Creating a New or Competing Program Project Submission for when Mount Sinai is the Prime Grantee

This document highlights the differences between creating a normal Proposal submission in InfoEd, and creating a Program Project submission. It does not contain complete step-by-step instructions. You should know how to create a normal Proposal in InfoEd before using these instructions.

New Proposal Questionnaire

Step 1: Start with New Proposal from the PD module.

Step 2: Select New Competing.

Step 3: Select the sponsor, and leave the mechanism blank! Even if you selected the NIH, leave the mechanism blank. If you select one of the 424 mechanisms, like R01 or K award, you will not be able to create subprojects.

Step 6: Enter just the first year, even if it’s an NIH grant where you would normally enter all 5 years at once.

Setup Questions

For Submission Mechanism/Form Information select New, Comp-Cont or Transfer (non-s2s, with budget). Even if it’s a 424 it won’t go system to system. So don’t select 424.

For Will you be working with other internal departments or divisions as Subprojects? select Yes.

Tabs where You Upload Documents: Cover Memo, Lay Summary, Research Plan

Cover Memo: Upload one Cover memo that covers all subprojects.

Brief Lay Summary: Upload one Lay Summary that covers all projects.

Research Plan: Upload the NIH submission.

Personnel

Only the PI appears here, and that's because you chose the PI while creating the submission. Do not add any other personnel under this tab. Just check the PI's contact info, upload the CV if needed, and mark it complete.
Budget

Budget Items
Do not add anything under Personnel Costs or Non-Personnel Costs here. The PI appears here only because the system gives the PI a line item by default. You won't do anything with that line item.

All budget items get entered into the subprojects.

Add each subproject using the Add Subproject button.

Open a subproject by clicking the Open Full (not Open Budget) folder.

Inside a Program Project
Some tabs require you to upload a document before you can mark them complete. For example: Cover Memo, Brief Lay Summary, Research or Program Plan. You already uploaded these in the prime project. So, create a document that says, “Not Applicable” and upload it under these tabs in the subproject. Now you can mark these tabs complete.

Add Personnel and Budget items as you would for any other submission.

Some tabs you will just mark complete without doing anything under them, such as Classification Codes, Approvals, and Internal Documents.

Don’t try to finalize a subproject.

When you’ve marked all tabs except Finalize as complete, close the subproject by clicking the Done link.

Classification Codes
Complete for the prime project, as normal. Don’t select classifications codes under the subprojects.

Approvals
Complete for the prime project, as normal. Don’t select approvals under the subprojects.

Internal Documents
All internal docs for all subprojects get uploaded here. Complete one GCO form here for all subprojects. Don’t add internal docs under the subprojects.

Finalize
Complete as you normally would.