

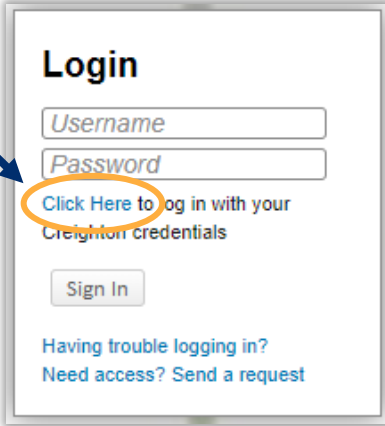
Proposal Development S2S Proposal Set-Up

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](#)

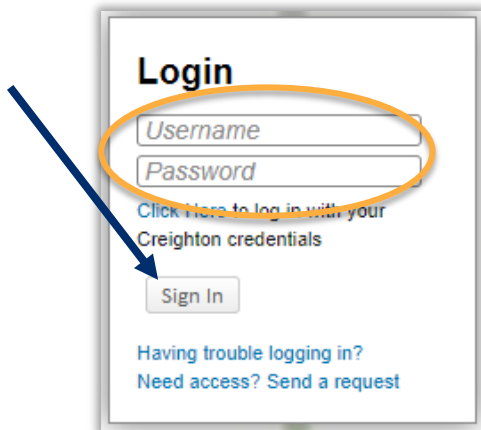
[Having trouble logging in?](#)
[Need access? Send a request](#)

*****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

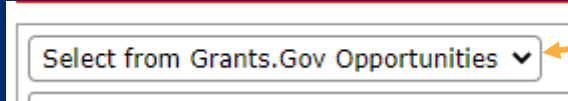
Please select "New" proposal or "Copy from Existing"

Create a New Proposal ▲
Copy From Existing Proposal ▼

Select Create a New Proposal

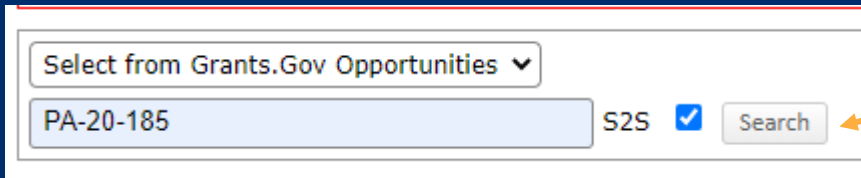
New Proposal Questionnaire

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*****

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

New Proposal Questionnaire

Setting up the proposal

The image shows a screenshot of a web form for creating a new proposal. The form has two main sections. The top section has a label 'Proposal Type' above a dropdown menu. The dropdown menu is open, showing options: 'New/Original' (selected), 'Continuation/Progress Report', 'Resubmission', 'Supplement', and 'Renewal'. Below this is a text input field with the label 'Please enter the proposed project title'. The bottom section also has a label 'Please enter the proposed project title' above a larger text input field. Two orange callout boxes provide instructions: one points to the dropdown menu with the text 'Select the correct Proposal Type (contact Sponsored Programs Administration if you're not sure which type to select)', and another points to the bottom text input field with the text 'Enter the project title'.

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

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 another dropdown menu showing "2". A "Create Proposal" button is located at the bottom right. Annotations include: an orange box pointing to the date fields with the text "Enter Project Start/End dates and click Continue"; a text box on the right stating "***Consult the funding opportunity guidelines to ensure you are selecting the correct dates***"; an orange box pointing to the "2" in the top dropdown with the text "The number of budget periods is automatically generated based on start and end date"; and an orange box pointing to the "2" in the bottom dropdown with the text "If everything is correct, click Create Proposal to generate the proposal record".

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

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.

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 contains 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 displayed over a question mark icon in the top right corner. 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 'Show' and 'Show Help' buttons near the tooltip.

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

Setup Questions Initial Screen

Make note of proposal number for future reference

Proposal P2000053

Proposal Title Here
Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

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 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-19-091
Opportunity Title	NIH Research Project Grant (Parent R01 Basic Experimental Studies with Humans Required)
Offering Agency	National Institutes of Health
Open Date	05-Jan-2019
Close Date	03-Jun-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.
CFDA Number	
CFDA Description	
Competition ID	FORMS-E
Competition Title	Use for due dates on or before May 24, 2020
Form Version	FORMS-E
PackagelD	PKG00246521
Agency Contact	

R01 Validations *Mechanism Opt In/Out*

Project period may not exceed five Budget Periods.
NIH Annual \$500,000 direct cost limit applies to this proposal.
A non-zero value for calendar months, academic months, or summer months is required for each senior/key person.
Introduction is mandatory for Resubmissions/Revisions.
Introduction cannot be over 1 page for Resubmissions.
Introduction cannot be over 1 page for Revisions.
Research Strategy page limit: 12 pages
Research Strategy is required.
Specific Aims is required and limited to 1 page.
Project period may not exceed 5 years.

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	<input checked="" type="checkbox"/>
PHS398_CoverPageSupplement_4_0	PHS398_CoverPageSupplement_4_0-V4.0	<input checked="" type="checkbox"/>
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	<input checked="" type="checkbox"/>
PerformanceSite_2_0-V2.0	PerformanceSite_2_0-V2.0	<input checked="" type="checkbox"/>
RR_KeyPersonExpanded_2_0-V2.0	RR_KeyPersonExpanded_2_0-V2.0	<input checked="" type="checkbox"/>
PHS398_ResearchPlan_4_0	PHS398_ResearchPlan_4_0-V4.0	<input checked="" type="checkbox"/>
PHSHumanSubjectsAndClinicalTrialsInfo	PHSHumanSubjectsAndClinicalTrialsInfo-V1.0	<input checked="" type="checkbox"/>
RR_Budget_1_4-V1.4	RR_Budget_1_4-V1.4	<input type="checkbox"/>
RR_SubawardBudget30_1_4-V1.4	RR_SubawardBudget30_1_4-V1.4	<input type="checkbox"/>
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	<input checked="" type="checkbox"/>
PHS_AssignmentRequestForm_2_0-V2.0	PHS_AssignmentRequestForm_2_0-V2.0	<input type="checkbox"/>

Deadline Information

Deadline Date:

Deadline Time:

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

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 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

R&R Cover Page Verify Information

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

2500 California Plaza
Omaha NE 681780390
U.S.A.

Province:

Phone Number: Fax Number: Email:

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested	\$	0.00
b. Total Non-Federal Funds	\$	0.00
c. Total Federal & Non-Federal Funds	\$	0.00
d. Estimated Program Income	\$	<input type="text" value="0"/>

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 process for review on DATE:

b. No Program is not covered by E. O. 12372
 Or program has not been selected by state for review

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with the resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

19. Authorized Representative

Prefix: First Name: Middle Name: Last Name: Suffix:

Title: Organization Name:

Department: Division:

Address (Street, city, county, state, zip/postal code, province, country)

Phone Number: Fax Number: Email:

*Signature of Authorized Representative: *Date Signed:

20. Pre-application

21. Cover Letter Attachment

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

If required, upload Cover Letter here

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

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

Proposal P2100097

R&R Cover Page Completed

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

1. Type of Submission: <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		2. Date Submitted: <input type="text"/>	Applicant Identifier: <input type="text" value="P2100097"/>
		3. Date Received by State: <input type="text"/>	State Application Identifier: <input type="text"/>
		4 a. Federal Identifier <input type="text"/>	b. Agency Routing Identifier: <input type="text"/>
c. Previous Grants.gov Tracking ID: <input type="text"/>			
5. Applicant information Organizational DUNS: 05-330-9332 Legal Name: Creighton University Department: Sponsored Programs Administration Division: None Address (Street, city, state, zip/postal code) 2500 California Plaza Omaha NE 68178-0390 U.S.A. Province: <input type="text"/>			
Person to be contacted on matters involving this application Prefix: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> Position/Title: <input type="text"/> Street1: <input type="text"/> Street2: <input type="text"/> City: <input type="text"/> County/Parish: <input type="text"/> Director, Sponsored Programs Administration Creighton University 2500 California Plaza Omaha State: <input type="text"/> Province: <input type="text"/> Country: <input type="text"/> Zip/Postal Code: <input type="text"/> NE U.S.A. 68178-0390 Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/> 402-290-5769 spa@creighton.edu			
6. Employer Identification Number (EIN): <input type="text" value="1470378583A1"/>		7. TYPE OF APPLICANT: <input type="radio"/> Private Institution of Higher Education Other (Specify): <input type="text"/>	
8. TYPE OF APPLICATION: <input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision		Small Business Organization Type <input type="checkbox"/> Woman-owned <input type="checkbox"/> Socially and Economically Disadvantaged	
If Revision, mark appropriate box(es). <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify): <input type="text"/>		9. NAME OF FEDERAL AGENCY: <input type="text" value="National Institutes of Health"/>	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/>			

R&R Cover Page Complete SF424



Best Proposal Ever 08/04/2020

Jennifer Klimowicz - Sponsored Programs Administration

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

- ✓ 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

R&R Cover Page [?]

1. Type of Submission:

Pre-application

Application

Changed/Corrected Application

5. Applicant information

Legal Name: Creighton University

Department:

Address (Street, city, state, zip/postal code)

Province:

Person to be contacted on matters involving this app

Prefix:

Position/Title:

State:

Phone Number:

6. Employer Identification Number (EIN): [?]

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](#)

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 grant, you cannot be added to the proposal.

Budget

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

Proposal Title Goes Here
Jennifer Klimowicz (National Institutes of Health/NIH) Proposal P2000086

Budget Edit Mode

Project Period: 01-Jul-2020 to 30-Jun-2025 Source View: Sponsor Rollup subprojects: Not Rollup Proposal Structure Import/Export Build PDF 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-Jul-2020	30-Jun-2021	Funding*	Proposed	-	-	-	-	-
2	2	01-Jul-2021	30-Jun-2022	Funding*	Proposed	-	-	-	-	-
3	3	01-Jul-2022	30-Jun-2023	Funding*	Proposed	-	-	-	-	-
4	4	01-Jul-2023	30-Jun-2024	Funding*	Proposed	-	-	-	-	-
5						-	-	-	-	-
Total:						\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Personnel [Hide]

NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Detail Klimowicz, Jennifer PD/PI	-	-	-	-	-	\$ 0
Subtotal Personnel:						\$ 0

Non-Personnel [hide]

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

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

Click on Detail next to PI to add effort

Budget - Detailed

Adding Effort for Personnel

1 Detail for: Creighton, Investigator

Detail Appointments Justifications Cost Sharing 5 Effort Periods

Committed Effort Save and Close Save Close

Costs by Budget Period

Person Months Show Calculation Details

Labor Object Code 6050 - Exempt Salaries Fringe Object Code 6703 - Gov't Grants Benefit Allocation

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL
1	2	100,000	0.20	0.00	0.00	1,667	Full Time 410	\$ 2,077
2	PD/PI 3.00 %	103,000	0.20	3	0.00	1,717	Full Time 422	2,139
3	PD/PI 3.00 %	106,090	0.20	0.00	0.00	1,769	Full Time 435	2,204
4	PD/PI 3.00 %	109,273	0.20	0.00	0.00	1,822	Full Time 448	2,270
5	PD/PI 3.00 %	112,551	0.20	0.00	0.00	1,877	Full Time 461	2,338
Total						\$ 8,852	\$ 2,176	\$ 11,028

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

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

Source View:

Rollup subprojects:

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 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.

Budget

Adding TBD Personnel to the Budget

1. Click on Add New Profile

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

3. Click on Set to select 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.)

New Profile Save Close

Genius Profile Temporary Profile

Salutation

First Name

Middle Initial

* Last Name

Suffix

Degrees

Title

Phone

Fax

Email

Address

City

State

Zip

5. Click Save

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]	Cost Sharing	
		START	END			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	

Personnel [Hide]

	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

Add New Profile Add Person

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

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

4

Person Months Show Calculation Details

Labor Object Code: 6310 - Student Employment Fringe Object Code: -

PERIOD	ROLE	NUMBER OF PERSONNEL	CALENDAR MONTHS	ACADEMIC MONTHS	SUMMER MONTHS	SALARY	FRINGE BENEFITS	TOTAL
1	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	\$ 40,000
2	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	40,000
3	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	40,000
4	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	40,000
5	Graduate Student	2	0.60	0.00	0.00	40,000	Student 0	40,000
Total						\$ 200,000	\$ 0	\$ 200,000

Budget

Adding Personnel to the Budget

Once all personnel have been added, click SAVE budget

Proposal Title Goes Here
Jennifer Klimowicz (National Institutes of Health)
Proposal P2000086

Project Period: 01-Jul-2020 to 30-Jun-2025
 Source View: Sponsor
 Rollup subprojects: Proposal Structure, Import/Export, Build PDF, 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-Jul-2020	30-Jun-2021	Funding*	Proposed	-	\$ 393	\$ 270	\$ 123	\$ 393
2	2	01-Jul-2021	30-Jun-2022	Funding*	Proposed	-	393	270	123	393
3	3	01-Jul-2022	30-Jun-2023	Funding*	Proposed	-	393	270	123	393
4	4	01-Jul-2023	30-Jun-2024	Funding*	Proposed	-	393	270	123	393
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										
<input checked="" type="checkbox"/>	Detail	Klimowicz, Jennifer	PD/PI	\$ 12,546	\$ 12,922	\$ 13,310	\$ 13,709	\$ 14,120	\$ 66,607	
<input checked="" type="checkbox"/>	Detail	Creighton, Investigator	PD/PI	20,769	21,392	22,034	22,694	23,375	110,264	Remove
<input checked="" type="checkbox"/>	Detail	Investigator, Jay	PD/PI	12,546	12,546	12,546	12,546	12,546	62,730	Remove
Non-Key Personnel										
<input checked="" type="checkbox"/>	Detail	Graduate Student,	Graduate Student	19,730	19,730	19,730	19,730	19,730	98,650	Remove
Subtotal Personnel:				\$ 65,591	\$ 66,590	\$ 67,620	\$ 68,679	\$ 69,771	\$ 338,251	

Add New Profile

Budget

Adding Non-Personnel Costs

Proposal Title Goes Here
Jennifer Klimowicz (National Institutes of Health/NIH) Proposal P2000086

Done Save Edit Mode

Project Period: 01-Jul-2020 to 30-Jun-2025 Source View: Sponsor Rollup subprojects: Not Rollup Proposal Structure Import/Export Build PDF Complete Budget

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-Jul-2020	30-Jun-2021	Funding*	Proposed	-	\$ 393	\$ 270	\$ 123	\$ 393
2	2	01-Jul-2021	30-Jun-2022	Funding*	Proposed	-	393	270	123	393
3	3	01-Jul-2022	30-Jun-2023	Funding*	Proposed	-	393	270	123	393
4	4	01-Jul-2023	30-Jun-2024	Funding*	Proposed	-	393	270	123	393
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						
<input type="button" value="Detail"/> Klimowicz, Jennifer PD/PI	\$ 12,546	\$ 12,922	\$ 13,310	\$ 13,709	\$ 14,120	\$ 66,607
<input type="button" value="Detail"/> Creighton, Investigator PD/PI	20,769	21,392	22,034	22,694	23,375	110,264 <input type="button" value="Remove"/>
<input type="button" value="Detail"/> Investigator, Jay PD/PI	12,546	12,546	12,546	12,546	12,546	62,730 <input type="button" value="Remove"/>
Non-Key Personnel						
<input type="button" value="Detail"/> Graduate Student,			730	19,730	19,730	98,650 <input type="button" value="Remove"/>
			620	\$ 58,679	\$ 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

Select Budget Category

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

SubAwards [show]

Subprojects [show]

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL COSTS
<input type="button" value="Detail"/> Modular Budget Transaction:	\$ -65,591	\$ -66,590	\$ -67,620	\$ -68,679	\$ -69,771	\$ -338,251
Total Sponsor Direct Costs:	-	-	-	-	-	\$ 0
Sponsor F&A:	0	0	0	0	0	0
Total Sponsor Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

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	Period 1	\$ 5,000
7365 - Conf Registration and Training Fees	Period 2	\$ 5,000
Description: Participant Travel	Period 3	\$ 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.

Click Add

Budget

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

July 17, 2020 Test 1
InfoEd Administration (National Institutes of Health/NIH) Proposal P2100061

Project Period: 01-Sep-2020 to 31-Aug-2025 Source View: Sponsor Rollup subprojects: Not Rollup

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-Sep-2020	31-Aug-2021	Funding*	Proposed	\$ 54,763	-	\$ 37,638	\$ 17,125	\$ 54,763
2	2	01-Sep-2021	31-Aug-2022	Funding*	Proposed	56,406	-	38,767	17,639	56,406
3	3	01-Sep-2022	31-Aug-2023	Funding*	Proposed	58,098	-	39,930	18,168	58,098
4	4	01-Sep-2023	31-Aug-2024	Funding*	Proposed	59,841	-	41,128	18,713	59,841
5	5	01-Sep-2024	31-Aug-2025	Funding*	Proposed	61,637	-	42,362	19,275	61,637
Total:						\$ 290,745	\$ 0	\$ 199,825	\$ 90,920	\$ 290,745

Personnel [Hide]

NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Administration, InfoEd PD/PI	\$ 37,638	\$ 38,767	\$ 39,930	\$ 41,128	\$ 42,362	\$ 199,825
Subtotal Personnel:	\$ 37,638	\$ 38,767	\$ 39,930	\$ 41,128	\$ 42,362	\$ 199,825

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

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

SubAwards [show]

Subprojects [show]

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL COSTS
Total Sponsor Direct Costs:	\$ 37,638	\$ 38,767	\$ 39,930	\$ 41,128	\$ 42,362	\$ 199,825
Total Direct Costs less Subaward F&A**:	\$ 37,638	\$ 38,767	\$ 39,930	\$ 41,128	\$ 42,362	\$ 199,825
F&A Object Code: 7890 - Indirect Costs Sponsor F&A:	17,125	17,639	18,168	18,713	19,275	90,920
Total Sponsor Costs:	\$ 54,763	\$ 56,406	\$ 58,098	\$ 59,841	\$ 61,637	\$ 290,745

****Not included in the Grand Totals**

Budget - Modular

1. Click Modular Budget tab

2. Choose the number of modules requested per period

Budget +

Modular Budget

F&A

Cost Sharing

Justifications

Versions

Setup

Edit Mode

Modular Budget					
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 \$	\$ 68,250.00				\$ 68,250.00	\$ 341,250.00
Total	\$ 218,250.00				\$ 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.

Budget

Once budget has been completely entered, click SAVE

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

Project Period: 01-Jul-2020 to 30-Jun-2025

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure | Import/Export | Build PDF | 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-Jul-2020	30-Jun-2021	Funding*	Proposed	\$ 218,250	\$ 993	\$ 150,270	\$ 68,373	\$ 218,643				
2	2	01-Jul-2021	30-Jun-2022	Funding*	Proposed	218,250	1,266	150,870	68,646	219,516				
3	3	01-Jul-2022	30-Jun-2023	Funding*	Proposed	218,250	2,165	151,488	68,927	220,415				
4	4	01-Jul-2023	30-Jun-2024	Funding*	Proposed	218,250	3,092	152,125	69,217	221,342				
5	5	01-Jul-2024	30-Jun-2025	Funding*	Proposed	218,250	4,046	152,781	69,515	222,296				
Total:						\$ 1,091,250	\$ 10,962	\$ 757,534	\$ 344,678	\$ 1,102,212				

Personnel [Hide]

NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Key Personnel						
Klimowicz, Jennifer PD/PI	\$ 12,461	\$ 12,835	\$ 13,220	\$ 13,616	\$ 14,025	\$ 66,157
Creighton, Investigator PD/PI	20,769	21,392	22,034	22,694	23,375	110,264
Investigator, Jay PD/PI	12,461	12,835	13,220	13,616	14,025	66,157
Non-Key Personnel						
Graduate Student, Graduate Student	19,730	19,730	19,730	19,730	19,730	98,650
Subtotal Personnel:	\$ 65,421	\$ 66,792	\$ 68,204	\$ 69,656	\$ 71,155	\$ 341,228

Non-Personnel [Hide]

CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	DIRECT COSTS
Publication Costs 7054 - Printing	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,000
Supplies (3) 7645 - Instructional Supplies	60,000	60,000	60,000	60,000	60,000	300,000
Travel-Domestic 7365 - Conf Registration and Training Fees	10,000	10,000	10,000	10,000	10,000	50,000
Subtotal Non-Personnel:	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 370,000

SubAwards [show]

Subprojects [show] Import as Subproject

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	TOTAL COSTS
Modular Budget Transaction:	\$ 10,579	\$ 9,208	\$ 7,796	\$ 6,344	\$ 4,845	\$ 38,772
Total Sponsor Direct Costs:	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
Sponsor F&A:	68,250	68,250	68,250	68,250	68,250	341,250
Total Sponsor Costs:	\$ 218,250	\$ 218,250	\$ 218,250	\$ 218,250	\$ 218,250	\$ 1,091,250

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

Source View: Sponsor

Calculation rate method
 Prevailing Blended

Scheme Show
 Federal Research

Base Show MTDC Rate Federal Research Negotiated Effective 45.500

Apply Manual F&A

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

Click Apply to apply any changes

		PERIOD 2	PERIOD 3			TOTAL
Sponsor Directs		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

Budget

Making Edits to the Project or Budget Periods

The screenshot displays the 'Setup' tab in the budget management system. The 'PERIOD/DATES' sub-tab is selected and highlighted with an orange box. The 'Project Period' section shows a table with columns 'START' and 'END', containing the values '01-Jul-2020' and '30-Jun-2025'. Below this is the 'Shift Project Dates' section, which includes a table with columns 'New' and 'Old', and a 'Shift by' field with a dropdown menu set to 'days'. The 'Budget Period' section features a table with columns 'BUDGET PERIOD', 'START', and 'END', listing five periods from 01-Jul-2020 to 30-Jun-2025. A callout box on the left points to the 'Setup' tab in the sidebar, stating: 'Project dates can be adjusted under the Setup tab in the budget'.

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

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

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

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

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

Budget

Cost Sharing and Justifications

Modular Budget		Personnel Costs		PERIOD 3	PERIOD 4	PERIOD 5	TOTAL
F&A	Klimowicz	Sponsor	12,461	12,835	13,220	13,616	66,157
Cost Sharing		Institution	0	0	0	0	0
Justifications		Unallowable	0	0	0	0	0
Versions	Creighton, Investigator	Sponsor	32,883	32,883	32,883	32,883	164,415
Setup		Institution	0	0	0	0	0
		Unallowable	17,117	17,117	17,117	17,117	101,041
	Graduate Student,	Sponsor	19,730	19,730	19,730	19,730	98,650

Any cost sharing will display on the Cost Sharing tab

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)

Justifications ?

Upload Form ? Use Database ?

UPLOAD "PERSONNEL JUSTIFICATION" DOCUMENTATION

Choose File No file chosen

UPLOAD "CONSORTIUM JUSTIFICATION" DOCUMENTATION

Choose File No file chosen

UPLOAD "ADDITIONAL NARRATIVE JUSTIFICATION" DOCUMENTATION

Choose File No file chosen

1. Click Choose File and select document to upload

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

Budget

Complete Budget or Make Edits

3

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

Proposal P2000095

1

Period: 01-Jul-2020 to 30-Jun-2025

Source View: Sponsor

Rollup subprojects: Not Rollup

Build PDF

2

Complete Budget

This symbol shows that cost sharing is active

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

YEAR/PERIOD	PERIODS [hide]	SPONSOR [show]	COST SHARING [show]	PROJECT [hide]
		TOTAL	TOTAL	DIRECTS F&A TOTAL
1		\$ 218,250	\$ 393	\$ 150,270 \$ 68,373 \$ 218,643
2	2	01-Jul-2021 30-Jun-2022	Funding* Proposed	218,250 1,266 150,870 68,646 219,516
3	3	01-Jul-2022 30-Jun-2023	Funding* Proposed	218,250 2,165 151,488 68,927 220,415
4	4	01-Jul-2023 30-Jun-2024	Funding* Proposed	2
5	5	01-Jul-2024 30-Jun-2025	Funding* Proposed	2
Total:		\$ 1,0		

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.

Personnel

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

Proposal P2100097

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

Personnel

Add Personnel [hide]

Proposal Element: Prime

Personnel Type: Other Significant Contributor

Name (Last, First): Co-Investigator, Creighton - - Test Department

Save

Click Save to add new personnel to proposal

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

Person Months

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
	<input checked="" type="checkbox"/>	Jennifer Klimowicz PD/PI * Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University - 000000 Sponsored Programs Administration	0	0	0			
	<input checked="" type="checkbox"/>	Investigator Creighton PD/PI Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University - 000000 Test Department	0.2	0	0			
	<input type="checkbox"/>	Graduate Student Graduate Student Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University - 000000 Test School	0	0	0			

Legend:
1 Prime

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

Upload biosketches for key personnel only by clicking the icon

Add Non-Creighton Key Personnel

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

Best Proposal Ever 08/04/2020
Jennifer Klimowicz - Sponsored Programs Adminis

Proposal P2100097

Completed OMB Number: 4040-0001
Expiration Date: 12/31/2022
[Edit Mode](#)

- 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

Personnel [?]

Add Personnel [hide]

Proposal Element: Prime Proposal Structure

Personnel Type: Key [?]

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

Role: PD/PI

Person Months [?]

		PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
										CALENDAR	ACADEMIC	SUMMER			
		<input checked="" type="radio"/>	<input type="checkbox"/>	¹ Jennifer Klimowicz PD/PI * Certifications and Training			[?]	<input type="checkbox"/>	Creighton University Sponsored Programs Administration	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
		<input type="radio"/>	<input checked="" type="checkbox"/>	¹ Investigator Creighton PD/PI Certifications and Training			[?]	<input checked="" type="checkbox"/>	Creighton University Test Department	<input type="text" value="0.25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

		PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
										CALENDAR	ACADEMIC	SUMMER			
		<input type="radio"/>	<input type="checkbox"/>	¹ Graduate Student Graduate Student Certifications and Training			[?]	<input checked="" type="checkbox"/>	Creighton University Test School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

Legend: ¹ Prime

Add Non-Creighton Key Personnel

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Jennifer Klimowicz - Sponsored Programs Administration (Ne)

Proposal P2100097

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

Personnel

Add Personnel [hide]

Proposal Element: Prime
Proposal Structure: Prime

Personnel Type: External Consultant - Other Significant Contributor

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

Senior/Key

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Jennifer Klimowicz PD/PI * Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University Sponsored Programs Administration	0	0	0			
<input type="radio"/>	<input checked="" type="checkbox"/>	Investigator Creighton PD/PI Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University Test Department	0.25	0	0			

Person Months

Non-Key

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
<input type="radio"/>	<input checked="" type="checkbox"/>	Graduate Student Graduate Student Certifications and Training			?	<input checked="" type="checkbox"/>	Creighton University Test School	0	0	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

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Jennifer Klimowicz - Sponsored Pr

Proposal P2100097

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

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.

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, Shelley
Smith, Shelley - University of Nebraska Medical Center/UNMC

Person Months

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
		Jennifer Klimowicz PD/PI * Certifications and Training			?		Creighton University Sponsored Programs Administration	0	0	0			
		Investigator Creighton PD/PI Certifications and Training			?	✓	Creighton University Test Department	0.25	0	0			

Non-Key

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
		Graduate Student Graduate Student Certifications and Training			?	✓	Creighton University Test School	0	0	0			

Legend:

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

Performance Sites

Click completed when finished

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Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

Proposal P210009

Completed

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

Performance Sites

Creighton information will automatically populate

Sequence	Organization Name	Address	
1	Creighton University	2500 California Plaza	Delete
	DUNS Number: 05-330-9332		
	Congressional District: NE-002	City: Omaha	
		State: Nebraska	
		Non-US State/Province (4 Characters only)	
		Province	
		Zip/Postal Code: 68178-0390	
		County: Douglas	
		Country: U.S.A.	
<input type="checkbox"/>		Address	
	DUNS Number	City	
	Congressional District	State	
		Non-US State/Province (4 Characters only)	
		Province	
		Zip/Postal Code	
		County	
		Country	

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

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Proposal P2100097

Click completed when finished

Completed

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

Other Project Info

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.

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 ?

8. Project Narrative ?

9. Bibliography & References Cited ?

10. Facilities & Other Resources ?

11. Equipment ?

12. Other Attachments ?

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

Answer questions 3 – 6 as appropriate for your proposal.

Questions 7 – 12
Upload required documents per the FOA

How to upload documents to Other Project Info

1. Click on Add Attachment

6. Does this project involve activities outside of the Uni
7. Project Summary/Abstract Abstract.docx
8. Project Narrative Narrative.pdf
9. Bibliography & References Cited Add Attachment
10. Facilities & Other Resources Facilities.docx
11. Equipment Add Attachment ?
12. Other Attachments ?
Add Attachment

2. Click on Choose File

...the research performance site designated, or eligible to
...this project involve activities outside of the United St
Project Summary/Abstract Abstract.docx
Project Narrative Narrative.pdf
Bibliography & References Cited Choose File No file chosen
Facilities & Other Resources Facilities.docx
Equipment Add Attachment ?
Other Attachments ?
Add Attachment

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

File Name	Date/Time	Type
Guidelines	6/21/2017 12:48 PM	File folder
HRSA	6/15/2017 2:30 PM	File folder
Abstract	9/17/2019 7:39 AM	Microsoft
Abstract	9/17/2019 7:39 AM	Adobe Ac
Biosketch Bittner	4/20/2017 11:51 AM	Microsoft
Biosketch Bittner	4/20/2017 11:51 AM	Adobe Ac
Biosketch Faculty 1	5/4/2017 2:16 PM	Microsoft
Biosketch Faculty 1	5/4/2017 2:16 PM	Adobe Ac
Biosketch Faculty 2	5/4/2017 2:16 PM	Adobe Ac
Biosketch Faculty 3	5/4/2017 2:16 PM	Adobe Ac
Biosketch Faculty 4	8/29/2019 1:25 PM	Adobe Ac
Biosketch Faculty 5	9/4/2019 1:25 PM	Adobe Ac
Budget Justification	9/17/2019 7:38 AM	Microsoft
Budget Justification	9/17/2019 7:38 AM	Adobe Ac

4. Click Upload

...als Used? Yes No (set on Setup Questions tab) ?
...eged information included in the application? Yes No ?
...ave an Actual or Potential Impact - positive or negative - on the envi
...rmance site designated, or eligible to be designated, as a historic pl
...olve activities outside of the United States or partnerships with inter
Project Summary/Abstract Abstract.docx Delete Attachment
Project Narrative Narrative.pdf Delete Attachment ?
Bibliography & References Cited Add Attachment ?
Facilities & Other Resources Choose File Facilities.docx Upload
Other Attachments ?
Add Attachment ?

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 Contractual [Upload](#)
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](#)

Human Subjects/CT

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
-
- Management Record (PT)
 - Tasks

Human Subjects/CT ?

The question under “Use of Human Specimens and/or Data” must be answered for all applications. The section in the box below will prepopulate from Setup tab.

? Completed

OMB Number: 0925-0001
Expiration Date: 2/28/2023

[Validate XML & NIH Pre-Submission](#)

* All mandatory data elements (fields/uploads) on all screens must be addressed in order to submit for NIH pre-submission validation.

Use of Human Specimens and/or Data

*Does any of the proposal research in the application involve human specimens and/or data? ? Yes No

Provide an explanation for any use of human subjects and/or data not considered to be human subjects research. ?

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. Any changes to these fields must be made on the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved? Yes No

Is the Project Exempt from Federal regulations? Yes No

Exemption number:

A New Study or a New Delayed Onset Study must be added if Human Subjects are included in the proposal

If No to Human Subjects

Skip the rest of the PHS Human Subjects and Clinical Trials Information Form.

If Yes to Human Subjects

Add a record for each proposed Human Subject Study by selecting 'Add New Study' or 'Add New Delayed Onset Study' as appropriate. Delayed onset studies are those for which there is no well-defined plan for human subject involvement at the time of submission, per agency policies on Delayed Onset Studies. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

Other Requested Information ?

Original

PDF

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

Human Subjects/CT

Other Requested Information ? Original PDF

Study Record(s) [Hide] ? ?

Study Title

No records to display.

Enter Study Title (each study title must be unique)

Delayed Onset Study(ies) [Hide] ?

Study Title Anticlinical

No records to display.

Enter Study Title (each study title must be unique)

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

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

PHS 398_CoverPageSupplement

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

Proposal P2100097

PHS398_CoverPageSupplement [?] Completed [?]
OWB Number: 4040-0001
Expiration Date: 2/28/2023

[View Burden Statement](#)

1. Vertebrate Animals Section

Are vertebrate animals euthanized? Yes No
If "Yes" to euthanasia
Is method consistent with American Veterinary Medical Association (AVMA) guidelines? Yes No
If "No" to AVMA guidelines, describe method and provide scientific justification

2. * Program Income Section [?]

*Is program income anticipated during the periods for which the grant support is requested? Yes No
If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

Budget Period	Anticipated Amount	Source(s)
1 year	\$ 0.00	
2 year	\$ 0.00	
3 year	\$ 0.00	
4 year	\$ 0.00	
5 year	\$ 0.00	

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

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

Registration (National Institutes of Health/NIH) Proposal P2100097

PA-FN-R01 Completed

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

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

PHS Assignment Request Form-V2.0 Completed Done Save

[View Burden Statement](#) PHS Assignment Request Form OMB Number: 0925-000 Expiration Date: 03/31/2021

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:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do Not Assign to Awarding Component:	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Only 20 characters allowed

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 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. The modal window also has 'Save' and 'Close' buttons.

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

Internal Protocol Approvals

To link an In Process or Approved human subject protocol:

The screenshot shows a web application interface for 'Internal Protocol Approvals'. On the left is a sidebar with navigation options: 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 three rows of search criteria: 'Sponsor/Scheme' (No Sponsors Found), 'Primary Center/Program' (Set), and 'Principal Investigator' (Set). Two orange callout boxes provide instructions: 'Option 1: Type in protocol number and click Go' points to the 'Go' button in the 'Add Human Protocol' section. 'Option 2: Search by Principal Investigator Set under Principal Investigator, choose name, then click Go' points to the 'Set' button in the 'Principal Investigator' row.

Internal Protocol Approvals

To link to a current human subject protocol:

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

1. Scroll to the bottom of the page

3. Click Select

2. Click the box next to the appropriate protocol

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

The screenshot displays the InfoEd system interface for Internal Protocol Approvals. The top navigation bar includes a menu icon, 'Done', 'Save', and the text 'Non S2S Test 08/06/2020 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)'. The right side shows 'Proposal P2100101' and a 'Completed' checkbox. The left sidebar contains navigation options: 'Setup Questions', 'Budget', 'Personnel', 'Internal Protocol Approvals', 'Internal Proposal Routing Form', 'Attachments', 'Route and Submit', 'Management Record (PT)', and 'Tasks'. The main content area shows the 'Approvals' section with a note: 'Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Proj'. An 'Add' button is visible. A modal window titled 'Add/Edit Approvals' is open, showing a 'Type:' dropdown menu set to 'Human Subjects', a 'Protocol:' section with radio buttons for 'Attached', 'Not Attached', and 'Create New', and a 'Continue' button. Annotations with arrows point to the 'Add' button (labeled '1. Click to Add'), the 'Human Subjects' dropdown (labeled '2. Select type of approval'), and the 'Continue' button (labeled '3. Click Continue').

Internal Protocol Approvals

Enter any human subject or animal protocols used on the project

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

5. Click Save and then Close to add

6. Once all approvals have been entered, click Completed

Proposal Routing Form

Best Proposal Ever 08/04/2020 Proposal P2100097

Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

- ✓ 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

Project Questions

Complete

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

Investigator and Proposal Information

Principal Investigator/Project Director/Fellowship Sponsor:
Klimowicz, Jennifer

Email JenniferKlimowicz@creighton.edu
Phone 402-280-2064
Department Sponsored Programs Administration

Personnel:

PI	Name	Department	Role	Net Effort
✓	Klimowicz, Jennifer	Sponsored Programs Administration	PD/PI	0.000
	Creighton, Investigator	Test Department	PD/PI	2.083

Sponsor: National Institutes of Health/NIH

Budget:

	Period 1	Period 2	Period 3	Period 4	Period 5	Total
Direct Costs	\$20,838	\$20,838	\$20,838	\$20,838	\$20,838	\$104,190
Indirect Costs	\$9,481	\$9,481	\$9,481	\$9,481	\$9,481	\$47,406
F&A Rate	45.500%	45.500%	45.500%	45.500%	45.500%	-
Total	\$30,319	\$30,319	\$30,319	\$30,319	\$30,319	\$151,596

Project Total Cost Sharing Direct Costs:

Project Total Cost Sharing F&A Costs:

*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.

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

Proposal P2100097

Internal Documents ²

Current Proposal Status: Under development

Components for Initial Application

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

Add Institution Forms/Supporting Documents

Click Completed when done → Completed

Click to see uploaded documents →

Click Add Institution Form/Supporting Documents to Upload new documents →

Internal Documents

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

Route and Submit

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

Proposal P2100097

Click Build to begin building the application

Route and Submit ?

[Build PDF / Form Pages](#)

Form Page	Last Built	Built By
R&R Cover Page		
Budget		
Personnel		
Performance Sites		
Other Project Info		
PHS398_ResearchPlan		
Human Subjects/CT		
PHS398_CoverPageSupplement		
PHS Assignment Request Form		

XML Validation Attachment Filenames
Warning: Once these pages are built, uncompleting any of these "Tabs" will require that you re-build these pages.

[Assemble Application](#)
[Submit for Internal Review](#)

[Validation & Submission to Grants.gov](#)

Route and Submit

Route and Submit Assemble Application

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

Proposal
P2100097

Click here to Assemble the application and generate the Assembled Document

Route and Submit [?]

- ✓ 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

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

Finalize Submit for Internal Review

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

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](#)

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

Validate (NIH Submission Only)

- ✓ 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

Build PDF / Form Pages Jennifer Klimowicz - Sponsored Programs Administration (National Institutes of Health/NIH)

Assemble Application
 Submit for Internal Review

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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				

Validation & Submission to Grants.gov

NIH Commons Validation NIH Pre-Submission Validation

Date/Timestamp	Result	Description	Grant Image	Delete Image

Grants.gov Submission Submit to Grants.gov

Submitted Date	Grants.Gov ID	Receipt Date	Receipt Status	XML Validation

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.

Authorized institutional officials can submit/resubmit the application to Grants.gov at left. Any user can see the history of prior Grants.gov submissions of this proposal, or run the XML validation.

Complete NIH Pre-Submission Validation

Validate (NIH Submission Only)

Click here to Submit for Pre-Submission Validation

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.	View	N/A
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		

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.

Any potential errors will show up here

View Grant Image that will be submitted to NIH here

Submit for Internal Routing

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

Proposal P2100097

Build PDF / Form Pages
Assemble Application
Submit for Internal Review

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Current Proposal Status: **Under development**

Components for **Initial Application**

Current Submission

FORM / DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc	👍	Completed		
Proposal Routing Form (Proposal package)	👍	Completed		Mandatory
Add Institution Forms/Supporting Documents				

Submit Final Review

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

Date/Timestamp	Result	Description	Grant Image	Delete Image

Grants.gov Submission [Submit to Grants.gov](#) **XML Validation**

Submitted Date	Grants.Gov ID	Receipt Date	Receipt Status

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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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

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			
Step 18	Completion, other	Elizabeth Herr		6.	
	Completion, other	Barbara Bittner			
	Completion, other	Investigator Creighton			
	Completion, other	Jennifer Klimowicz		7.	

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](#)

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

Done
Save

NIH Test #2
Investigator Creighton - Test Department (National Institutes of Health)

Proposal
P2000038

- ✓ Budget
- ✓ Personnel
- ✓ Performance Sites
- ✓ Other Project Info
- ✓ PHS398_ResearchPlan
- ✓ Human Subjects/CT
- ✓ PHS398_CoverPageSupplement
- ✓ Internal Protocol Approvals
- ✓ Internal Proposal Routing Form
- ✓ Internal Documents
- **Route and Submit**

Management Record (PT)

Tasks

Submit for Internal Review

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The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your administrator will be notified when your proposal is submitted. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Routing**

Components for **Initial Application**

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

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress

[Open Full](#)

P2000038 - Investigator Creighton "NIH Test #2"					Notified	Decision	Insert	Remove
Route Name	Route Type	Step Number/Name	Who					
Full Review	Final Review	Step 2 - Co-investigators	Jennifer Klimowicz		14-Feb-2020 2:48:26 PM	Approved - Approve		
Full Review	Final Review		Elizabeth Herr		14-Feb-2020 2:48:27 PM			
Full Review	Final Review	Step 3 - Administration	Barbara Bittner					
Full Review	Final Review		Jennifer Klimowicz					
Full Review	Final Review		Elizabeth Herr					
Full Review	Final Review		Department Administrator Creighton					
Full Review	Final Review	Step 4 - Department(s)	Chair Creighton					
Full Review	Final Review	Step 5 - School(s)	Thomas Murray					
Full Review	Final Review		Dean Creighton					

[Validation & Submission to Grants.gov](#)

NIH Commons Validation NIH Pre-Submission Validation

Date/Timestamp	Result	Description	Grant Image
		Grant application form update underway (NOT-OD-20-026). Use the form package	

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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