

Sponsored Programs Bulletin: November 2, 2022

There may be times when you need to add a Creighton faculty or staff member to a grant in either the budget or personnel tabs in InfoEd, but that person doesn't show up. This can happen because the person is too new to have been added automatically to the system, or because they are faculty or staff who are not paid by Creighton (e.g., CHI clinical faculty).

When this happens, please email Sponsored Programs Administration at spa@creighton.edu. We will need the person's name and, preferably, Net ID. We will add a profile for them and then you can add them to your proposal.

Please DO NOT add Creighton faculty or staff as temporary profiles in your proposal. The process above will ensure that we are able to track training for all Creighton faculty and staff listed on grants.