Proposal Development Internal Opportunities Proposal Set-Up
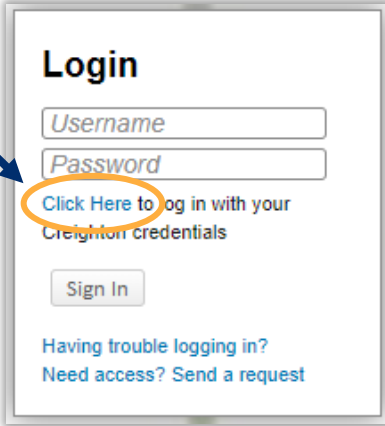
Dr. George F. Haddix President's Faculty Research Fund
CURAS Internal Research Opportunities

Creighton University
Sponsored Programs Administration

February 2023

Creighton
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Logging into InfoEd

Creighton University Employees and Students

Login

Username

Password

Click Here to log in with your Creighton credentials

Sign In

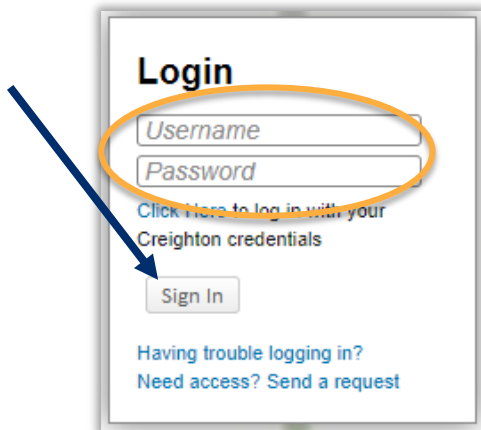Having trouble logging in?
Need access? Send a request

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.

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Logging into InfoEd

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

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 ***

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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

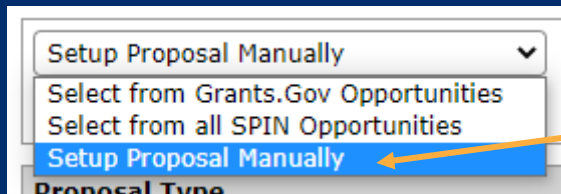Please type and select the PI Name

Creighton, Investigator

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

Create a New Proposal
Copy From Existing Proposal

Select Create a New Proposal
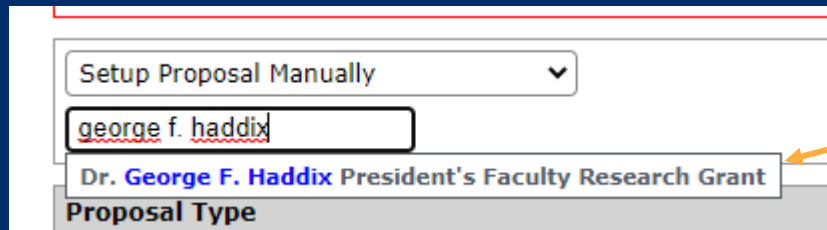
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New Proposal Questionnaire
Setting Up the Proposal

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*****

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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: 01-Aug-2023   End: 31-Jul-2025

Number of Project Periods

2 ⌄

Enter Project Start/End dates and click Continue

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

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

Number of Project Periods

2 ⌄

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

Create Proposal

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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.

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InfoEd Tool Tips

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

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

Setup Questions

Setup Questions
Show

Please answer all questions below and click SAVE.

HELP INFORMATION   Show Help

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

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

Submission Mechanism/Form Information

Deadline Information

Deadline Date

Deadline Time   4:30:00 PM

General Proposal Properties

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

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

Animals?

Will your proposal involve multiple principal investigators?   ○ Yes ● No

Save and Continue

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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

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

Tasks

...nagement Record (PT)

Setup Questions   Show   Completed ☐

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

Submission Mechanism/Form Information

Deadline is required for all proposals

Deadline Information

Deadline Date   18-Nov-2021

Deadline Time   4:30:00 PM

Use this format for the time

Answer all questions

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

Select Program Type

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

Check mark shows that each section is complete.

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

Proposal
P2100049

Done Save

✓ Setup Questions
▶ Personnel
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
Prime

Personnel Type
Key

Create Profile   Name (Last, First)   Role
Begin typing to select Personnel Name...   Co-PD/PI

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			
⋮	⦿ ❶	Jennifer Klimowicz *PD/PI ** *Certifications and Training*	✉		✓	☑	Creighton University Creighton University	0	0	0	📄	📄	↪

Legend: ⌃
❶ 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

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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.

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Personnel

Personnel
Adding TBD Personnel

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

Personnel
Adding TBD Personnel (cont.)

1. Click Create Profile

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 | Close

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 — Save | Close

Genius Profile ○   Temporary Profile ●

Salutation:
First Name:
Middle Initial:
* Last Name: Graduate Student
Suffix:
Degrees:
Title:
Phone:
Fax:
Email:
Address: 2500 California Plaza
City: Omaha
State: Nebraska
Zip: 68178

5. Click Save

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Personnel
Adding TBD Personnel (cont.)

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

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

Done Save

Proposal
P2100101

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

- Management Record (PT)
- Tasks

Approvals   Completed ☐

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

Add/Edit Approvals   Save Close

Approvals   Continue

2. Select Human Subjects

Type: [Human Subjects ▼]

Protocol: ○ Attached ⦿ Not Attached ○ Create New

4. Click Continue

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.

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Internal Protocol Approvals
To link an In Process or Approved human subject 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
To link to a current human subject protocol:

1. Scroll to the bottom of the page

3. Click Select

Select

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

**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.***

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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

1. Click to Add

2. Select type of approval

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.

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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

Add/Edit Approvals

Save | Close

Human Subjects

Status	Pending ▼	Approval Review Type	▼
Approval Review Category	▼	Exemption No.	
Reference No.		Sequence No.	0
Approved		📅	Approved From		📅
Approved To		📅		

Approvals ❓   Jennifer Klimowicz - Sponsored Programs Administration (N   Completed ☐ ❓

6. Once all approvals have been entered, click Completed

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

Approvals   Add

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

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.

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Proposal Routing Form

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 <u>not</u> to be included in the submission to sponsor.

Attachments

Upload your proposal documents here, per the guidelines

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

Attachments ⑦

Completed ☐

✓ **Setup Questions**

✓ **Personnel**

✓ **Internal Protocol Approvals**

✓ **Internal Proposal Routing Form**

Attachments

Route and Submit

Tasks

Management Record (PT

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

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Attachments

1. Click Choose File to locate document to be uploaded

3. Click Upload

2. Select the correct category for the document

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

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

Attachments

Repeat upload process until all required documents are uploaded

Route and Submit

Done Save **Proposal Title Here**   **Proposal**
Jennifer Klimowicz - Creighton University (CURAS S...   0049

Route and Submit ⓘ

Build PDF / Form Pages
Assemble Application

Document	Page Count	Sequence	Edit
Proposal Routing Form	2	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.

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

Tasks

Management Record (PT)

Submit for Internal Review

Route and Submit
Submit for Final Review

Click Submit to begin Internal Routing

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

Proposal
P2200289

✓ Setup Questions

✓ Budget

✓ Personnel

✓ Internal Protocol Approvals

✓ Proposal Routing Form

✓ Attachments

▶ Route and Submit

Tasks

Management Record (PT)

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 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

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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

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Submit for Internal Routing

Refresh Route	Route Path - **Internal Programs** Add New Person to Review Path			Submit
Step 1	**PI**	Investigator Creighton		1
Step 5	**SPA Approval**	Elizabeth Herr		
	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		

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

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

Email Notification

If a grant proposal is submitted that requires your approval, you will receive an email from spa@creighton.edu.
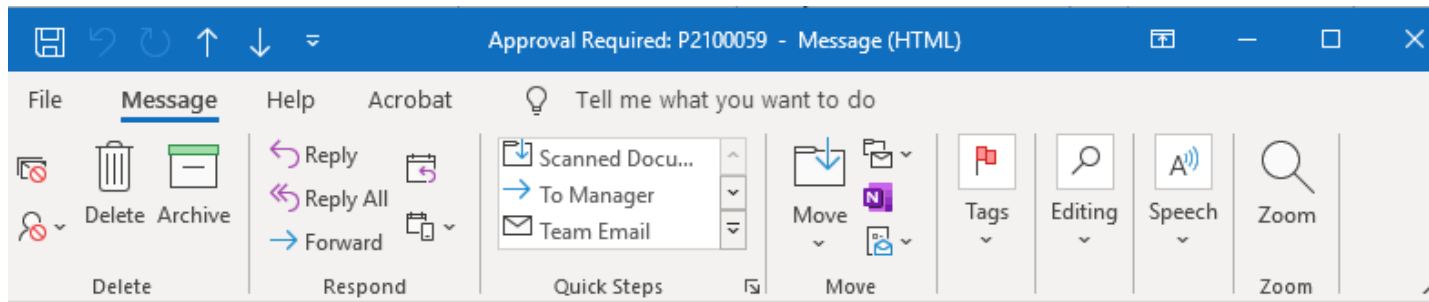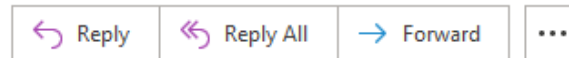
Click Here to Access Reviewer Dashboard

Reviewer Dashboard

Click on Yellow Review tab

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

- "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

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.

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

Close

HELP
REVIEW
ROUTE

33

Review Proposal Documents

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

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 or 402-280-3209.