

Setting Up a “Non-System to System” Supplement in InfoEd

Follow these instructions if you are using InfoEd to submit your application non-system-to-system (such as for research sponsored by a foundation or when submitting an NIH supplement via eRA Commons).





Estimated Time to Complete

10 to 15 minutes.

Sections in These Instructions

- I. Choosing parent award InfoEd record: Steps 1- 6
- II. Adding administrative information for the supplement (e.g., start and end dates of supplement): Steps 7 - 15
- III. Answering InfoEd Setup Questions: Steps 16 - 19

I. Choosing parent award InfoEd record: Steps 1 - 6

1. Log in to InfoEd
2. From the menu bar on the left side of the page, click **My Proposals > Show List**.
3. Find your most recently funded application in the List. **Do not choose an application with “PD” in the GCO # (e.g., 01-2345PD).**
4. Roll your mouse pointer over the folder icon  under the GCO #.
5. Click on the paper icon  in the “PT” section (**Not PD**). This is the “Edit PT Proposal” option. **Do not click on the eyeglasses icon .** That is the “View PT Proposal” option.)
6. InfoEd launches a new window, called “Proposal – Summary.” In the upper left hand portion of the screen, click on the **Add New PD** icon:
 Add New PD”

II. Adding administrative info for the supplement (e.g., start and end dates of supplement): Steps 7 - 15

7. InfoEd launches a new window, called “Additional Submission Questionnaire” and you are now at the step entitled **Step 1 Copy from an Existing Record**.

8. For supplements, the PI must remain the same as the PI on the parent award. If a user other than the PI is setting up the application, it will default as the user so you'll need to change to the PI, as follows:

- A. Click on **Change PI**.
- B. Select the first letter of the PI's last name.
- C. From drop down list, click the PI.
- D. Click **select**.

InfoEd returns you to the "Additional Submission Questionnaire" window.

9. Click on **Continue to Next Step** button.

10. Continue to **Step 2 Non Competing Renewal**. Click on **New Proposal** from drop down menu. (There is no "supplement" option.) Then click on **Continue to Next Step** button.

11. The selected parts of the proposal will be copied, and InfoEd displays a screen where you can review the choices made.

12. Under **Step 6**, enter the project period dates of the supplement. In most cases, you will need to prorate the period so the supplement fits within the parent award.

For NIH grants, refer to the Notice of Award (NOA) for the End date. After entering a start and end date, click on "Continue to Next Step" button.

13. You have now proceeded to **Step 7 How many years and/or budget periods would you like?**

Step 7	How many years and/or budget periods would you like?	<input type="text" value="1"/>
	If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	

14. Click on **Continue to Next Step** button. You don't need to change the # of years from the drop down menu.

15. To proceed, click on the **Yes, Create Proposal** button.

III. Answering InfoEd Setup Questions: Steps 16-19

16. InfoEd processes your answers and advances you to the next page, **Set Up Questions (Step 8)**.

This is where you create the “Non-System to System” application. See sample below. In the **Please Select a Submission Mechanism / Screen Template** section, choose **Non-Competing Continuation, non-S2S with budget** from the drop down menu.

17. A pop up box appears stating that **You are changing the submission mechanism for this proposal**. Click the **OK** button.

18. The InfoEd tab **Setup Questions (Step 8)** is displayed again. Review and answer all the questions. Then click on the **Save and Continue** button.

You have set up your supplement and can proceed with completing the other InfoEd tabs.