Memorandum
To: All Investigators
From: Keelie Jones, Director, Sponsored Programs Education, Grants and Contracts Office
Date: August 2010
Re: GCO forms transition to paperless

The Grants and Contracts Office will be systematically rolling out the internal Sponsored Programs (“GCO”) forms in the PD module of InfoEd and implementing new business processes as part of Mount Sinai’s Electronic Proposal Initiative to streamline research and sponsored programs submissions.

We appreciate your patience as we learn to work with our new tools and adapt to working in a new “paperless” environment. The implementation will start August 23, 2010 and will span over a five-week period.

The implementation schedule and some examples are listed below for your reference.

Thank you for your anticipated cooperation.

(WEEK 1 Go live 8/18/2010) – As of 8/30/2010 these ARE Mandatory electronic submissions!
New – No Budget
  o MSSM internal projects
  o Per patient reimbursement Industry Proposals
  o Cooperative Clinical Trials (example: CALGB)

(WEEK 2 Go live 8/25/2010) – As of 9/6/2010 these ARE Mandatory electronic submissions!
Continuations - No Budget
  o Non- Competing Continuations of MSSM internal projects
  o Non- Competing Continuations Per patient reimbursement Industry Proposals
  o Non- Competing Continuations Cooperative Clinical Trials (example: CALGB)
  o No Cost Extensions of funded projects

System-to-System Applications
  o Enhancements to current online submissions

(WEEK 3 Go Live 9/1/2010) – As of 9/13/2010 these will be Mandatory electronic submissions!
New - With Budget
  o New and Competing Continuation Submissions with budgets that do not use InfoEd for system to system transmission

System-to-System Continuations – With Budget
  • Non-Competing Continuations and Supplements of projects that used InfoEd for system to system transmission

WEEK 4 Go Live 9/8/2010 - Now Available! As of 9/20/2010 these will be Mandatory electronic!
Continuations - With Budgets
  o Non-Competing Continuations
  o Supplements of projects with budgets that did not use InfoEd

Final Reports
  o Final Reports for all project types

If you have any questions, please contact Keelie Jones:

Keelie D. Jones
Director, Sponsored Programs Education
Grants and Contracts Office
3 East 101 Street, First Floor
Mount Sinai School of Medicine
One Gustave L. Levy Place, Box 1075
New York, New York, 10029-6574

Telephone: 212-824-8300 (Main Line)
Telephone: 212-824-8313 (Direct Line)
Facsimile: 212-241-3294
Blackberry: 646-285-1823
Email: keelie.jones@mssm.edu
Department: www.mssm.edu/grants