.

3. Redo the Setup Questions.

If you un-check the **Completed** check box in Setup Questions, any other sections that you have marked Completed will be un-Completed. You will need to remark them Completed.