Proposal Development S2S Proposal Set-Up
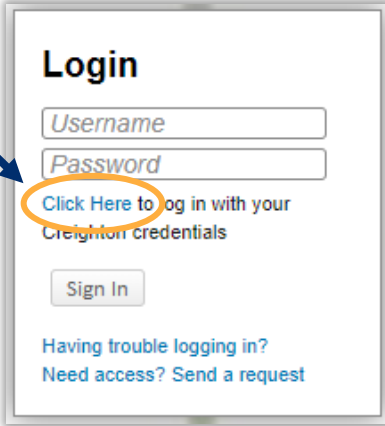
Creighton University
Sponsored Programs Administration

Fall 2023

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Logging into InfoEd

Creighton University Employees and Students

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.

Login

Username

Password

Click Here to log in with your
Creighton credentials

Sign In
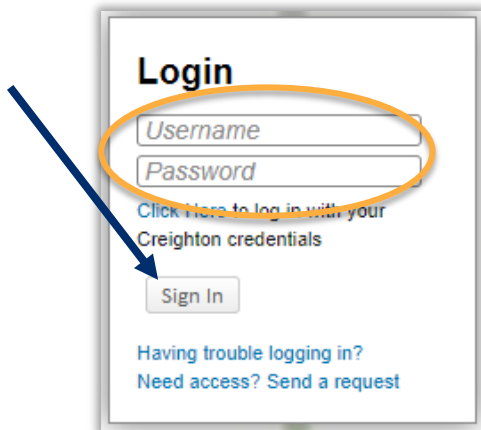
Having trouble logging in?
Need access? Send a request

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 ***

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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

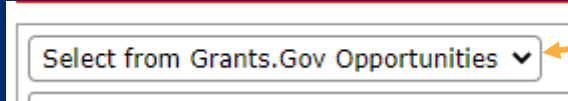Please type and select the PI Name

Creighton, Investigator

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

Create a New Proposal
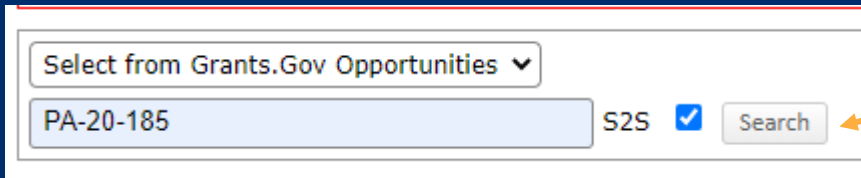Copy From Existing Proposal

Select Create a New Proposal

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New Proposal Questionnaire
Selecting the funding opportunity announcement

Select from Grants.Gov Opportunities ⌄

For federal (S2S) proposals, leave the default of "Select from Grants.gov Opportunities."

Select from Grants.Gov Opportunities ⌄

PA-20-185   S2S ☑ Search

Type in the FOA number and click Search

*****Consult the funding opportunity guidelines
to ensure you are selecting the correct FOA number*****

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New Proposal Questionnaire
Selecting the Funding Opportunity Announcement

Select from Grants.Gov Opportunities ▾

PA-20-185   S2S ☑ Search

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
▶ PA-20-185 Select		FORMS-H	Use for due dates on or after January 25, 2023	PKG00277412	✔	26-Oct-2022	National Institutes of Health	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Verify FOA and click Select

Program Number: PA-20-185
Program Name: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)
Competition ID: FORMS-H
Sponsor: National Institutes of Health/DHHS ▾   Select sponsor from full list

Verify that the correct sponsor has been chosen by the system

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New Proposal Questionnaire
Setting up the proposal

Proposal Type

| New/Original ✓ |
| New/Original |
| Continuation/Progress Report |
| Resubmission |
| Supplement |
| Renewal |

Please enter the proposed project title

Please enter the proposed project title

Select the correct Proposal Type (contact Sponsored Programs Administration if you're not sure which type to select)

Enter the project title

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

Please Enter the Projected Project Start / End Dates

Start: 01-Apr-2023   End: 31-Mar-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 out of the proposal, click on Done, not the "x" close button.

▶ Only one user at a time can edit a section in a proposal.

▶ Required sections (navigation tabs) may change based on the funder.

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InfoEd Tool Tips

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

department test
Investigator Creighton - Medicine (National Institutes of Health/NIH)

Proposal
P2100254

Setup Questions

Setup Questions

Please answer all questions below and click SAVE.

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.

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.

Show

Show Help

right corner

Grants.Gov Submission Information

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 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.
CFDA Number	93.855

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

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Setup Questions
Initial Screen

Make note of proposal number for future reference

Information will auto-populate based on the Opportunity Number; review information for accuracy

Setup Questions
Initial Screen – Forms Table

Most forms are predetermined by the funding opportunity selected and the answers to the initial questions; check this section to ensure all required forms are "Included"

Form	Version	Included
RR_SF424_2_0	RR_SF424_2_0-V2.0	✓
PHS398_CoverPageSupplement_4_0	PHS398_CoverPageSupplement_4_0-V4.0	✓
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	✓
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	✓
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	✓
PHS398_ResearchPlan_4_0	PHS398_ResearchPlan_4_0-V4.0	✓
PHSHumanSubjectsAndClinicalTrialsInfo	PHSHumanSubjectsAndClinicalTrialsInfo-V1.0	✓
RR_Budget_1_4-V1.4	RR_Budget_1_4-V1.4	☐
RR_SubawardBudget30_1_4-V1.4	RR_SubawardBudget30_1_4-V1.4	☐
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	☑
PHS_AssignmentRequestForm_2_0-V2.0	PHS_AssignmentRequestForm_2_0-V2.0	☐

Deadline Information

Deadline Date	07-May-2020
Deadline Time	5:00:00 PM

Check the box to include the optional PHS 398 Assignment Request form for NIH applications

If it doesn't prepopulate automatically, insert the deadline date of the proposal

If sponsor does not have a deadline, add date of planned submission or contact SPA

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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

All questions are mandatory; please answer accordingly

Because you indicated that this proposal is to PHS/NIH

Is this proposal funding a Clinical Trial? ◯ Yes ◉ No

Is this proposal an NIH-defined Phase III Clinical Trial? ◯ Yes ◉ No

Will this proposal be using a Modular budget? ◉ 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 call Sponsored Programs Administration

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

Save and Continue

Checkmark shows the section is complete.

Proposal for Powerpoint 07/21/2020
Investigator Creighton - Test Department (National Institutes of Health/NIH)

Proposal
P2100064

Done

✓ Setup Questions
R&R Cover Page
Budget
Personnel
Performance Sites
Other Project Info
PHS398_ResearchPlan
Human Subjects/CT
PHS398_CoverPageSupplement

Setup Questions   ② Completed ☑

Each proposal is broken down into several sections based upon what the sponsor and your Institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Grants.Gov Submission Information

Opportunity Number   PA-EN-R01
Opportunity Title   G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Not Allowed)
Offering Agency   National Institutes of Health
Open Date   16-Aug-2017
Close Date   *16-Aug-2020 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.*

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

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R&R Cover Page
Verify Information

Face Page is prepopulated with CU institutional information. Focus on completing any information that is highlighted in yellow. Make sure to Save after making changes!

R&R Cover Page
Verify Information

Budget information will automatically populate once the budget section of the proposal is complete

This box will auto-populate; you do not need to answer this question

If required, upload Cover Letter here

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R&R Cover Page
Complete SF424

Once Cover Page is completed, click the Completed box

Note: Marking the tab complete may result in pop-up warnings that need to be addressed

R&R Cover Page
Complete SF424

Checkmark indicates the R&R Cover Page is complete; click on Budget tab to move to the next step

Budget

Salary and Appointment Details

▶ Salary information should automatically populate. If salary information is not in InfoEd, contact Sponsored Programs Administration.

▶ Current salary is the Base Salary unless project starts in the next fiscal year, in which case you can include the standard 3% cost of living increase. Base salary for faculty with less than 12-month appointments will reflect a Summer appointment.

▶ Appointment Start and End dates correspond to the following:

   ▪ Annual - 07/01 to 06/30

   ▪ Academic - 09/01 to 05/31

   ▪ Summer - 06/01 to 08/31

▶ Fringe Benefits will automatically populate.

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

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

Salary Release Confirmation

[REDACTED] has been named on a new proposal that is being developed by Barbara Bitt

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: [REDACTED]   ⦿ I OK the release of this information for use in this proposal

○ I do not authorize the release of this information to the proposal

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Budget

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

Budget - Detailed
Adding Effort for Personnel

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 or Academic/Summer Months
4. Click SAVE to calculate Fringe Benefits.
5. Choose Labor Object Code and Fringe Object Code (these correspond with the Creighton Account Codes)
6. Click Save and Close

Budget
Adding other Personnel to the Budget

Edit Mode

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

Source View: Sponsor

Rollup subprojects: Not Rollup

[Proposal Structure] [Import/Export] [Build PDF] [Complete Budget]

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor [show] TOTAL	Cost Sharing [show] TOTAL	Project [hide] 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	
Detail	Klimowicz, Jennifer	PD/PI	$ 11,542	$ 11,542	$ 11,542	-	$ 34,626	
		Subtotal Personnel:	$ 11,542	$ 11,542	$ 11,542	$ 0	$ 34,626	

[Add New Profile] [Begin typing to select Personnel Name...] [-- Select Type -- ▼] [-- Select Role -- ▼] [Add Person]

1. Add other project personnel by typing in 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 procedure from slide 23.

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Budget
Adding TBD Personnel to the Budget

Budget
Adding TBD Personnel to the Budget (cont.)

5. Click Save

6. Select Personnel Type

7. Select Role

8. Click Add Person

Budget
Adding Salary and Effort for TBD Personnel

1. Click the Detail tab
2. Enter number of personnel
3. Enter in effort in Calendar or Academic/Summer Months
4. Select correct Fringe Benefit 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

Budget
Adding Personnel to the Budget

Once all personnel have been added, click SAVE budget

Budget
Adding Non-Personnel Costs

Budget
Adding Non-Personnel Costs

Click Add

Non-Personnel Costs

1. Select Budget category and Object Code

Bulk Entry

Add   Close

	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	Period 1	%	$ 5,000
7365 - Conf Registration and Training Fees		%	$ 5,000
Description: Participant Travel		%	$ 5,000
Inflation: Manual Entry		%	$ 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.

Budget

Once budget has been completely entered, click SAVE and then Complete Budget

Budget - Modular

2. Choose the number of modules requested per period

1. Click Modular Budget tab

Edit Mode

Modular Budget

Budget	+
▶ Modular Budget	
F&A	
Cost Sharing	
Justifications	
Versions	
Setup	

Directs

YEAR	DIRECTS LESS SUB CONT F&A	MODULES	AMOUNT	GAP
1	$ 139,421.00	6 ▼	$ 150,000.00	$ -10,579.00
2	$ 140,792.00	6 ▼	$ 150,000.00	$ -9,208.00
3	$ 142,204.00	6 ▼	$ 150,000.00	$ -7,796.00
4	$ 143,656.00	6 ▼	$ 150,000.00	$ -6,344.00
5	$ 145,155.00	6 ▼	$ 150,000.00	$ -4,845.00
	$ 711,228.00	30	$ 750,000.00	$ -38,772.00

F&A Basis

YEAR		DETAIL DIRECTS	DETAIL BASE	EXEMPTIONS	MODULE DIRECTS	MODULAR BASE
	1	$ 139,421.00	$ 139,421.00	$ 0.00	6 ▼	$ 150,000.00
	2	$ 140,792.00	$ 140,792.00	$ 0.00	6 ▼	$ 150,000.00
	3	$ 142,204.00	$ 142,204.00	$ 0.00	6 ▼	$ 150,000.00
	4	$ 143,656.00	$ 143,656.00	$ 0.00	6 ▼	$ 150,000.00
	5	$ 145,155.00	$ 145,155.00	$ 0.00	6 ▼	$ 150,000.00
		$ 711,228.00	$ 711,228.00	$ 0.00	30	$ 750,000.00

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
Modular DC less Consortium F&A	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 750,000.00
Consortium F&A	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Direct Costs	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 750,000.00
Modular DC Including Consortium F&A	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 750,000.00
Exemptions	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total INST Cost Sharing	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Unallowable Costs	$ 270.00	$ 870.00	$ 1,488.00	$ 2,125.00	$ 2,781.00	$ 7,534.00
Base	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 150,000.00	$ 750,000.00
F&A %	45.5				45.5	
F&A $	$ 68,250.				$ 68,250.00	$ 341,250.00
Total	$ 218,250				$ 218,250.00	$ 1,091,250.00

3. Make sure the number of F&A modules for the F&A base matches the number of modules from the direct costs above. If you click Save after adding them above, these should populate automatically.

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Budget

Once budget has been completely entered, click SAVE

Budget
F&A

For S2S proposals, InfoEd will automatically calculate F&A and exclude the appropriate object codes from the F&A base

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

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

Click Apply to apply any changes

F&A						
Source View: Sponsor						
Calculation rate method						
● Prevailing ○ Blended						
Scheme Show		Base Show	Rate	Effective	Apply	Manual F&A
Federal Research		MTDC ▼	Federal Research Negotiated ▼	45.500		

		PERIOD 2	PERIOD 3			TOTAL
	12,835	13,220	13,616	14,025		66,157
Sponsor F&A Base	12,835	13,220	13,616	14,025		66,157
Requested F&A	5,670	5,840	6,015	6,195	6,381	30,101
Creighton, Investigator (6xxx - Salary Rollup)						
Sponsor Directs	20,769	21,392	22,034	22,694	23,375	110,264
Sponsor F&A Base	20,769	21,392	22,034	22,694	23,375	110,264
Requested F&A	9,450	9,733	10,025	10,326	10,636	50,170
Graduate Student, (6xxx - Salary Rollup)						
Sponsor Directs	19,730	19,730	19,730	19,730	19,730	98,650
Sponsor F&A Base	19,730	19,730	19,730	19,730	19,730	98,650
Requested F&A	8,977	8,977	8,977	8,977	8,977	44,885
Investigator, Jay (6xxx - Salary Rollup)						
Sponsor Directs	12,461	12,835	13,220	13,616	14,025	66,157
Sponsor F&A Base	12,461	12,835	13,220	13,616	14,025	66,157
Requested F&A	5,670	5,840	6,015	6,195	6,381	30,101
Directs & F&A Total	$ 95,188	$ 97,182	$ 99,237	$ 101,349	$ 103,531	$ 496,487

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Budget
Making Edits to the Project or Budget Periods

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 to the project can also be added here

The PI can also be changed in the Budget section, as well as under the Setup tab

Done	Save	**Proposal Title Here**

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....   Select

NAME	DEPARTMENT	NEW PI
Klimowicz, Jennifer	Sponsored Programs Administration	☑
Creighton, Investigator	Test Department	☐
Investigator, Jay	Creighton University	☐

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

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Budget
Cost Sharing and Justifications

				PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
Detail	Klimo...						
	Sponsor	12,461	12,835	13,220	13,616	14,025	66,157
	Institution	0	0	0	0	0	0
	Unallowable	0	0	0	0	0	0
Detail	Creighton, Investigator						
	Sponsor	32,883	32,883	32,883	32,883	32,883	164,415
	Institution	0					0
	Unallowable	17,117					101,041
Detail	Graduate Student,						
	Sponsor	19,730	19,730	19,730	19,730	19,730	98,650

Personnel Costs

Left navigation menu:
- Modular Budget
- F&A
- Cost Sharing
- Justifications
- Versions
- Setup

Callout: Any cost sharing will display on the Cost Sharing tab

Callout: Personnel costs over the sponsor salary cap will show in the Unallowable row

---

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

Left navigation menu:
- Budget +
- Modular Budget
- F&A
- Cost Sharing
- Justifications
- Versions
- Setup

Justifications ❓
- ⦿ Upload Form ❓
- ◯ Use Database ❓

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

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

UPLOAD "ADDITIONAL NARRATIVE JUSTIFICATION" DOCUMENTATION
Choose File   No file chosen
Upload

Callout: 1. Click Choose File and select document to upload

Callout: 2. Click upload after selecting your file in the new window

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Budget
Complete Budget or Make Edits

This symbol shows that cost sharing is active

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 Save and then Done to close the Budget Section

Personnel Tab

▶ PD/PI and all personnel in the Budget are automatically added.

▶ Use the Personnel tab to add individuals not included in the budget, such as Other Significant Contributors.

▶ Search by last name and click the grey Save button to add new personnel.

▶ Details on Personnel screen include:

    ▶ Conflict of Interest (COI) status

    ▶ CV/Biosketch (required for all Key Personnel)

    ▶ Designate Order in significance to the project (optional)

    ▶ Effort (populates automatically from the budget)

> Note: InfoEd will accept Word and PDF files. Please upload Word files when possible.

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Personnel

To add individuals not listed in the budget, such as "Other Significant Contributors," select role from dropdown menu and click Save

Upload current/pending support only if required by FOA

Click Save to add new personnel to proposal

Provides a list of certifications and trainings for the individual

Upload biosketches for key personnel only by clicking the icon

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

Add Non-Creighton Key Personnel

To add non-Creighton key personnel to Personnel page (used to upload biosketches), select correct personnel type

Add Non-Creighton Key Personnel

Add Non-Creighton Key Personnel

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.

Click Save and wait for screen to refresh. Upload Biosketch and continue with proposal.

Performance Sites

Click completed when finished

Creighton information will automatically populate

Add additional performance sites if more than one site will be used. If a subaward is added in the budget, this will automatically populate.

Other Project Info

Click completed when finished

Proposal P2100097

Best Proposal Ever 08/04/2020
Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

Done | Save

Other Project Info ❓   ❓ Completed ☐

OMB Number: 4040-0001
Expiration Date: 12/31/2022

Navigation menu:
- ✓ Setup Questions
- ✓ R&R Cover Page
- ✓ Budget
- ✓ Personnel
- ✓ Performance Sites
- ▶ Other Project Info
- PHS398_ResearchPlan
- Human Subjects/CT
- PHS398_CoverPageSupplement
- Other Required Forms
- Internal Protocol Approvals
- Internal Proposal Routing Form
- Internal Documents
- Route and Submit

- Management Record (PT)
- Tasks

Text in PDF attachments must follow these minimum requirements:

- **Text color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- **Font size:** must be 11 points or larger (smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%)
- **Type density:** must be no more than 15 characters per linear inch (including characters and spaces)
- **Line spacing:** must be no more than six lines per vertical inch

Since some PDF converters may reduce font size, it is important to confirm that the final PDF document complies with the font requirements. The following fonts are recommended, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements.

- Arial
- Georgia
- Helvetica
- Palatino Linotype

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may be withdrawn from consideration.

Questions 1 and 2 are expanded if "Yes" is selected on the Setup Questions tab.

1. Are Human Subjects Involved? ○ Yes ◉ No (set on Setup Questions tab) ❓
2. Are Vertebrate Animals Used? ○ Yes ◉ No (set on Setup Questions tab) ❓
3. Is proprietary/privileged information included in the application? ○ Yes ○ No
4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? ○ Yes ○ No ❓
5. Is the research performance site designated, or eligible to be designated, as a historic place? ○ Yes ○ No ❓
6. Does this project involve activities outside of the United States or partnerships with international collaborators? ○ Yes ○ No ❓
7. Project Summary/Abstract [Add Attachment]
8. Project Narrative [Add Attachment] ❓
9. Bibliography & References Cited [Add Attachment] ❓
10. Facilities & Other Resources [Add Attachment]
11. Equipment [Add Attachment] ❓
12. Other Attachments ❓
[Add Attachment]

Answer questions 3 – 6 as appropriate for your proposal.

Questions 7 – 12
Upload required documents per the FOA

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How to upload documents to Other Project Info

1. Click on Add Attachment

2. Click on Choose File

3. Select file from computer
(file can be either Word or PDF document)

4. Click Upload

PHS 398_Research Plan

Once all the documents are uploaded, complete the section

☰ | Done | Save | **Text**
Investigator Creighton - Chemistry (National Institutes of Health/NIH)

Proposal
P2300016

✓ **Setup Questions**

R&R Cover Page

Budget

Personnel

Performance Sites

Other Project Info

PHS 398 Research Plan

Human Subjects/CT

PHS 398 Cover Page Supplement

Internal Protocol Approvals

Internal Proposal Routing Form

Internal Documents

Route and Submit

Tasks

Management Record (PT)

PHS 398 Research Plan ❓

❓ Completed ☐

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Attach all the required documents per the FOA.

View Burden Statement

Introduction

1.
Introduction to Application
(for Resubmission and Revision applications)

Research Plan Section

2. Specific Aims — Upload

3. *Research Strategy — Upload

4. Progress Report Publication List — Upload

Other Research Plan Section

5. Vertebrate Animals — Upload

6. Select Agent Research — Upload

7. Multiple PD/PI Leadership Plan — Upload

8. Consortium/Arrangements — Upload
   Contractual

9. Letters of Support — Upload

10. Resource Sharing Plan(s) — Upload

11. Other Plan(s) — Upload

12. Authentication of Key Biological and/or Chemical Resources — Upload

Appendix

13. Appendix

Add New Document

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Human Subjects/CT

Human Subjects/CT

Other Requested Information Original PDF

Add Attachment

Study Record(s) [Hide] Import from ClinicalTrials.gov

Study Title

No records to display.

Enter Study Title (each study title must be unique) Add New Study

To add a new study, type in the study title and click Add New Study. Only one of the two study types should be used

Delayed Onset Study(ies) [Hide]

Study Title Antic Clinica

No records to display.

Enter Study Title (each study title must be unique) Add New Delayed Onset Study

For Delayed Onset Studies, upload the Justification and indicate whether a clinical trial is anticipated

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PHS 398_CoverPageSupplement

Answer questions as appropriate and complete the section

Other Required Form

Any additional forms selected in the "Setup Questions Initial Screen" tab will show up here

tration (National Institutes of Health/NIH)

Proposal
P2100097

✓ Setup Questions

PA-FN-R01

Completed ☐

✓ R&R Cover Page

Form	Version	Completed
PHS Assignment Request Form	PHS_AssignmentRequestForm_3_0-V3.0	Edit

✓ Budget

✓ Personnel

Click Edit and complete form as necessary, then complete this page.

✓ Performance Sites

✓ Other Project Info

✓ PHS398_ResearchPlan

✓ Human Subjects/CT

✓ PHS398_CoverPageSupplement

▶ Other Required Forms

    Internal Protocol Approvals

    Internal Proposal Routing Form

    Internal Documents

    Route and Submit

PHS Assignment Request Form-V2.0   Completed ☐   Done   Save

[View Burden Statement]   PHS Assignment Request Form   OMB Number: 0925-000
                                                                          Expiration Date: 03/31/2020

Funding Opportunity Number: [_____]
Funding Opportunity Title:
[_____]

Awarding Component Assignment Request *(optional)*

If you have a preference for an awarding component (e.g., NIH Institute/Center) assignment, use the link below to identify the appropriate short abbreviation and enter it below. All requests will be considered; however, assignment requests cannot always be honored.

Awarding Components: https://grants.nih.gov/grants/phs_assignment_information.htm#Awarding Components

	First Choice	Second Choice	Third Choice
Assign to Awarding Component:	[____]	[____]	[____]
Do Not Assign to Awarding Component:	[____]	[____]	[____]

Study Section Assignment Request *(optional)*

If you have a preference for study section assignment, use the link below to identify the appropriate study section (e.g., NIH Scientific Review Group or Special Emphasis Panel) and enter it below. Remove all hyphens, parentheses, and spaces. All requests will be considered; however, assignment requests cannot always be honored.

Study Sections: https://grants.nih.gov/grants/phs_assignment_information.htm#Study Section

	First Choice	Second Choice	Third Choice
Assign to Study Section:	[____]	[____]	[____]
Only 20 characters allowed			

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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

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

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

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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 Completed button and move to the next tab

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

Approvals   Completed ☐

✓ Setup Questions

Budget

Personnel

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

1. Click to Add

▶ Internal Protocol Approvals

Approvals   Add

Internal Proposal Routing Form

Attachments

Add/Edit Approvals   Save   Close

Route and Submit

Management Record (PT)

2. Select type of approval

Tasks

Approvals   Continue

Type: Human Subjects ▼

Protocol: ○ Attached   ● Not Attached   ○ Create New

3. Click Continue

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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).

Add/Edit Approvals

Save   Close

5. Click Save and then Close to add

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

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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, Proposal Routing Form, and Internal Documents tabs are not included in the submission to sponsor.

Internal Documents

Any necessary Internal Documents can be uploaded here.

For reference, a PDF of the Proposal Routing Form is included.

Done | Save | Best Proposal Ever 08/04/2020
Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

Proposal
P2100097

- ✓ Setup Questions
- ✓ R&R Cover Page
- ✓ Budget
- ✓ Personnel
- ✓ Performance Sites
- ✓ Other Project Info
- ✓ PHS398_ResearchPlan
- ✓ Human Subjects/CT
- ✓ PHS398_CoverPageSupplement
- ✓ Other Required Forms
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- ▸ **Internal Documents**
- Route and Submit

Internal Documents ❓

Click Completed when done

Completed ☐

Current Proposal Status: **Under development**

Components for **Initial Application**

Click to see uploaded documents

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Proposal Routing Form (Proposal package)	👓	Completed	📄	Mandatory

Add Institution Forms/Supporting Documents

Click Add Institution Form/Supporting Documents to Upload new documents

*Note: The information from the Protocol Approvals, Proposal Routing Form, and Internal Documents tabs are <u>not</u> included in the submission to the sponsor.

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Route and Submit

Route and Submit
Assemble Application

Click here to Assemble the application and generate the Assembled Document

| ☰ | Done | Save |

Best Proposal Ever 08/04/2020
Jennifer Klimowicz - Sponsored Programs Administration (National ...

Proposal
P2100097

- ✓ Setup Questions
- ✓ R&R Cover Page
- ✓ Budget
- ✓ Personnel
- ✓ Performance Sites
- ✓ Other Project Info
- ✓ PHS398_ResearchPlan
- ✓ Human Subjects/CT
- ✓ PHS398_CoverPageSupplement
- ✓ Other Required Forms
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- ✓ Internal Documents
- ▶ Route and Submit

Route and Submit ❓

Build PDF / Form Pages
Assemble Application

Build Grants.gov Application

- No table of contents is created in this assembled document.
- Cover Letter (If applicable) is included at the beginning to aid in review, but it won't appear in the final Commons proposal (they are stored separately by NIH)
- Appendices (if applicable) are included at end of the research plan to aid in review, but they won't appear in the final Commons proposal (they are stored separately by NIH)
- A few pages may appear in the assembled document that are "lists of attachments" (e.g., Modular Budget Justifications attachments list, Assurances/Certification Explanation attachments list); these will NOT show up in the Commons proposal document.
- 398 Cover Page will appear before the research plan in both modular and detailed budget applications.
- References Cited will appear after the Research Plan section in both modular and detailed budget applications.
- In detailed budget applications, the cumulative budget will appear immediately following the detailed budget (and the budget justification will follow the cumulative budget).

Submit for Internal Review

Validation & Submission to Grants.gov

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Finalize
Submit for Internal Review

Best Proposal Ever 08/04/2020
Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

Proposal
P2100097

Done Save

Setup Questions
R&R Cover Page
Budget
Personnel
Performance Sites
Other Project Info
PHS398_ResearchPlan
Human Subjects/CT
PHS398_CoverPageSupplement
Other Required Forms
Internal Protocol Approvals
Internal Proposal Routing Form
Internal Documents
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 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: **Under development**

Components for **Initial Application**

Submit Final Review

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Proposal Routing Form (Proposal package)		Completed		Mandatory

Add Institution Forms/Supporting Documents

All documents uploaded to the Internal Documents tab, as well as the Assembled Doc and the Proposal Routing Form, are available to view here and will be routed to approvers

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Validate (NIH Submission Only)

Complete NIH
Pre-Submission Validation

Validate (NIH Submission Only)

Click here to Submit for Pre-Submission Validation

Any potential errors will show up here

View Grant Image that will be submitted to NIH here

Validation & Submission to Grants.gov
NIH Commons Validation   [NIH Pre-Submission Validation]

Date/Timestamp	Result	Description	Grant Image	Delete Image
14-Feb-2020 2:47:02 PM	Warning	Grant application form update underway (NOT-OD-20-026). Use the form package with Competition ID \"FORMS-E\" for applications to a due dates on or before May 24, 2020 and Competition ID \"FORMS-F\" for due dates on or after May 25, 2020. If you have confirmed the correct forms are in use, no additional action is needed.		
14-Feb-2020 2:47:02 PM	Warning	The name provided for the PD/PI, Investigator Creighton does not match the name listed on the eRA Commons account: Barbara Bittner. The application image will display the name as submitted here. If the name listed in the eRA Commons is not current, please update it in the eRA Commons. Instructions on updating profile information are available at http://era.nih.gov/reg_accounts/manage_personal_profile.cfm	View	N/A

Investigators and proposal preparers may test the application package against NIH Commons electronic validation rules prior to submitting the application to Grants.gov. Errors, and Warnings where appropriate/desired, can be corrected prior to submission to Grants.gov.

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Submit for Internal Routing

Click on thumbs up icon to begin Internal Routing

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

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Submit for Internal Routing

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

Refresh Route

Route Path - **Internal Programs** Add New Person to Review Path				Submit
Step 1	**PI**	Investigator Creighton		1.
Inserted Step	**Inserted Step**	Department Administrator Creighton		2.
Step 5	**SPA Approval**	Barbara Bittner		
	SPA Approval	Jennifer Klimowicz		3.
	SPA Approval	Elizabeth Herr		
Step 6	**Department(s)**	Chair Creighton		4.
Step 7	**School(s)**	Dean Creighton		5.
Step 8	**Provost Approval**	Provost Creighton		6.
Step 18	**Completion, other**	Elizabeth Herr		
	Completion, other	Barbara Bittner		
	Completion, other	Investigator Creighton		7.
	Completion, other	Jennifer Klimowicz		

1. Investigator must submit/approve

2. Department Administrator must approve (if applicable)

3. Sponsored Programs must review, but only one needs to approve

4. Department Chair must approve

5. School/College Dean must approve

6. Provost must approve

7. Investigator and Sponsored Programs are informed that routing has been completed

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

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				Submit
	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		

Submit for Internal 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

- You can make final changes to the proposal by uncompleting a tab and making the necessary changes. CAUTION: Uncompleting the Setup tab could delete information in the rest of the tabs.

- 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.

- Contact Sponsored Programs to request they submit the proposal to sponsor (SPA will not submit without your approval).

If you have any questions, contact Sponsored Programs

spa@creighton.edu
402-280-3209

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