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Cc: [Herr, Beth J](#); [Klimowicz, Jennifer R](#); [Bittner, Barbara L](#); [Buckingham, Jolene K](#)
Subject: Setting Up a Flow Through Application in InfoEd
Date: Tuesday, January 18, 2022 2:40:54 PM
Attachments: [image001.png](#)
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When Creighton submits a subaward with another organization as the prime applicant, the proposal in InfoEd must be set up as a flow through (sometimes called a pass through). There is no way to fix it once it's been set up incorrectly; the only option is to start a new application and delete the old one. For detailed instructions on the correct process, see below. Please contact Sponsored Programs Administration if you have any questions.

1. In the New Proposal Questionnaire select Set up Proposal Manually, New/Original, and then continue.

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Investigator, Creighton Change

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 2: Please Select a Proposal Type

2. In the Select a Sponsor box, type in the name of the organization from which Creighton will directly receive funding. Continue to answer New Proposal Questionnaire and select Create Proposal.

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be [Investigator, Creighton Change](#)

Step 1: "New" or "Copy From Existing"? [Create a New Proposal](#)

Step 2: Proposal Type [New/Original](#)

Step 3: Select a Sponsor

Continue to answer New Proposal Questionnaire and select Create Proposal.

3. On the Set up Questions page. Select "Yes" for is this a Flow Through Project

Setup Questions

This template is for use with **external, non-Grants.Gov submissions** only.

Submission Mechanism/Form Information

Is this a Flow Through Project? Yes No

4. InfoEd will open a new window titled "Sponsor/Template Selection."

Sponsor/Template Selection

Proposal Sponsor [University of Nebraska Medical Center/UNMC Change](#)

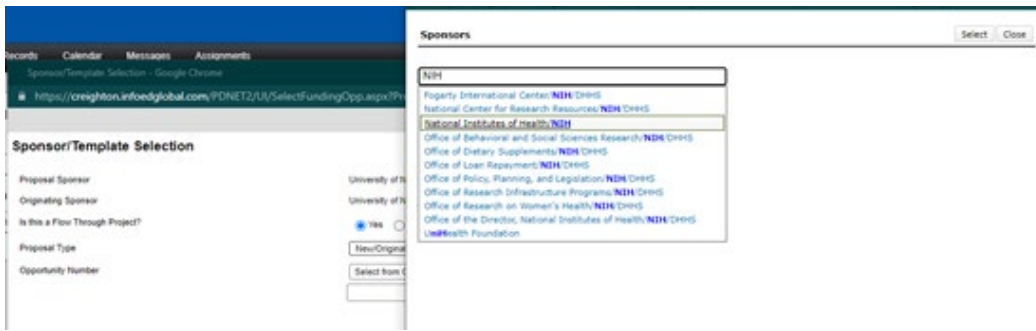
Originating Sponsor [University of Nebraska Medical Center/UNMC Change](#) [Remove](#)

Is this a Flow Through Project? Yes No

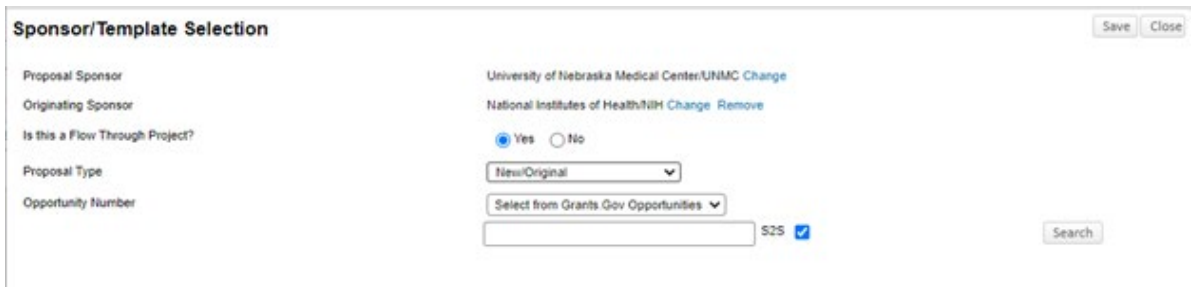
Proposal Type

Opportunity Number

5. Click on Change next to the Originating Sponsor. Type name of the originating sponsor into the box and Click select.



6. DO NOT do anything else or enter information in any other boxes. Click Save.



7. Continue to answer the Setup Questions. Select Save and Continue.

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If you are interested in applying for a grant and would like assistance with your application, please complete the [“Notification of Intent to Submit”](#) form on the Creighton University Sponsored Programs Administration website. For information on how to submit a grant application at Creighton University see: <http://www.creighton.edu/researchservices/grants/howtosubmitagrants/>. PLEASE PROVIDE YOUR APPLICATION MATERIALS TO SPONSORED PROGRAMS ADMINISTRATION AT LEAST 5 BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE.