

Creating a System-to-System Supplement in InfoEd

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.

Follow these instructions if you are using InfoEd to submit your application system-to-system (via grants.gov/SF424 application).




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 - 25

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.)

InfoEd launches a new window, called “Proposal – Summary.” In the upper left hand portion of the screen, click on the **Add New PD** icon .

Additional Submission Questionnaire

This Proposal will be created with **PI Last Name , PI First Name** as the PI.

Change PI

Step 1 Copy from an Existing record:

1

- Copy PI and Sponsor only
- Copy Basic Structure & Personnel - no Budget

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**. See below.

Additional Submission Questionnaire

This Proposal will be created with **PI Last Name , PI First Name** as the PI.

Change PI

Step 1 Copy from an Existing record:

1

- Copy PI and Sponsor only
- Copy Basic Structure & Personnel - no Budget

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.

Additional Submission Questionnaire

[Back](#)

This Proposal will be created with **PI Last Name, PI First Name** as the PI. [Change PI](#)

Step 1	Copy PI and Sponsor only	
Step 2	"New Competing" or "Competitive Renewal"?	New Proposal
Step 3	Selected Sponsor	National Institute On Drug Abuse/NIH/DHHS
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	Testing 123
Step 6	What are the project start and end dates?	<input type="text"/>  to <input type="text"/> 

12. In Step 6 (see screenshot sample above), 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? If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.	1 ▾
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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 16-25

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

This is where you select the Supplement Funding Opportunity # and create the blank “System to System” application.

17. In the Submission Mechanism / Form Information section, the first sentence reads, **Proposal Sponsor is set to** Click on **Click [here](#) to change**.

You are not clicking because you are going to change the sponsor. You are just causing the system to display a search box, where you will be able to search for the funding opportunity for this sponsor.

SAMPLE

Setup Questions	Please answer all questions below and click SAVE.
<div style="background-color: blue; height: 15px; width: 100%;"></div>	
Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the Completed checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.	
Submission Mechanism/Form Information	
Proposal Sponsor is set to National Institute On Drug Abuse/NIH/DHHS.	Click here to change.
Is this a flow through Project?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Please select a Submission Mechanism/Screen Template

424 R&R NIH Dynamic (electronic submission)

Yes No

Is this a US federal sponsored project?

Will this be a proposal to PHS, NIH or one of the branches of NIH?

Has your sponsor given a specific reference for this proposal?

Is this an un-solicited application?

Opportunity Number : DA123456 [Get Opportunity Number](#)

Grants.Gov Submission Information

Opportunity Number: DA123456	CFDA Number: 93.279
Opportunity Title: RFA-DA-12-006--Exploring Drugs of Abuse and Transgenerational Phenotypes (R01)	CFDA Description: Exploring Drugs of Abuse and Transgenerational Phenotypes (R01)
Offering Agency:	Competition ID: ADOBE-FORMS-B1
Open Date: 29-Jun-2011	Form ADOBE-FORMS-B1
Close Date: 29-Jul-2011	Version:
	Agency Contact:

18. A pop up box appears stating that **Changing the proposal sponsor will cause all previous responses on the set up questions to be reset to their default state.** Click the **OK** button.

19. InfoEd launches a new window called **Sponsor / Template Selection.** See sample below.

Sponsor/Template Selection - Sample

Save Close

Proposal Sponsor: National Institute On Drug Abuse/NIH/DHHS Change	Originating Sponsor: Not Set Change
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Is this a flow Through Project? <input type="radio"/> Yes <input checked="" type="radio"/> No	Proposal Type <input type="text" value="New Proposal"/>
Opportunity Number <input type="text" value="DA123456"/>	
Search SPIN/Grants.gov for Funding	

20. Click on **Search SPIN/Grants.gov for Funding** link.

21. InfoEd launches a new window called **Search Grants.Gov for...**. See sample below.

<input type="text" value="Select from Grants.Gov Opportunities"/>	<input type="button" value="Close"/>
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Search Grants.Gov for...

<input type="text"/>	S2S <input checked="" type="checkbox"/>	<input type="button" value="Search"/>
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22. Enter the funding opportunity number in the **Search Grants.Gov** box. Then click on the **Search** button.

23. Click on the **Select** button for the supplement's funding opportunity. Then press **OK**. Shown below is an example.

PA-12-149 Select	ADMINSUPP-RESEARCH-C	<input checked="" type="checkbox"/>	06-Apr-2012	Department of Health and Human Services	Research Supplements to Promote Diversity in Health-Related Research (Admin Supp)	SPIN
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24. The InfoEd screen Sponsor / Template Selection is displayed again. Now, the supplement's funding opportunity is selected. The sponsor should have remained the same. Click on the **Save** button.

25. The InfoEd tab "Setup Questions (Step 8)" is displayed again. Review and answer all the questions. Note that even if your funding opportunity announcement does not have a deadline date, you must enter a date in the deadline section. Click on the **Save and Continue** button.

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