





## Instructions for Setting Up “System to System” Submission NIH Diversity Supplement in InfoEd

Follow these instructions if you are using InfoEd to submit your application directly to the NIH.

### Sections

- I. Choosing parent award InfoEd record: Steps 1- 6
- II. Adding administrative information for the NIH diversity supplement (e.g., start and end dates of diversity supplement): Steps 7 - 15
- III. Setting Up a System to System NIH diversity supplement: Steps 16 - 25

#### I. Choosing parent award InfoEd record: Steps 1 - 6

1. Log in to InfoEd.
2. From the menu bar on the left side of the page, click **My Proposals**>Show List.
3. Find your most recently funded application in the List. **Do not choose an application with “PD” in the GCO # (e.g., 01-2345PD).**
4. Roll your mouse pointer over the folder icon  under the GCO #.
5. Click on the paper icon  in the “PT” section (**Not PD**). This is the “Edit PT Proposal” option. **Do not click on the eyeglasses icon .** That is the “View PT Proposal” option.)
6. InfoEd launches a new window, called “Proposal – Summary.” In the upper left hand portion of the screen, click on the Add New PD icon.  
 “Add New PD”

#### II. Adding administrative info for NIH diversity supplement (e.g., start and end dates of diversity supplement): Steps 7 - 15

7. InfoEd launches a new window, called “Additional Submission Questionnaire” and you are now at the step entitled “Step 1 Copy from an Existing Record” See below.

Additional Submission Questionnaire	
This Proposal will be created with <b>PI Last Name</b> , <b>PI First Name</b> as the PI. <span style="border: 1px solid black; padding: 2px;">Change PI</span>	
<b>Step 1</b>	<b>Copy from an Existing record:</b> <ul style="list-style-type: none"> <li><input type="radio"/> Copy PI and Sponsor only</li> <li><input type="radio"/> Copy Basic Structure &amp; Personnel - no Budget</li> </ul>

8. For supplements, the PI must remain the same as the PI on the parent award. The diversity candidate cannot be the PI. If a user other than the PI is setting up the application, it will default as the user so you’ll need to change to the PI. Click on “Change PI” > select the first letter of the PI’s last name > from drop down list, select PI >Click select. InfoEd returns you to the “Additional Submission Questionnaire” window.

9. Click on “Continue to Next Step” button.
10. Continue to “Step 2 “Non Competing Renewal.”. Click on “New Proposal” from drop down menu. (There is no “supplement” option.) Then click on “Continue to Next Step” button.
11. The selected parts of the proposal will be copied, and InfoEd displays a screen where you can review the choices made. See below.

Additional Submission Questionnaire - Google Chrome  
 https://eresearch.mssm.edu/Proposal/PD/SubmissionCreate.asp?ParentID=ED344CD15EB180D6E04392CB4B2280D6&InstNo=05-1406-00001-11&system=PD&...

**Molecular Neurobiology**  
 Allison Gottlieb- Grants and Contracts Office (National Institute On Drug Abuse/NIH/DHHS)

Proposal  
 ----TBD----

Cancel

**Additional Submission Questionnaire** Back

This Proposal will be created with **Gottlieb, Allison** as the PI. [Change PI](#)

Step 1	Copy PI and Sponsor only	
Step 2	"New Competing" or "Competitive Renewal"?	<b>New Proposal</b>
Step 3	Selected Sponsor	<b>National Institute On Drug Abuse/NIH/DHHS</b>
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step 5	Proposal's Title	<b>Molecular Neurobiology of Human Drug Abuse</b>
<b>Step 6</b>	<b>What are the project start and end dates?</b>	<input type="text"/> to <input type="text"/>

[Continue to Next Step](#)

12. In “Step 6”, enter the project period dates (i.e. date/mo/yr) of the supplement. **In most cases, you will need to prorate the period so the supplement fits within the parent award.** For example, if the project period of the parent award end June 30 each year, choose June 30 as the end date for the supplement. You are strongly encouraged to consult the [awarding Institute / Center \(IC\) contact staff](#) and IC website for start date information. Refer to the Notice of Award (NOA) for the End date. After entering a start and end date, click on “Continue to Next Step” button.
13. You have now proceeded to “Step 7 How many years and/or budget periods would you like?” See below. Pick the number of years from the drop down box.

**Step 7**  
[Continue to Next Step](#)

**How many years and/or budget periods would you like?**

If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

14. Click on “Continue to Next Step” button.
15. To proceed, click on the “Yes, Create Proposal” button.

### Setting Up as S2S NIH Diversity supplement: Steps 16-25

16. InfoEd processes your answers and advances you to the next page, "Set Up Questions (Step 8)." See sample below.

**This is where you select the NIH Diversity Supplement Funding Opportunity # and create the "System to System" application which will be submitted to the NIH.**

17. In the Submission Mechanism / Form Information section, the first sentence reads, "Proposal Sponsor is set to ... /NIH/DHHS . Click on "Click here to change." It is highlighted in yellow above.

18. A pop up box appears stating that "Changing the proposal sponsor will cause all previous responses on the set up questions to be reset to their default state." Click the "OK" button

19. InfoEd launches a new window called "Sponsor / Template Selection." See sample below.

20. Click on "Search SPIN/Grants.gov for Funding" link. It is highlighted in yellow above.

21. InfoEd launches a new window called "Search Grants.Gov for..." See below.



22. Enter “PA-16-288” in the “Search Grants.Gov” box. Then click on the “Search” button.

23. Click on the “Select” button on the last record in the list. It is the “FORMS-D-ADMINSUPP-RESEARCH” choice. See below. Select and press OK.

1 Records found.

Opportunity Number	CFDA Number	Competition ID	S2S	Open Date	Agency
PA-16-288 <a href="#">Select</a>		FORMS-D-ADMINSUPP-RESEARCH	✓	25-May-2016	Department of Health and H

24. The InfoEd screen “Sponsor / Template Selection” is displayed again. Click on the “Save” button.

**Sponsor/Template Selection** [Save](#) [Close](#)

Proposal Sponsor: National Institutes Of Health/DHHS [Change](#)      Originating Sponsor: Not Set [Change](#)

Is this a Flow Through Project?  Yes  No      Proposal Type: New Proposal

Opportunity Number: PA-16-288 [Search SPIN/Grants.gov for Funding](#)

Opportunity Number	CFDA Number	Competition ID	S2S	Open Date	Agency	Title	Spin View
<input checked="" type="checkbox"/> PA-16-288		FORMS-D-ADMINSUPP-RESEARCH	✓	25-May-2016	National Institutes of Health/DHHS	Research Supplements to Promote Diversity in Health-Related Research (Admin Supp)	<a href="#">SPIN</a>

25. The InfoEd tab “Setup Questions (Step 8) is displayed again. Review and answer all the questions. Note that even if your Institute/Center does not have a deadline date, you must enter a date in the deadline section. Click on the “Save and Continue” button.

You have set up your supplement and can proceed with completing the other InfoEd tabs.

*\*partially adapted from ISMMS Research IT’s InfoEd instructions.*