

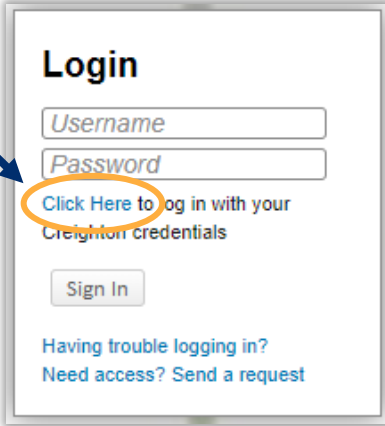
Proposal Development Non-S2S Proposal Set-Up

Creighton University
Sponsored Programs Administration

Fall 2023

Logging into InfoEd

Creighton University Employees and Students



Login

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

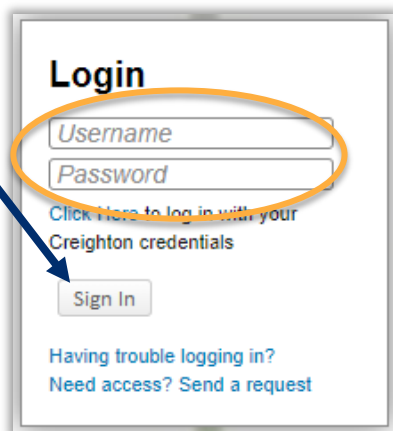
[Having trouble logging in?](#)
[Need access? Send a request](#)

*****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 *****

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

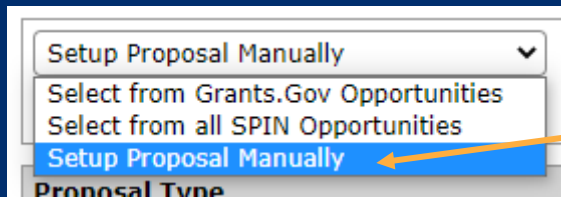
Please select "New" proposal or "Copy from Existing"

Create a New Proposal ▲
Copy From Existing Proposal ▼

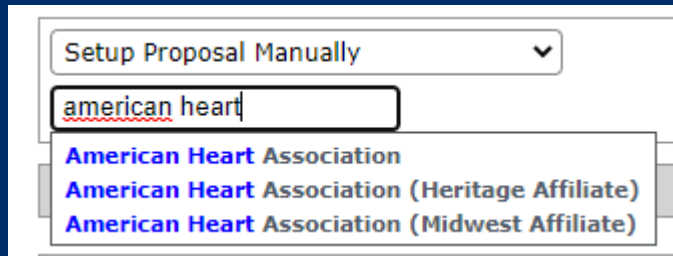
Select Create a New Proposal

New Proposal Questionnaire

Setting Up the Proposal



Select Setup Proposal Manually



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

If your sponsor is not in InfoEd, contact Sponsored Programs Administration.

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

The screenshot shows a web form for entering project details. It is divided into two main sections. The top section is titled "Please Enter the Projected Project Start / End Dates" and contains two date input fields: "Start: 01-Apr-2023" and "End: 31-Mar-2025". Below this is a section titled "Number of Project Periods" with a dropdown menu showing the number "2". The bottom section is also titled "Number of Project Periods" and contains a dropdown menu showing the number "2". A "Create Proposal" button is located at the bottom right. Annotations with orange boxes and arrows provide instructions: one points to the date fields, another to the "Number of Project Periods" dropdown in the top section, and a third to the "Create Proposal" button. A warning note is also present.

Please Enter the Projected Project Start / End Dates

Start: 01-Apr-2023 End: 31-Mar-2025

Number of Project Periods

2

Number of Project Periods

2

Create Proposal

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

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 left, there is a hamburger menu icon (three horizontal lines) next to 'Done' and 'Save' buttons. The page title is 'department test' and 'Investigator Creighton - Medicine (National Institutes of Health/NIH)'. On the right, it says 'Proposal P2100254'. The main content area is titled 'Setup Questions' and includes instructions: 'Please answer all questions below and click SAVE.' and 'Each proposal is broken down into several sections based upon what the sponsor and your Institution requires. Once each section is completed, indicate of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.' Below this is a section for 'Grants.Gov Submission Information' with a table of details:

Opportunity Number	PA-FN-R01
Opportunity Title	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allow
Offering Agency	National Institutes of Health
Open Date	09-Oct-2019
Close Date	08-Oct-2024 <i>Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PD for appropriate late submissions.</i>
CFDA Number	93.855

A 'HELP INFORMATION' tooltip is visible on the right side, triggered by hovering over a question mark icon. The tooltip text reads: 'Click the "Complete" box when you are done with this page. All pages must be completed before the proposal can be routed and submitted.' There are also 'Show' and 'Show Help' buttons near the tooltip.

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

Setup Questions

Initial Screen

Make note of proposal number for future reference

Proposal Name Here
Investigator Creighton - Test Department (St. Baldrick's Foundation)

Proposal P2000102

Setup Questions

Please answer all questions below and click SAVE.

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

Submission Mechanism/Form Information

Is this a Flow Through Project? ? Yes No

Deadline Information

Deadline Date

Deadline Time

Deadline is required for all proposals

Flow Through Project

1. If your project is a flow through project, click Yes

2. Proposal Sponsor is the organization from which Creighton will directly receive funding. You do not need to change this.

3. Originating Sponsor is the organization from which the Proposal Sponsor is receiving their funding. To select correct Originating Sponsor, click Change. When new box pops up, select sponsor from dropdown menu.

4. Do not change any other information on this page. Once the correct sponsors have been selected, click Save and then click Close.

The screenshot shows a 'Setup Questions' section with a 'Yes' radio button selected for 'Is this a Flow Through Project?'. Below this, a 'Sponsor/Template Selection' window is open, showing 'University of Nebraska Medical Center Change' for both 'Proposal Sponsor' and 'Originating Sponsor'. A second window, 'University (or Inst.) -Select Sponsor', is also open, showing a dropdown menu with 'National Institutes of Health/NIH' selected.

Setup Questions

Initial Screen – Proposal Properties

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

Information in this section will drive the budget information and the need to add protocol information for human subjects or vertebrate animals

Budget Setup Information

Select the Program Type

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

This will determine which F&A (indirect) rate is used for this application; if you are unsure which to choose, consult the proposal FOA or contact Sponsored Programs Administration

Save and Continue

When you're done, click Save and Continue; this will automatically complete the page.

Checkmark shows that each section is complete.

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

Proposal P2100101

Done

Setup Questions Show Completed

Budget

Personnel

Internal Protocol Approvals

Internal Proposal Routing Form

Attachments

Route and Submit

Management Record (PT)

Tasks

Setup Questions

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

Submission Mechanism/Form Information

Is this a Flow Through Project? No

Deadline Information

Deadline Date 31-Aug-2020

Deadline Time 4:30:00 PM

General Proposal Properties

Will your proposal involve the use of Human Subjects? No

Will your proposal involve the use of Laboratory Animals? No

Will your proposal involve multiple principal investigators? No

Budget Setup Information

Select the Program Type Research, Non-Federal (

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

Budget

Salary and Appointment Details

- ▶ Salary information should automatically populate. If salary information is not in InfoEd, contact Sponsored Programs.
- ▶ Current salary is the Base Salary unless project starts in the next fiscal year, in which case, inflate as needed.
- ▶ For faculty with less than 12-month appointments, the base salary will reflect a summer appointment.
- ▶ Appointment Start and End date correspond to the following dates:
 - Annual - 07/01 to 06/30
 - Academic - 09/01 to 05/31
 - Summer - 06/01 to 08/31
- ▶ Fringe Benefits will automatically populate, as will the Total column.

Salary Release

Any Creighton faculty named in the budget of a proposal will need to provide **Salary Release Confirmation**.

1. If you are included on a proposal, you will receive an email asking for salary release permission.

Click on Open Information Release Screen.

Reply Reply All Forward ...
Tue 8/18/2020 12:25 PM

Barbara Bittner has added you to grant proposal P2100006, Library Services Test 8.18.2020, as key personnel. Your approval is needed to officially add you to this project. Once you approve, your salary will be visible in the proposal budget. Only the PI, key personnel, department/school administrator(s), Sponsored Programs Administration, Chair(s), Dean(s), and Provost will have access to this information. To approve, please follow the link below.

[Open Information Release Screen](#)

Salary Release Confirmation

██████████ has been named on a new proposal that is being developed by Barbara Bittner

Proposal Number:	P2100012	Sponsor:	National Institutes of Health/NIH
Proposal Title:	August 28, 2020 - Test 2	Start Date:	01-Sep-2020
		End Date:	31-Aug-2021

Salary Release

Institutional Base Salary: ██████████

I OK the release of this information for use in this proposal
 I do not authorize the release of this information to the proposal

2. Review salary release information and click to authorize the release. If authorization is not granted, you cannot be added to the proposal

Budget

The Budget opens a new window and will display the summary of the current budget.

Non S2S Test 08/06/2020
 Jennifer Klimowicz (American Cancer Society, Inc.)
 Proposal P2100101

Edit Mode

Project Period: 01-Oct-2020 to 30-Sep-2023
 Source View:
 Rollup subprojects:

Period 1 +
 Period 2 + **Budget Summary [Hide]**
Period 3 +

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Oct-2020	30-Sep-2021	Funding*	Proposed	-	-	-	-	-
2							-	-	-	-
3							-	-	-	-
Total:						\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Click on Detail next to PI to add salary/effort

Personnel [hide]

	NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
<input type="button" value="Detail"/>	Klimowicz, Jennifer PD/PI	-	-	-	\$ 0
Subtotal Personnel:		\$ 0	\$ 0	\$ 0	\$ 0

Add Bulk Entry

Non-Personnel [hide]

CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
No records to display.				
Subtotal Non-Personnel:		\$ 0	\$ 0	\$ 0

** Un-mapped object codes will not reconcile into budget categories **

Budget - Detailed

Adding Salary and Effort for Personnel

Budget Detail for: Creighton, Investigator

1

Detail Appointments Justifications Cost Sharing 5 Effort Periods

Committed Effort Save and Close Save Close

Costs by Budget Period Person Months 4 Calculation Details

Labor Object Code 6010 - Faculty Salaries - Contracted Base Fringe Object Code 6704 - Other RCF Benefit Allocation

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	PD 2	101,500	1.20	0.00	0.00	10,150	3,245	\$ 13,395
2	PD/PI 3.00 %	104,545	1.20	0.00	0.00	10,454	3,342	13,796
3	PD/PI 3.00 %	107,681	1.20	0.00	0.00	10,768	3,443	14,211
Total						\$ 31,372	\$ 10,030	\$ 41,402

**Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.

1. Click on Details Tab
2. Appointment and Salary information should be automatically populated. If it is missing, contact Sponsored Programs.
3. Enter effort in Calendar Months for 12-month faculty, Academic and/or Summer for faculty with 9-, 10-, or 11-month appointments
4. Click SAVE to calculate Fringe Benefits
5. Choose Labor Object Code and Fringe Object Code (both correspond to Creighton account codes)
6. Click Save and Close to save

Budget

Adding additional Personnel to the Budget

Project Period: 01-Jun-2020 to 30-Jun-2023

Source View:

Rollup subprojects:

[Edit Mode](#)

Budget Summary [Hide]

Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Jun-2020	31-May-2021	Funding*	Proposed	-	-	-	-	-
2	2	01-Jun-2021	31-May-2022	Funding*	Proposed	-	-	-	-	-
3	3	01-Jun-2022	31-May-2023	Funding*	Proposed	-	-	-	-	-
4	4	01-Jun-2023	30-Jun-2023	Funding*	Proposed	-	-	-	-	-
Total:						\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Personnel [Hide]

	NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	DIRECT COSTS
<input type="button" value="Detail"/>	Klimowicz, Jennifer PD/PI	\$ 11,542	\$ 11,542	\$ 11,542	-	\$ 34,626
Subtotal Personnel:		\$ 11,542	\$ 11,542	\$ 11,542	\$ 0	\$ 34,626

1. Add other project personnel by typing name

2. Select Personnel Type

3. Select Role

4. Click to Add

After adding personnel, add budget details in the next pop-up window using the procedure from slide 20.

Budget

Adding TBD Personnel to the Budget

1. Click Add New 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)

4. Select correct Department

Budget Summary [Hide]

Periods [hide]			
YEAR/PERIOD	INCREMENT	START	END
1	1	01-Jun-2020	31-May-2021
2	2	01-Jun-2021	31-May-2022
3	3	01-Jun-2022	31-May-2023
4	4	01-Jun-2023	30-Jun-2023

New Profile

Genius Profile Temporary Profile

Salutation

First Name

Middle Initial

* Last Name

Suffix

Title

Phone

Fax

Email

Address

City

State

Zip

Country

* Department

Employee ID

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

Budget

Adding TBD Personnel to the Budget (cont.)

The image shows a 'New Profile' form on the left and a 'Budget Summary' table on the right. The form includes fields for Salutation, First Name, Middle Initial, Last Name (filled with 'Graduate Student'), Suffix, Degrees, Title, Phone, Fax, Email, Address (filled with '2500 California Plaza'), City (filled with 'Omaha'), State (filled with 'Nebraska'), and Zip (filled with '68178'). There are radio buttons for 'Genius Profile' and 'Temporary Profile' (selected). A 'Save' button is highlighted with an orange box and an arrow pointing to it, labeled '5. Click Save'. The 'Budget Summary' table has columns for Year/Period, Increment, Start, End, Type, Status, Sponsor, and Cost Sharing. Below it is a 'Personnel' table with columns for Name, Period 1, Period 2, and Period 3. The 'Personnel' table shows two entries: 'Klimowicz, Jennifer PD/PI' and 'Bittner, Barbara Co-PD/PI'. Below the 'Personnel' table is a 'Subtotal Personnel' row and an 'Add New Profile' section with dropdowns for 'TBD, - Test Department', 'Non-Key', and 'Graduate Student', and an 'Add Person' button. Three orange boxes with arrows point to these elements: '6. Select Personnel Type' points to the 'Non-Key' dropdown, '7. Select Role' points to the 'Graduate Student' dropdown, and '8. Click to Add' points to the 'Add Person' button.

5. Click Save

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor [show]	Cost Sharing
1	1	01-Jun-2020	31-May-2021	Funding*	Proposed		-
2	2	01-Jun-2021	31-May-2022	Funding*	Proposed		-
3	3	01-Jun-2022	31-May-2023	Funding*	Proposed		-
4	4	01-Jun-2023	30-Jun-2023	Funding*	Proposed		-
Total:							\$ 0

	NAME	PERIOD 1	PERIOD 2	PERIOD 3
Detail	Klimowicz, Jennifer PD/PI	\$ 11,542	\$ 11,542	\$ 11,542
Detail	Bittner, Barbara Co-PD/PI	14,124	14,124	14,124
Subtotal Personnel:		\$ 25,666	\$ 25,666	\$ 25,666

6. Select Personnel Type

7. Select Role

8. Click to Add

After adding personnel, add budget details in the next pop-up window using instruction on slide 20.

Budget

Adding Salary and Effort TBD Personnel

1. Click the Detail tab
2. Enter number of personnel
3. Enter Effort in Calendar or Academic/Summer Months
4. Select correct Fringe Benefit type from tab (click on triangle in corner and select from dropdown menu)
5. Click Save
6. Select Labor Object Code and Fringe Object Code
7. Click Save and Close

Detail for: Graduate Student,

1

7 5

Detail Appointments Justifications Cost Sharing Effort Periods

Committed Effort Save and Close Save Close

Costs by Budget Period

6

Labor Object Code 6310 - Student Employment Fringe Object Code

4 Person Months Show Calculation Details

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR MONTHS	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	
1	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	\$ 40,000	Remove
2	Graduate Student	<input type="checkbox"/> %	2	0.60	0.00	40,000	Student 0	40,000	Remove
3	Graduate Student	<input type="checkbox"/> %	2	0.60	0.00	40,000	Student 0	40,000	Remove
4	Graduate Student	<input type="checkbox"/> %	2	0.60	0.00	40,000	Student 0	40,000	Remove
5	Graduate Student	<input type="checkbox"/> %	2	0.60	0.00	40,000	Student 0	40,000	Remove
Total						\$ 200,000	\$ 0	\$ 200,000	

Budget

Adding Personnel to the Budget

Once all personnel have been added, click SAVE budget

Non-Federal Test Investigator Creighton (American Cancer Society, Inc.)
Proposal P2000098

Project Period: 01-Jan-2021 to 31-Dec-2023
Source View: Sponsor
Rollup subprojects: Not Rollup
Proposal Structure
Import/Export
Complete Budget
Edit Mode

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]				TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]	
		START	END	TOTAL	TOTAL			TOTAL	DIRECTS	F&A	TOTAL		
1	1	01-Jan-2021	31-Dec-2021	Funding*	Proposed	\$ 101,063		-	\$ 101,063	-		\$ 101,063	
2	2	01-Jan-2022	31-Dec-2022	Funding*	Proposed	102,145		-	102,145	-		102,145	
3	3	01-Jan-2023	31-Dec-2023	Funding*	Proposed	103,260		-	103,260	-		103,260	
Total:						\$ 306,468		\$ 0	\$ 306,468	\$ 0		\$ 306,468	

Personnel [Hide]

	NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail	Creighton, Investigator PD/PI	\$ 13,395	\$ 13,797	\$ 14,211	\$ 41,403	
Detail	Co-Investigator, Creighton PD/PI	22,668	23,348	24,049	70,065	Remove
Subtotal Personnel:		\$ 36,063	\$ 37,145	\$ 38,260	\$ 111,468	

Non-Personnel [hide]

	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
Detail	Computer Services 7203 - Software Rental/Leasing	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	Delete
Detail	Publication Costs 7054 - Printing	5,000	5,000	5,000	15,000	Delete
Detail	Supplies (2) 7655 - Research and Lab Supplies	40,000	40,000	40,000	120,000	Delete
Detail	Travel-Domestic 7365 - Conf Registration and Training Fees	5,000	5,000	5,000	15,000	Delete
Subtotal Non-Personnel:		\$ 65,000	\$ 65,000	\$ 65,000	\$ 195,000	

* Un-mapped object codes will not reconcile into budget categories *

SubAwards [show]

Subprojects [show] Import as Subproject

	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL COSTS
Total Sponsor Direct Costs:	\$ 101,063	\$ 102,145	\$ 103,260	\$ 306,468
Sponsor F&A:	0	0	0	0
Total Sponsor Costs:	\$ 101,063	\$ 102,145	\$ 103,260	\$ 306,468

Budget

Adding Non-Personnel Costs

	5	5	01-Jul-2024	30-Jun-2025	Funding*	Proposed	-	393	270	123	393
Total:							\$ 0	\$ 1,965	\$ 1,350	\$ 615	\$ 1,965

Personnel [Hide]		NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS		
Key Personnel										
Detail	Klimowicz, Jennifer	PD/PI	\$ 12,546	\$ 12,922	\$ 13,310	\$ 13,709	\$ 14,120	\$ 66,607		
Detail	Creighton, Investigator	PD/PI	20,769	21,392	22,034	22,694	23,375	110,264	Remove	
Detail	Investigator, Jay	PD/PI	12,546	12,546	12,546	12,546	12,546	62,730	Remove	
Non-Key Personnel										
Detail	Graduate Student,	Graduate Student				19,730	19,730	98,650	Remove	
							\$ 68,679	\$ 69,771	\$ 338,251	

Non-Personnel [hide]		CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
No records to display.								
Subtotal Non-Personnel:			\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

SubAwards [show]	Subprojects [show]	Import as Subproject	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL COSTS
			\$ -65,591	\$ -66,590	\$ -67,620	\$ -68,679	\$ -69,771	\$ -338,251

Click Add Bulk Entry or select a budget category and object code from the dropdown and click Add Item

Budget Adding Non-Personnel Costs

Non-Personnel Costs

Bulk Entry Add Close

1. Select Budget category and Object Code

	INFLATION	AMOUNT
Supplies	Period 1	% \$ 10,000
7655 - Research and Lab Supplies	Period 2	% \$ 10,000
Description: Supplies	Period 3	% \$ 10,000
Inflation: Manual Entry	Period 4	% \$ 10,000
	Period 5	% \$ 10,000
Participant Travel		% \$ 5,000
7365 - Conf Registration and Training Fees		% \$ 5,000
Description: Participant Travel		% \$ 5,000
Inflation: Manual Entry	Period 4	% \$ 5,000
	Period 5	% \$ 5,000
Select Budget Category	Period 1	% \$ 0
Select Object Code	Period 2	% \$ 0
Description:	Period 3	% \$ 0
Inflation: Manual Entry	Period 4	% \$ 0
	Period 5	% \$ 0

2. Enter costs for each budget period

3. Click Add

Make sure to pick the correct budget category to ensure the F&A costs calculate correctly.

Budget

Once budget has been completely entered, click SAVE

Non-Federal Test
Investigator Creighton (American Cancer Society, Inc.) Proposal P2000098

[Edit Mode](#)

Project Period: 01-Jan-2021 to 31-Dec-2023
Source View:

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]	Cost Sharing [show]	Project [hide]		
		START	END			TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Jan-2021	31-Dec-2021	Funding*	Proposed	\$ 101,063	-	\$ 101,063	-	\$ 101,063
2	2	01-Jan-2022	31-Dec-2022	Funding*	Proposed	102,145	-	102,145	-	102,145
3	3	01-Jan-2023	31-Dec-2023	Funding*	Proposed	103,260	-	103,260	-	103,260
Total:						\$ 306,468	\$ 0	\$ 306,468	\$ 0	\$ 306,468

Personnel [Hide]

	NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
<input type="button" value="Detail"/>	Creighton, Investigator PD/PI	\$ 13,395	\$ 13,797	\$ 14,211	\$ 41,403	
<input type="button" value="Detail"/>	Co-Investigator, Creighton PD/PI	22,668	23,348	24,049	70,065	<input type="button" value="Remove"/>
Subtotal Personnel:		\$ 36,063	\$ 37,145	\$ 38,260	\$ 111,468	

Add New Profile -- Select Type -- -- Select Role --

Non-Personnel [hide]

	CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS	
<input type="button" value="Detail"/>	Computer Services 7203 - Software Rental/Leasing	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000	<input type="button" value="Delete"/>
<input type="button" value="Detail"/>	Publication Costs 7054 - Printing	5,000	5,000	5,000	15,000	<input type="button" value="Delete"/>
<input type="button" value="Detail"/>	Supplies (2) 7655 - Research and Lab Supplies	40,000	40,000	40,000	120,000	<input type="button" value="Delete"/>
<input type="button" value="Detail"/>	Travel-Domestic 7365 - Conf Registration and Training Fees	5,000	5,000	5,000	15,000	<input type="button" value="Delete"/>
Subtotal Non-Personnel:		\$ 65,000	\$ 65,000	\$ 65,000	\$ 195,000	

Select Budget Category Select Object Code

* Un-mapped object codes will not reconcile into budget categories *

SubAwards [show]

Subprojects [show]

	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL COSTS
Total Sponsor Direct Costs:	\$ 101,063	\$ 102,145	\$ 103,260	\$ 306,468
Sponsor F&A:	0	0	0	0
Total Sponsor Costs:	\$ 101,063	\$ 102,145	\$ 103,260	\$ 306,468

Budget

F&A

F&A can be edited manually after clicking Manual F&A, if necessary

- Budget +
- F&A**
- Cost Sharing
- Justifications
- Versions
- Setup

F&A

Calculation rate method: Prevailing Blended

Institution Base/Target Scheme: No IDC

Base: TDC Rate: No IDC Effective: 0.000

Apply Manual F&A

Source View: Sponsor

Drift: \$0

Change Institutional Base/Target Scheme and Scheme to adjust the F&A rate, if necessary

Click Apply to apply any changes

		TOTAL
Per		
C	(Salary Rollup)	
Sponsor Directs	0	0
	0	0
	0	0
(x - Salary Rollup)		
Sponsor F&A Base	5,000	5,000
Requested F&A	0	0
Directs & F&A Total	\$ 5,000	\$ 5,000
Prime**		
	PERIOD 1	TOTAL
Creighton, Investigator - P2000102		
Sponsor Directs	5,000	5,000
Sponsor F&A Base	5,000	5,000
Requested F&A	0	0
Directs & F&A Total	\$ 5,000	\$ 5,000

Budget

Cost Sharing

Budget	+
F&A	
Cost Sharing	
Justifications	
Versions	
Setup	

Any cost sharing will display on the Cost Sharing tab

Edit Mode

Personnel Costs

		PERIOD 1	TOTAL
Detail	Creighton, Investigator		
	Sponsor	0	0
	Institution	0	0
	Unallowable	0	0
Detail	Graduate Student,		
	Sponsor	5,000	5,000

Budget Justifications

☰ Done Save Proposal Name Here
Investigator Creighton (St. Baldrick's Foundation)

Budget +
F&A
Cost Sharing
Justifications
Versions
Setup

Justifications ?
 Upload Form ?
 Use Database ?

UPLOAD "BUDGET JUSTIFICATION" DOCUMENTATION
Choose File No file chosen Upload

Do not upload Budget Justification here. This tab is just used for S2S submissions. Upload any required documents to the Attachments tab.

Budget

Making Edits to the Project or Budget Periods

The screenshot displays the 'Budget Setup' interface. The 'PERIOD/DATES' tab is highlighted in orange. The 'Project Period' section shows a start date of 01-Jul-2020 and an end date of 30-Jun-2025. The 'Shift Project Dates' section includes input fields for 'New' dates and a 'Shift by' field with a dropdown menu set to 'days'. The 'Budget Period' table lists five periods from 2020 to 2025.

BUDGET PERIOD	START	END
1	01-Jul-2020	30-Jun-2021
2	01-Jul-2021	30-Jun-2022
3	01-Jul-2022	30-Jun-2023
4	01-Jul-2023	30-Jun-2024
5	01-Jul-2024	30-Jun-2025

Project dates can be adjusted under the Setup tab in the budget

Note: Not all InfoEd roles have access to this tab. Contact Sponsored Programs if you need to make a correction.

Budget

Changing the PI

A new PI not already on the project can also be added here

The PI can also be changed in the Budget section or in the Setup tab

Proposal Title Here
Jennifer Klimowicz (National Institutes of Health/NIH)

Proposal P2000095

Budget +

Modular Budget

F&A

Cost Sharing

Justifications

Versions

Setup

Setup

GENERAL PERIOD/DATES CHANGE PI BUDGET SOURCES MECHANISM OPT IN/OUT

Change the PI Replace PI and Leave the Current PI on the Proposal

Name (Last, First)
Begin typing to select Personnel Name... Add New PI

-Or-

Switch PI To....

NAME	DEPARTMENT	NEW PI
Klimowicz, Jennifer	Sponsored Programs Administration	<input checked="" type="checkbox"/>
Creighton, Investigator	Test Department	<input type="checkbox"/>
Investigator, Jay	Creighton University	<input type="checkbox"/>

Select

Note: Not all InfoEd roles have access to this tab. Contact Sponsored Programs if you need to make a correction.

Budget

Complete Budget or Make Edits

3

Non-Federal Test
Investigator Creighton (American Cancer Society, Inc.)

Proposal P2000098

Done Save

Project Period: 01-Jan-2021 to 31-Dec-2023

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure Import/Export Complete Budget

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]	Cost Sharing [show]	Project [hide]		
		START	END			TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Jan-2021	31-Dec-2021	Funding*	Proposed	\$ 128,395	-	\$ 128,395	-	\$ 128,395
2	2	01-Jan-2022	31-Dec-2022	Funding*	Proposed	128,797	-	128,797	-	128,797
3	3	01-Jan-2023	31-Dec-2023	Funding*	Proposed					9,211
Total:										5,403

Personnel [Hide]

NAME					
Key Personnel					
Creighton, Investigator	PD/PI	\$ 13,395	\$ 13,797	\$ 14,211	\$ 41,403
Co-Investigator, Creighton	PD/PI	-	-	-	0
Non-Key Personnel					
Graduate Student,	Graduate Student	50,000	50,000	50,000	150,000
Subtotal Personnel:		\$ 63,395	\$ 63,797	\$ 64,211	\$ 191,403

Add New Profile -- Select Type -- -- Select Role -- Add Person

Non-Personnel [hide]

CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Computer Services 7203 - Software Rental/Leasing	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
Publication Costs 7054 - External Printing	5,000	5,000	5,000	15,000
Supplies (2) 7655 - Research and Lab Supplies	40,000	40,000	40,000	120,000

Click Build PDF to view the budget PDF without having to assemble the entire application

1. Verify information is correct
2. Click Complete Budget when done
3. Click Done to close the Budget Section

Personnel Tab

- ▶ PD/PI and all personnel from budget are automatically added.
- ▶ Use the Personnel tab to add personnel who will not be in the budget, such as Consultants/External Consultants.
- ▶ Search by last name and click the grey “Save” button to add new personnel.
- ▶ Details on Personnel screen include:
 - ▶ Conflict of Interest (COI) status
 - ▶ Designate Order in significance to the project (optional)
 - ▶ Effort (populated from the budget)

Personnel

Non S2S Test 08/06/2020 Proposal P2100101
 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)

Personnel Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.) Completed Edit Mode

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

Add Personnel [hide]
 Proposal Element: Prime
 Personnel Type: Key
 Name (Last, First):
 Role: Co-PD/PI
 Save

Person Months:

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
1	Investigator Creighton PD/PI * Certifications and Training					Creighton University Test Department	4	0	0			
1	Graduate Student Graduate Student Certifications and Training					Creighton University Creighton University	12	0	0			

Legend: 1 Prime

To add individuals not listed in the budget, select personnel type from dropdown menu, then search name from dropdown list. Then select role from dropdown menu. If name is not listed, contact Sponsored Programs Administration.

Click Save to add new personnel to proposal

Provides a list of certifications and trainings for the individual

Red question mark in this column indicates COI needs to be completed for named personnel

Do Not upload Biosketch and Current/Pending Support documents here. These uploads are only used for S2S proposals. Upload any required documents to the Attachments tab.

Add Non-Creighton Key Personnel

Personnel - Google Chrome
 creighton-dev.infoedglobal.com/Proposal/pd/pdPersonell.asp?ProjId=3562563C-D13

Art and Sciences Route Test English #2 09022020
 Jason Bartz - Medical Microbiology & Immunology (American Cancer Society, Inc.)

Proposal P2100237
 Completed
[Edit Mode](#)

Personnel

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

Add Personnel [hide]

Proposal Element: Prime

Personnel Type: External Consultant - Other Significant Contributor

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

Person Months

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
1	Jason Bartz PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Creighton University Medical Microbiology & Immunology	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
1	Lydia Cooper Co-PD/PI Certifications and Training				<input checked="" type="checkbox"/>	Creighton University English	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>			

Legend:

To add non-Creighton key personnel to Personnel page, select correct personnel type.

Add Non-Creighton Key Personnel

Personnel - Google Chrome
 creighton-dev.infoedglobal.com/Proposal/pd/pdPersonell.asp?ProjId=3562563C-D134-4073-850C-BA0A7BA4B452

Art and Sciences Route Test English #2 09022020
 Jason Bartz - Medical Microbiology & Immunology (Ar)

Proposal P2100237
 Completed
 Edit Mode

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

Personnel [?]
 Add Personnel [hide]
 Proposal Element Prime
 Personnel Type External Consultant - Other Significant Contributor

Subaward/External Institution

 Columbia University (*)
 Emory University (*)
 Washington State University (*)
 Vanderbilt University (*)
 Texas Tech University (*)
 Oregon Health & Science University/OHSU (*)
 University of California, Davis (*)
 University of Oklahoma (*)
 University of California Los Angeles (UCLA)

Create Profile
 Save

Person Months

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
<input checked="" type="radio"/>	Jason Bartz PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Creighton University Medical Microbiology & Immunology	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
<input type="radio"/>	Lydia Cooper Co-PD/PI Certifications and Training				<input type="checkbox"/>	Creighton University English	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>			

Legend:

Choose contributor's institution.
 If institution is not in InfoEd, fill out the form at
https://blueq.co1.qualtrics.com/jfe/form/SV_cuaLLVZw_JXFmgJM to request it be added.

Add Non-Creighton Key Personnel

Personnel - Google Chrome
creighton-dev.infoedglobal.com/Proposal/pdPer

Done Save Art and Sciences Route Test Jason Bartz - Medical Micro

Proposal P2100237
Completed Edit Mode

Enter personnel name and select from dropdown menu. If personnel name is not in InfoEd, fill out the form at https://blueq.co1.qualtrics.com/jfe/form/SV_cuaLLVZwJXFmgJM to request it be added.

Personnel

Add Personnel [hide]

Proposal Element [Proposal Structure](#)
Prime

Personnel Type
External Consultant - Other Significant Contributor

Subaward/External Institution
University of Nebraska Medical Center/UNMC (*)

Name (Last, First)
smith
[Smith, Shelley -- University of Nebraska Medical Center/UNMC](#)

Create Profile 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			
Jason Bartz PD/PI * Certifications and Training	✉	?	☑	Creighton University Medical Microbiology & Immunology	2	0	0	📄	📄	👤		
Lydia Cooper Co-PD/PI Certifications and Training	✉	?	☑	Creighton University English	0	2	0	📄	📄	👤		

Legend:

Click Save and wait for screen to refresh.

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 the 'Internal Protocol Approvals' section of a web application. The top navigation bar includes 'Done' and 'Save' buttons, the text 'Non S2S Test 08/06/2020 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)', and 'Proposal P2100101'. A left sidebar contains menu items: '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 content area is titled 'Approvals' and includes a 'Completed' checkbox. A note states: 'Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.' Below this, there is an 'Add' button. A callout box labeled '1. Click to Add' points to the 'Add' button. An 'Add/Edit Approvals' modal window 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 visible, with a callout box labeled '4. Click Continue' pointing to it. 'Save' and 'Close' buttons are at the top right of the modal.

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"

Internal Protocol Approvals

To link an In Process or Approved human subject protocol:

The screenshot shows a web application interface for 'Internal Protocol Approvals'. The left sidebar contains a menu with items: 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 note: 'Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.' Below this is a modal window titled 'Add/Edit Approvals' with a 'Close' button. The modal has three sections: 'Add Human Protocol' with a 'Select by Number' input field and 'Go'/'Clear All' buttons; 'Apply Filters' with 'Go'/'Clear All' buttons; and 'Browse By' with a table of search criteria. The table has columns for 'Sponsor/Scheme', 'Sponsor Type', and 'Investigator'. The 'Principal Investigator' row has a 'Set' button highlighted with an orange box. Two callout boxes with orange borders and arrows point to the 'Go' button in the 'Add Human Protocol' section and the 'Set' button in the 'Principal Investigator' row.

test
Barbara Bittner - Sponsored Programs Administration (American Cancer Society, Inc./ACS) Proposal P2200289

Completed ?

Approvals

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

Approvals

Internal Protocol Approvals

Setup Questions

Budget

Personnel

Proposal Routing Form

Attachments

Route and Submit

Tasks

Management Record (PT)

Add/Edit Approvals Close

Add Human Protocol

Select by Number Go Clear All

Option 1: Type in protocol number and click Go

Apply Filters Go Clear All

Browse By

Sponsor/Scheme	No Sponsors Found	Sponsor Type
Primary Center/Program	<input type="text"/>	Center/Program <input type="text"/>
Principal Investigator	<input type="text"/>	Investigator <input type="text"/>

Set Set Set

Option 2: Search by Principal Investigator Set under Principal Investigator, choose name, then click Go

Approvals

To link to a current human subject protocol:

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"/>

1. Scroll to the bottom of the page

3. Click Select

Select

2. Click the box next to the appropriate 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

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/Edit Approvals

Approvals

Type:

Protocol: Attached Not Attached Create New

2. Select type of approval

3. Click Continue

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

Approvals ? Jennifer Klimowicz - Sponsored Programs Administration (N

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

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

Completed ?

Add Edit Remove

Proposal Routing Form

Proposal
P2100101

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

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

Project Questions

Validate Complete

Investigator and Proposal Information

Principal Investigator/Project Director/Fellowship Sponsor:
Creighton, Investigator
Email spa@creighton.edu
Phone 402-280-3209
Department Test Department

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

Personnel:

PI	Name	Department	Role	Net Effort
✓	Creighton, Investigator	Test Department	PD/PI	33.333

Sponsor: American Cancer Society, Inc.

Budget:

	Period 1	Period 2	Period 3	Total
Direct Costs	\$147,654	\$150,254	\$152,931	\$450,839
Indirect Costs	\$44,296	\$45,076	\$45,879	\$135,252
F&A Rate	30.000%	30.000%	30.000%	-
Total	\$191,950	\$195,330	\$198,810	\$586,091

Project Total Cost Sharing Direct Costs:

Project Total Cost Sharing F&A Costs:

Identification

Proposal Title

Brief description of project in plain language (1000 character limit).

*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 all funder-required documents here.

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

Proposal P2100101

Completed

Attachments ²

Current Proposal Status: Under development

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Add Institution Forms/Supporting Documents				

Click Add Institution Form/Supporting Documents to upload new documents

Note: When possible, combine all documents into one PDF. Forms requiring institutional signature should be uploaded separately.

Attachments

1. Click Choose File to locate document to be uploaded

3. Click Upload

Upload

Upload new document

Name: Research Strategy.docx

Location: Choose File Research Strategy.docx

Category: Budget detail

Folder: Budget detail, Contract, Letters, Notice of award, Proposal package, Protocol, Report, Sponsor guidelines, Other

Upload Close

Add

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 Close

Upload new document

Name: [Empty]

Note: When possible, combine all documents into one PDF. Forms requiring institutional signature should be uploaded separately.

Attachments

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

Proposal P2100101

Completed

Click Completed when done

Attachments ²

Current Proposal Status: Under development

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Best Proposal Ever Proposal Package Final.pdf (Proposal package)		Completed		
Sponsor Cover Page - Signature Required (Proposal package)		Completed		

Add Institution Forms/Supporting Documents

New document will show up under Form/Document Name

Click to view and confirm correct document has been uploaded

Click to remove documents

Setup Questions

Budget

Personnel

Internal Protocol Approvals

Internal Proposal Routing Form

Attachments

Route and Submit

Management Record (PT)

Tasks

Note: When possible, combine all documents into one PDF. Forms requiring institutional signature should be uploaded separately.

Route and Submit

Non S2S Test 08/06/2020
Investigator Creighton - Sponsored Programs Adm

Proposal P2100101

Click here to Assemble the application and generate the Assembled Document

Route and Submit

Build PDF / Form Pages
Assemble Application

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

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

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

Route and Submit

Submit for Final Review

test Done Save Proposal P2200289

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

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

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](#)

Click Submit to begin Internal Routing

Tasks

Management Record (PT)

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, and then click Continue

Submit for Internal Routing

Click Submit

Proposal **P2100243** - Investigator Creighton "Routing Practice" (Under development)

Refresh Route

Route Path - **Internal Programs** [Add New Person to Review Path](#)

Step 1	PI	Investigator Creighton	
Inserted Step	Inserted Step	Department Administrator Creighton	
Step 5	SPA Approval	Barbara Bittner	
	SPA Approval	Jennifer Klimowicz	
	SPA Approval	Elizabeth Herr	
Step 6	Department(s)	Chair Creighton	
Step 7	School(s)	Dean Creighton	
Step 8	Provost Approval	Provost Creighton	
Step 18	Completion, other	Elizabeth Herr	
	Completion, other	Barbara Bittner	
	Completion, other	Investigator Creighton	
	Completion, other	Jennifer Klimowicz	

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

Submit for Internal Routing

Done
Save

Routing test CIPER 9.11.2020
Investigator Creighton - Test Department (American Cancer Society, Inc.)

Proposa
P210025

- ✓ Setup Questions
- ✓ Budget
- ✓ Personnel
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- ✓ Attachments
- ✓ **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.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs down" icon.

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**

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Jagan Haddix Grant application 06Dec2019.pdf (Proposal package)		Completed		

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress Open Full

P2100255 - Investigator Creighton"Routing test CIPER 9.11.2020"

Submitted by Barbara Bittner on behalf of Investigator Creighton

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Full Review	Final Review	Step 1 - PI	Investigator Creighton	16-Sep-2020 3:40:49 PM	Approved - Approve		
Full Review	Final Review	Step 3 - Administration	Barbara Bittner	16-Sep-2020 3:41:36 PM	Approved - Approve		
Full Review	Final Review		Jennifer Klimowicz	16-Sep-2020 3:41:37 PM	Not Applicable - Approve		
Full Review	Final Review		Elizabeth Herr	16-Sep-2020 3:41:37 PM	Not Applicable - Approve		
Full Review	Final Review	Step 4 - Inserted Step	Department Administrator Creighton	16-Sep-2020 4:42:59 PM			
Full Review	Final Review	Step 4 - Department(s)	Chair Creighton				
Full Review	Final Review	Step 5 - School(s)	Dean Creighton				
Full Review	Final Review	Step 6 - Provost	Provost Creighton				

You can track routing process on the Route and Submit Page

This symbol indicates the proposal has been submitted to route

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Finalizing and Submitting

- You can make final changes to the proposal by uncompleting a tab and making the necessary changes.
- When you are done, click Complete.
- You must rebuild application in the Route and Submit tab.
- Once Routing is complete, you will receive an email from InfoEd.
- Please coordinate with Sponsored Programs if the application must be submitted by an institutional official (SPA will not submit without your approval).

Creighton
UNIVERSITY