

# Proposal Development Internal Opportunities Proposal Set-Up

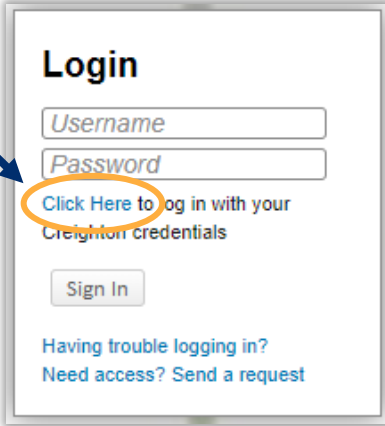
Dr. George F. Haddix President's Faculty Research Fund  
CURAS Internal Research Opportunities

Creighton University  
Sponsored Programs Administration

February 2023

# Logging into InfoEd

## Creighton University Employees and Students



**Login**

[Click Here to log in with your Creighton credentials](#)

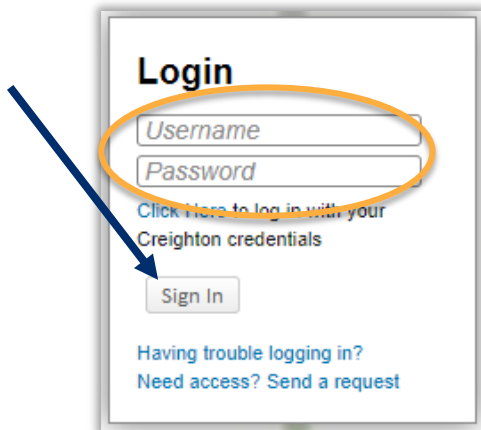
[Having trouble logging in?](#)  
[Need access? Send a request](#)

**\*\*\*If you use single sign-on, you do not need to type username and password on this page.\*\*\***

1. Select “Click Here to log in with your Creighton credentials.” You will be sent to the Creighton University login page.
2. Enter your NetID and password when prompted. Complete logging in using Duo Two-Factor Authentication.

# Logging into InfoEd

Creighton Faculty who do not use Creighton single sign-on.



**Login**

Username

Password

[Click here to log in with your Creighton credentials](#)

Sign In

Having trouble logging in?  
Need access? [Send a request](#)

1. Using the Login boxes, enter in your assigned username and password
2. Select the “Sign In” button.

**\*\*\*If you do not have an assigned username and password, contact Sponsored Programs at [spa@creighton.edu](mailto:spa@creighton.edu) \*\*\***

# Create A New Proposal

The main navigation is on the left side of the screen.

To create a new proposal, click “Sponsored Projects” from the left menu and under “Create New,” click on “Proposal.”

# New Proposal Questionnaire

## Setting up the proposal

If you need to select a different PI, contact Sponsored Programs Administration.

### Create New Proposal

Please type and select the PI Name

*Creighton, Investigator*

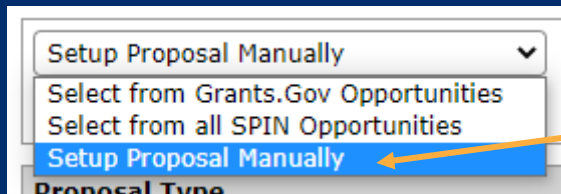
Please select "New" proposal or "Copy from Existing"

Create a New Proposal ▲  
Copy From Existing Proposal ▼

Select Create a New Proposal

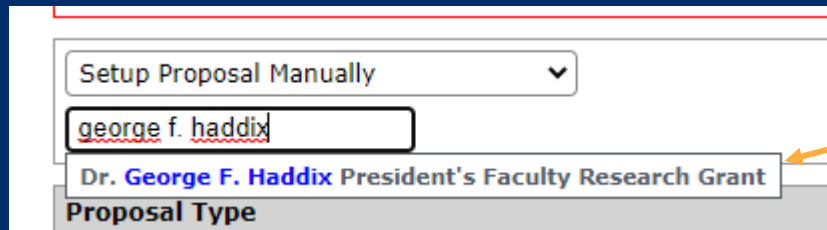
# New Proposal Questionnaire

## Setting Up the Proposal



Setup Proposal Manually  
Select from Grants.Gov Opportunities  
Select from all SPIN Opportunities  
Setup Proposal Manually  
Proposal Type

Select Setup Proposal Manually



Setup Proposal Manually  
george f. haddix  
Dr. George F. Haddix President's Faculty Research Grant  
Proposal Type

Start typing the sponsor name, then choose the correct name when it pops up.

**\*\*\*Consult the funding opportunity guidelines to ensure you are selecting the correct sponsor\*\*\***

# New Proposal Questionnaire

## Setting up the proposal

Proposal Type

New/Original

Select "New/Original"  
Proposal Type

Please enter the proposed project title

Enter the project title

# New Proposal Questionnaire

## Entering Project Start/End Dates & Budget Periods, Creating the Proposal

Please Enter the Projected Project Start / End Dates

Start:   End:

Enter Project Start/End dates and click Continue

**\*\*\*Consult the funding opportunity guidelines to ensure you are selecting the correct dates\*\*\***

Number of Project Periods

The number of budget periods is automatically generated based on start and end date

Number of Project Periods

If everything is correct, click Create Proposal to generate the proposal record



# Remember To Save And Complete

- ▶ Save often.
- ▶ This is a database - be patient when saving as the system is adding or revising several tables of data.
- ▶ When you need to exit the proposal, click on Done, not the red “x” close button.
- ▶ Only one user can edit a section in a proposal at a time.

# InfoEd Tool Tips

Hold mouse over any question mark in InfoEd to get a Tool Tip

The screenshot shows the 'Setup Questions' page in InfoEd. At the top, there are buttons for 'Done' and 'Save', and a 'Proposal Title Here' field containing 'Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)'. The proposal ID 'P2100049' is in the top right. A 'Setup Questions' sidebar is on the left. The main content area has sections for 'Submission Mechanism/Form Information', 'Deadline Information' (with fields for 'Deadline Date' and 'Deadline Time' set to '4:30:00 PM'), and 'General Proposal Properties'. A 'HELP INFORMATION' tooltip is open over a question mark icon, containing the text: 'Click the "Complete" box when you are done with this page. All pages must be completed before the proposal can be routed and submitted.' An orange arrow points from the top text box to a question mark icon. Another orange arrow points from the bottom text box to the three-line menu icon in the top left corner.

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal P2100049

Setup Questions

Please answer all questions below and click SAVE.

This template is for use with *internal submissions* only.

Submission Mechanism/Form Information

Deadline Information

Deadline Date

Deadline Time

General Proposal Properties

Will your proposal involve the use of Human Subjects?  Yes  No

Animals?

Will your proposal involve multiple principal investigators?  Yes  No

Click on 3 lines in upper left corner to turn Tool Tips off and on

HELP INFORMATION

Click the "Complete" box when you are done with this page. All pages must be completed before the proposal can be routed and submitted.

Save and Continue

# Setup Questions

## Initial Screen

Make note of proposal number for future reference

https://creighton.infoedglobal.com/Proposal/pd/pdSetup.asp?ProjId=899DC4FB-155B-48F3-8445-8C0F5B910A4E

Done Save Test

Jennifer Klimowicz - Sponsored Programs Administration (Creighton University Center for Faculty E...

Proposal P2200055

### Setup Questions

This template is for use with *internal submissions* only.

#### Submission Mechanism/Form Information

#### Deadline Information

Deadline Date: 18-Nov-2021

Deadline Time: 4:30:00 PM

#### General Proposal Properties

Will your proposal involve the use of Human Subjects?  Yes  No

Will your proposal involve the use of Laboratory Animals?  Yes  No

Will your proposal involve multiple principal investigators?  Yes  No

#### Budget Setup Information

Select the Program Type

- Research, IDC Not Allowed
- select -
- Research, Federal
- Research, Non-Federal
- Research, IDC Not Allowed
- Equipment
- Training/Instruction
- Other

Save

Deadline is required for all proposals

Use this format for the time

Select Program Type

Answer all questions

Check mark shows that each section is complete.

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal P2100049

Setup Questions  Completed  
Personnel  Completed  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit  
Tasks  
Management Record (PT)

Personnel  Completed [Edit Mode](#)

Add Personnel [hide]

Proposal Element  Proposal Structure

Personnel Type

Create Profile  Role

Save

Person Months

Senior/Key

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
	Jennifer Klimowicz PD/PI * Certifications and Training			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Creighton University Creighton University	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

Legend:  
 Prime

To make changes to completed page, click the Completed box in the top right corner of page to uncheck the box, make your change, then click the Completed box again

# Personnel Tab

- ▶ PI is automatically added.
- ▶ Use the Personnel tab to add key personnel.
- ▶ Search by last name and click the grey “Save” button to add new personnel.

# Personnel

PowerPoint update Sept 2021  
Jennifer Klimowicz - Sponsored Programs Administration (CURAS Summer U

Proposal P2200007  
Completed  
Edit Mode

**Personnel**

Add Personnel [hide]

Proposal Element: Prime  
Personnel Type: Key  
Name (Last, First): Herr, Elizabeth - EJV10644 - Sponsored Program  
Role: Co-Investigator

Save

Click Save

To add key personnel, select Key under Personnel Type. Enter the person's name under Name, then select the Role from dropdown menu

You **do not** enter a biosketch in this tab. If required, Biosketches will be added in the attachments tab.

Person Months

All Certifications and Training

Senior/Key

	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT
								CALENDAR	ACADEMIC	SUMMER		
:		Jennifer Klimowicz PD/PI * Certifications and Training					Creighton University Sponsored Programs Administration	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

Legend:  
1 Prime

# Personnel

## Adding TBD Personnel

Haddix Test  
Investigator Creighton - Chemistry (Dr. George F. Haddix President's Faculty)

Setup Questions  
Personnel  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit

Tasks  
Management Record (PT)

**Personnel** ?

Add Personnel [hide]

Proposal Element Proposal  
Prime

Personnel Type  
Key  
Key  
Non-Key  
Other Significant Contributor  
Consultant - Key  
Consultant - Non-Key  
External Consultant - Key  
External Consultant - Non-Key  
External Consultant - Other Significant Contributor

To add non-key personnel TBD positions, select "Non-Key" role from dropdown menu.

# Personnel

## Adding TBD Personnel (cont.)

Haddix Test  
Investigator Creighton - Chemistry (Dr. George F. Haddix President's Faculty Research)

Setup Questions  
**Personnel**  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit

Tasks  
Management Record (PT)

**Personnel** ?

Add Personnel [hide]

Proposal Element  
Prime

Personnel Type  
Non-Key

Name (Last, First)  
Create Profile

Save

All Certifications and Training

1. Click Create Profile

https://creighton-dev.infoedglobal.com/PTNET2/Budget/UI/AddProfile.asp  
creighton-dev.infoedglobal.com/PTNET2/Budget/UI/AddProfile

New Profile

Genius Profile  Temporary Profile

Salutation   
First Name   
Middle Initial   
\* Last Name   
Suffix   
Title   
Phone   
Fax   
Email   
Address   
  
City   
State   
Zip   
Country

\* Department [Set](#)  
Employee ID [Set](#)

2. Type in Last Name as Job Title (e.g., Graduate Student)

3. Click on Set to choose the Department (new window will open)



# Personnel

## Adding TBD Personnel (cont.)

**Departments**

Select department from list  
Begin typing to select Department

- Or -

- Creighton University
  - College of Arts and Sciences
  - College of Nursing
  - Executive Vice President
  - Graduate School/College of Professional Studies
  - Heider College of Business
  - President's Office
  - Provost's Office
  - School 1
  - School of Dentistry
  - School of Law
  - School of Medicine
    - Anesthesiology and Perioperative Medicine
    - Biomedical Sciences
  - Clinical and Translational Science
    - Dean's Office
    - Family Medicine
    - Hereditary Cancer Center
    - Medical Education
    - Medical Humanities
    - Medical Microbiology and Immunology

4. Select correct Department, then click Select

**New Profile**

Genius Profile  Temporary Profile

Salutation

First Name

Middle Initial

\* Last Name

Suffix

Degrees

Title

Phone

Fax

Email

Address

City

State

Zip

5. Click Save

# Personnel

## Adding TBD Personnel (cont.)

Haddix Test  
Investigator Creighton - Chemistry (Dr. George F. Haddix President's Faculty Research Grant)

Proposa  
P2300017

Completed  [Edit Mode](#)

Setup Questions  
Personnel  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit

Tasks  
Management Record (PT)

**Personnel** <sup>?</sup>

Add Personnel [hide]

Proposal Element [Proposal Structure](#)  
Prime

Personnel Type  
Non-Key

Create Profile

Name (Last, First)  
Graduate Student, - Chemistry

Save

Role  
Co-PD/PI  
Co-PD/PI  
Faculty  
Post Doctoral  
Post Doctoral Associate  
Post Doctoral Scholar  
Other Professional  
Graduate Student  
Undergraduate Student  
Technician  
Consultant  
Co-Investigator  
Other (Specify)

on Months <sup>?</sup>

ARTMENT

CALE

All Certifications and Training

Senior/Key

	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIB
⋮	●	Investigator Creighton PD/PI * Certifications and	✉		?	☑

Chemistry

0

6. Choose the correct role for this TBD personnel from the dropdown menu

7. Click Save

# Internal Protocol Approvals

To link a human subject protocol:

If you don't have approvals to enter, click the Complete button and move to the next tab

The screenshot shows a web application interface for 'Internal Protocol Approvals'. At the top, there are buttons for 'Done' and 'Save', and a title 'Non S2S Test 08/06/2020 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)'. On the right, it says 'Proposal P2100101'. A 'Completed' checkbox is visible. A sidebar on the left contains navigation options: 'Setup Questions', 'Budget', 'Personnel', 'Internal Protocol Approvals' (highlighted with an orange box), 'Internal Proposal Routing Form', 'Attachments', 'Route and Submit', 'Management Record (PT)', and 'Tasks'. The main area is titled 'Approvals' and contains a note: 'Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.' Below the note, there is an 'Add' button. A callout box labeled '1. Click to Add' points to this button. A modal window titled 'Add/Edit Approvals' is open, showing a 'Type:' dropdown menu set to 'Human Subjects' (with a callout '2. Select Human Subjects'), and radio buttons for 'Attached', 'Not Attached', and 'Create New'. A callout box labeled '3. If you have started a protocol in the InfoEd Human Subjects module, click "Attached"; if you haven't submitted a protocol, click "Not Attached"' points to these radio buttons. A 'Continue' button is also present in the modal, with a callout box labeled '4. Click Continue' pointing to it. The modal also has 'Save' and 'Close' buttons.

3. If you have started a protocol in the InfoEd Human Subjects module, click "Attached"; if you haven't submitted a protocol, click "Not Attached"

\*\*\*If you are a student who is applying for CURAS Summer Undergraduate Research & Creative Project Program (SURF), check with your faculty mentor regarding any protocol approvals.\*\*\*

# Internal Protocol Approvals

To link an In Process or Approved human subject protocol:

The screenshot shows a web application interface for 'Internal Protocol Approvals'. On the left is a sidebar with a menu containing: Setup Questions, Budget, Personnel, Internal Protocol Approvals (highlighted with an orange box), Proposal Routing Form, Attachments, Route and Submit, Tasks, and Management Record (PT). The main content area is titled 'Approvals' and includes a 'Completed' checkbox. A modal window titled 'Add/Edit Approvals' is open, showing the 'Add Human Protocol' section. This section has a 'Select by Number' input field with a 'Go' button and a 'Clear All' button. Below this is the 'Apply Filters' section with its own 'Go' and 'Clear All' buttons. The 'Browse By' section contains three rows of filters: 'Sponsor/Scheme' (No Sponsors Found), 'Sponsor Type' (Primary, Center/Program, Principal Investigator), and 'Investigator' (Set). Each filter has a 'Set' button. Two orange callout boxes provide instructions: 'Option 1: Type in protocol number and click Go' points to the 'Go' button in the 'Select by Number' section. 'Option 2: Search by Principal Investigator Set under Principal Investigator, choose name, then click Go' points to the 'Set' button in the 'Principal Investigator' filter row.

\*\*\*If you are a student who is applying for CURAS Summer Undergraduate Research & Creative Project Program (SURF), check with your faculty mentor regarding any protocol approvals.\*\*\*

# Internal Protocol Approvals

To link to a current human subject protocol:

The screenshot shows a table with columns for 'Num', 'Record creation date', and 'Select'. The table contains 15 rows of protocol records, all created by Jared Berezin. Annotations include: 1. A box around the bottom of the table with the text '1. Scroll to the bottom of the page'. 2. A box around the 'Select' column with the text '2. Click the box next to the appropriate protocol' and an arrow pointing to the checkbox for the record with ID 2000998. 3. A box around the 'Select' button at the top right with the text '3. Click Select' and an arrow pointing to the button.

Num	Record creation date	Select
		Berezin, Jared D <input type="checkbox"/>
		Berezin, Jared D <input type="checkbox"/>
		Berezin, Jared D <input type="checkbox"/>
		Berezin, Jared D <input type="checkbox"/>
		Berezin, Jared D <input type="checkbox"/>
2000904	New Protocol Created for Jared Berezin on 27-Feb-2020 12:52 PM	Berezin, Jared D <input type="checkbox"/>
2000956	New Protocol Created for Jared Berezin on 11-Mar-2020 3:24 PM	Berezin, Jared D <input type="checkbox"/>
2000985	New Protocol Created for Jared Berezin on 26-Mar-2020 8:39 PM	Berezin, Jared D <input type="checkbox"/>
2000987	New Protocol Created for Jared Berezin on 26-Mar-2020 8:57 PM	Berezin, Jared D <input type="checkbox"/>
2000989	New Protocol Created for Jared Berezin on 26-Mar-2020 9:22 PM	Berezin, Jared D <input type="checkbox"/>
2000990	New Protocol Created for Jared Berezin on 26-Mar-2020 9:49 PM	Berezin, Jared D <input type="checkbox"/>
2000997	New Protocol Created for Jared Berezin on 27-Mar-2020 10:40 AM	Berezin, Jared D <input type="checkbox"/>
2000998	New Protocol Created for Jared Berezin on 27-Mar-2020 10:42 AM	Berezin, Jared D <input type="checkbox"/>
2000999	New Protocol Created for Jared Berezin on 27-Mar-2020 11:33 AM	Berezin, Jared D <input type="checkbox"/>
2001159	New Protocol Created for Jared Berezin on 28-May-2020 2:22 PM	Berezin, Jared D <input type="checkbox"/>
2001160	New Protocol Created for Jared Berezin on 28-May-2020 2:31 PM	Berezin, Jared D <input type="checkbox"/>
2001383	New Protocol Created for Jared Berezin on 18-Aug-2020 1:34 PM	Berezin, Jared D <input type="checkbox"/>

2. Click the box next to the appropriate protocol

\*\*\*If you are a student who is applying for CURAS Summer Undergraduate Research & Creative Project Program (SURF), check with your faculty mentor regarding any protocol approvals.\*\*\*

# Internal Protocol Approvals

Enter an animal or human subjects protocol that hasn't been started in InfoEd. If using a central IRB, follow these instructions:

If you don't have approvals to enter, click the Complete button and move to the next tab

Non S2S Test 08/06/2020  
Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)

Proposal P2100101

Setup Questions  
Budget  
Personnel  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit  
Management Record (PT)  
Tasks

Approvals ? Complete  ?

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

Approvals

1. Click to Add

Add/Edit Approvals

Approvals

Type:  ▼

Protocol:  Attached  Not Attached  Create New

Continue

3. Click Continue

\*\*\*If you are a student who is applying for CURAS Summer Undergraduate Research & Creative Project Program (SURF), check with your faculty mentor regarding any protocol approvals.\*\*\*

# Internal Protocol Approvals

Enter any human subject or animal protocols used on the project

4. Select a Status. If the protocol is **pending**, just choose Pending as the status and don't add dates. If it's an **approved animal protocol**, add your Reference No. (protocol number), Approval date, and Approved From and To dates (if applicable).

5. Click Save and then Close to add

6. Once all approvals have been entered, click Completed

Type	Protocol Number	Approval Status	Approved Date	Approved From	Approved To	Review Category	Sequence
Human Subjects		Pending	Pending				0

\*\*\*If you are a student who is applying for CURAS Summer Undergraduate Research & Creative Project Program (SURF), check with your faculty mentor regarding any protocol approvals.\*\*\*

# Proposal Routing Form

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship) Proposal P2100049

Internal Proposal Routing Form  Complete

Setup Questions  
Personnel  
Internal Protocol Approvals  
**Internal Proposal Routing Form**  
Attachments  
Route and Submit

Tasks  
Management Record (PI)

**Investigator and Proposal Information**  
Principal Investigator/Project Director/Fellowship Sponsor:  
Klimowicz, Jennifer  
Email JenniferKlimowicz@creighton.edu  
Phone 402-280-2064  
Department Creighton University

Personnel:

PI	Name	Department	Role	Net Effort
✓	Klimowicz, Jennifer	Creighton University	PD/PI	0.000

Sponsor: CURAS Summer Faculty Research Fellowship

**Internal Grant Information**  
Enter the budget \$ amount:

Yes  No Has this application been submitted to any other internal Creighton University funding mechanisms?

**Identification**  
Proposal Title  
  
Brief description of project in plain language (1000 character limit).  
  
Sponsor Guidelines: Please provide a link or upload the guidelines here.  
  
Please provide the link to the Sponsor Guidelines:

**Protocols**  
Will your project involve...  
 Yes  No Human Subjects?  
 Yes  No Laboratory Animals?  
 Yes  No Recombinant DNA or other biological agents?  
 Yes  No Radioactive materials/radiation-generation machines?

The initial sections of the Proposal Routing Form prefill from previous tabs. Respond to all remaining questions and click Complete

\*Note: The information in the Protocol Approvals and Proposal Routing Form tabs is internal only and is not to be included in the submission to sponsor.



# Attachments

Upload your proposal documents here, per the guidelines

☰ Done Save Proposal Title Here Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship) Proposal P2100049

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- Attachments**
- Route and Submit

Attachments <sup>?</sup> Completed

Current Proposal Status: Under development

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
--------------------	------	--------	--------	--------

[Add Institution Forms/Supporting Documents](#)

Click Add Institution Form/Supporting Documents to upload new documents

# Attachments

1. Click Choose File to locate document to be uploaded

3. Click Upload

**Upload**

**Upload new document**

Name

Location  Research Strategy.docx

Category

Folder   
Contract  
Letters  
Notice of award  
**Proposal package**  
Protocol  
Report  
Sponsor guidelines  
Other

**Add Initial Components**

Form Name  Type  Add

2. Select the correct category for the document

Once document has been uploaded into InfoEd, click Close to finish the upload

Please click 'Close' to complete the upload of your documents.

**Upload**

**Upload new document**

Name

Note: InfoEd will accept Word, PDF, Excel, and other format files

# Attachments

https://creighton-dev.infoedglobal.com/Proposal/pd/pdInternalDocs.asp?ProjID=45C6659B-1047-4240-BC96-80A83EBD4B24

PowerPoint update Sept 2021  
Jennifer Klimowicz - Sponsored Programs Administration (CURAS Summer Undergraduate Research Fellowship/SURF)

Proposal P2200007

Attachments  Completed

Current Proposal Status: Under development

Components for Initial Application

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Creighton PI Full Proposal Package - Final.pdf (Proposal package)		Completed		

Add Institution Forms/Supporting Documents

Click Completed when done

Click to view and confirm correct document has been uploaded

Click to remove documents

New document will show up under Form/Document Name

Repeat upload process until all required documents are uploaded

# Route and Submit

- ✓ Setup Questions
- ✓ Personnel
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- ✓ Attachments
- ▶ **Route and Submit**
- Tasks
- Management Record (PT)

## Route and Submit <sup>?</sup>

[Build PDF / Form Pages](#)  
[Assemble Application](#)

Document	Page Count	Sequence	Edit
Proposal Routing Form	2	<input type="text" value="1"/>	

Click here to Assemble the application and generate the Assembled Document

Build

This section allows you to assemble the final proposal. All of the necessary components should have been generated from the system into PDF documents or uploaded and converted (if necessary) into PDF documents.

The first step is to indicate which "sequence" you would like the components to be assembled in. A default order has been set, but you may choose a different sequence if you like.

You may also indicate which pages you would like numbers to appear on the bottom of, and what the starting point is for those numbers. If you do not want sections to be numbered, leave the box for that section blank. Page numbers are sequential within a given section.

The "Build" button will construct one composite document based upon the preferences you indicated. Please review this document carefully. This is your final proposal. If there are problems with the proposal, please correct them at this point. Sequencing or page numbering problems may be corrected from this screen. Other problems may require you to visit that section of the proposal and make changes. It will be necessary to "un-check" the completed sections in order to make changes. You may build the proposal as many times as you need to. Only the final version will be saved.

[Submit for Internal Review](#)

# Route and Submit

## Submit for Final Review

test Done Save Proposal P2200289

Barbara Bittner - Sponsored Programs Administration (American Cancer Society, Inc./ACS)

**Route and Submit** <sup>?</sup>

Build PDF / Form Pages  
Assemble Application  
Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for approval. This section potentially supports both Pre-Review and Final routing. The Submit button for Final routing appears when the record has not been submitted for final review and is not visible when the record is in final review.

Current Proposal Status: **Under development**

Components for **Initial Application** Submit Final Review Submit

Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Add a Keyword to eForm.pdf (Proposal package)		Completed		

[Add Institution Forms/Supporting Documents](#)

All documents uploaded to the Attachments tab, as well as the Assembled Doc (which is the Proposal Routing Form), are available to view here and will be routed to approvers

# Submit for Internal Routing

## Certification

Close

The information in the attached proposal is true, complete, and accurate to the best of my knowledge. I understand that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. If the proposal is funded, I agree to accept responsibility for the scientific conduct of the project and will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the University. I will be fully responsible for meeting the requirements of the award, including providing the proper stewardship of sponsored funds and submitting all required technical reports and deliverables on a timely basis, in accordance with Federal policy.

No individual listed on this project or to be added to this project has been excluded (or, I have not been excluded) by the Office of Inspector General (OIG) from participation in federal health care programs or has been excluded from participation in government contracts by the General Services Administration (GSA).

A current Disclosure of Financial Relationship Form and verification of Conflict of Interest training are on file with Research Compliance. All Research Staff have been advised of the Financial Conflict of Interest in Research Policy, 3.1.10.

By this submission or approval, I certify that I have read the above statements, and I further certify that the statements are accurate and truthful to the best of my knowledge and belief.

Accepted  Declined

Continue

Read Certification text, click Accepted, then click Continue

# Submit for Internal Routing

Refresh Route

Route Path - **Internal Programs** Add New Person to Review Path

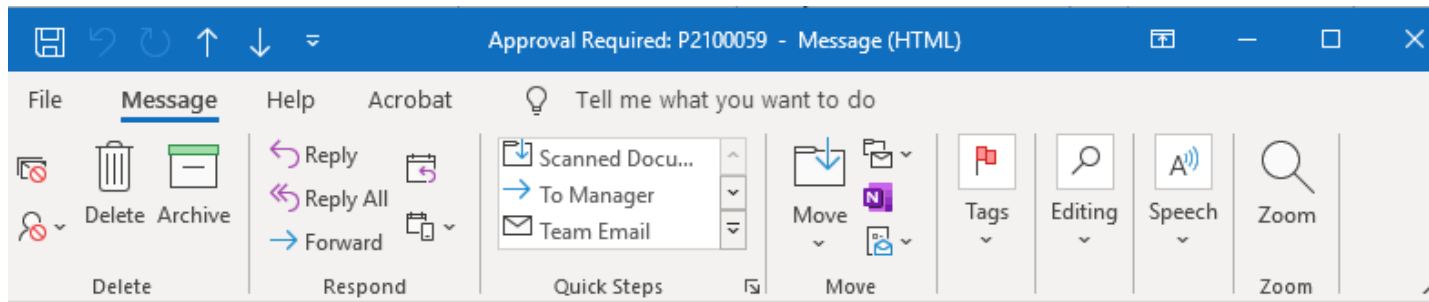
Step 1	PI	Investigator Creighton		1
Step 5	SPA Approval	Elizabeth Herr		2
	SPA Approval	Barbara Bittner		2
	SPA Approval	Jennifer Klimowicz		
Step 6	Department(s)	Chair Creighton		3
Step 7	School(s)	Dean Creighton		4
Step 9	Final Approval (CURAS)	Meghan Freeman		5
Step 14	Completion, CURAS	Elizabeth Herr		
	Completion, CURAS	Investigator Creighton		6
	Completion, CURAS	Jennifer Klimowicz		
	Completion, CURAS	Barbara Bittner		

1. Investigator must click submit to approve and move the proposal forward to the next approver
2. Sponsored Programs will review, but only one needs to approve
3. Department Chair must approve
4. School/College Dean must approve
5. CURAS approves and submission is complete
6. Investigator and Sponsored Programs are informed that routing has been completed

\*\*\*The route path may change based on which opportunity you choose.\*\*\*

# Email Notification

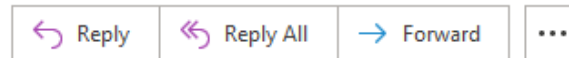
If a grant proposal is submitted that requires your approval, you will receive an email from [spa@creighton.edu](mailto:spa@creighton.edu).



## Approval Required: P2100059



Creighton, SPA <spa@creighton.edu>  
To: Klimowicz, Jennifer R



Fri 7/17/2020 4:26 PM

Investigator Creighton of Test Department is preparing proposal P2100059, *Bittner LB692 Test 7.17.2020*. Please review the item from here: [Reviewer Dashboard](#). Please note that this proposal is due TO THE SPONSOR by 30-Jul-2020. Any questions should be directed to Sponsored Programs Administration. Thank you.

[Click Here to Access Reviewer Dashboard](#)



# Reviewer Dashboard

Click on Yellow Review tab

HELP

You have been identified as someone who needs to perform an On-line Review.  
The "Review Dashboard" allows you to:

Close

- "See Comments" others have made when they reviewed this item
  - "Add Comments" to this item
  - Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

REVIEW


Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

ROUTE

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.

If you have any questions regarding your involvement in this process, or what is expected of you please contact:

SPA Creighton   
2500 California Plaza  
Omaha, NE 68178-0390

# Review Proposal Documents

The screenshot shows a web interface for reviewing proposal documents. On the left, there is a vertical navigation menu with buttons for 'HELP', 'REVIEW', and 'ROUTE'. The main content area displays proposal details and a table of documents. Three callout boxes provide instructions:

- 1. Click here if you chose to view detailed information in the proposal**: Points to the 'Proposal Development Record' link in the table.
- 2. Click here to review PDF of information entered in the system, including the Proposal Routing Form**: Points to the 'Assembled Doc' link in the table.
- 3. Comments to all approvers on the proposal can be entered here**: Points to the 'Add Comments' text area.

**Proposal - Initial Application**  
Number: [P2100213](#)  
Title: Haddix Test 8.26.2020  
Sponsor: Dr. George F. Haddix President's Faculty Res...  
Submitted: 26-Aug-2020 1:57:16 PM

Form/Document	Document Type	Submitted
<a href="#">Proposal Development Record</a>		26-Aug-2020 1:54:46 PM
<a href="#">Assembled Doc</a>	Budget detail	26-Aug-2020 1:56:41 PM
<a href="#">Bekmuratova Haddix Grant Proposal.pdf</a>	Proposal package	26-Aug-2020 1:56:25 PM

**Comments I can see...**  
Posted By: Investigator Creighton  
26-Aug-2020 1:57:27 PM

**Add Comments:**  
To be shared with everyone

Select a decision:  
Approve  
Revision needed  
Will not approve

Comments to be shared with PI(s)

# Tracking Your Proposal Routing

You can track routing process on the Route and Submit Page

This symbol indicates the proposal has been submitted to route

Proposal Title Here  
Investigator Creighton - Test Department (CURAS Summer Faculty Research Fellowship) Proposal P2100293

Setup Questions  
 Personnel  
 Internal Protocol Approvals  
 Internal Proposal Routing Form  
 **Route and Submit**  
 Management Record (PT)  
 Tasks

### Route and Submit

[Build PDF / Form Pages](#)  
[Assemble Application](#)  
[Submit for Internal Review](#)

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Routing**

Components for **Initial Application**

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Project_Narrative .pdf (Proposal package)		Completed		

[Add Institution Forms/Supporting Documents](#)

### Active Routing Progress

P2100293 - Investigator Creighton "Proposal Title Here"

*Submitted by Jennifer Klimowicz on behalf of Investigator Creighton*

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert Remove
Internal Programs	Final Review	Step 1 - PI	Investigator Creighton	09-Oct-2020 2:31:59 PM	Approved - Approve	
Internal Programs	Final Review	Step 5 - SPA Approval	Jennifer Klimowicz	09-Oct-2020 2:33:08 PM		
Internal Programs	Final Review		Elizabeth Herr	09-Oct-2020 2:33:09 PM		
Internal Programs	Final Review		Barbara Blittner	09-Oct-2020 2:33:09 PM		
Internal Programs	Final Review	Step 6 - Department(s)	Chair Creighton			
Internal Programs	Final Review	Step 7 - School(s)	Dean Creighton			
Internal Programs	Final Review	Step 9 - Final Approval (CURAS)	Meghan Freeman			

# Finalizing and Submitting

- Once Routing is complete, you will receive an email from InfoEd indicating that your submission is complete.
- For InfoEd-specific questions, contact Sponsored Programs Administration at [spa@creighton.edu](mailto:spa@creighton.edu) or 402-280-3209.

Creighton  
UNIVERSITY