

Instructions* for Setting Up a “Non-System to System” Submission NIH Diversity Supplement in InfoEd





Follow these instructions if you are submitting your Diversity Supplement any of these ways.

- eRA Commons application
- Paper copy application using the NIH PHS 398 application kit
- Subaward on another institution’s NIH grant or cooperative agreement

Sections

- I. Choosing parent award InfoEd record: Page 1, Steps 1 - 6
- II. Adding administrative information for NIH diversity supplement (e.g., start and end dates of diversity supplement): Pages 1-3, Steps 7 - 15
- III. Setting Up a Non-System to System NIH diversity supplement: Pages 3-5, Steps 16 - 19

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 #.**
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 information 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 **PI Last Name** , **PI First Name** as the PI.

Change PI

Step Copy from an Existing record:

1

- Copy PI and Sponsor only
- Copy Basic Structure & Personnel - no Budget

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" step. 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		Back
This Proposal will be created with PI Last Name, PI First Name as the PI.		Change PI
Step 1	Copy PI and Sponsor only	
Step 2	"New Competing" or "Competitive Renewal"?	New Proposal
Step 3	Selected Sponsor	National Institute On Drug Abuse/NIH/DHHS
Step 4	"Tracking" Number or "Proposal" Number	This proposal will be automatically numbered.
Step	Proposal's Title	Multigenerational epigenetic effects of cannabis exposure

5


Step 6 What are the project start and end dates?

 to 

12. In Step 6, enter the project period dates of the supplement. In most cases, you will need to prorate the period so the supplement fits within the parent award. 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.

Step 7 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. (You don’t need to change the # of years from the drop down menu because you set the project period dates in “Step 6”.)

15. To proceed, click on the “Yes, Create Proposal” button.

III. Setting Up a non-S2S NIH Diversity supplement: Steps 16 - 19

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

Submission Mechanism/Form Information - SAMPLE

Proposal Sponsor is set to/NIH/DHHS. Click [here](#) to change.

Is this a flow through Project? Yes No

Please select a Submission Mechanism/Screen Template

Yes No

Is this a US federal sponsored project?

Will this be a proposal to PHS, NIH or one of the branches of NIH?

Has your sponsor given a specific reference for this proposal?

Is this an un-solicited application?

Opportunity Number :

[Get Opportunity Number](#)

Grants.Gov Submission Information

Opportunity Number: DA123456

CFDA Number: 93.279

Opportunity Title: RFA-DA-12-006--Exploring Drugs of Abuse and Transgenerational Phenotypes (R01)

CFDA Description: Exploring Drugs of Abuse and Transgenerational Phenotypes (R01)

Offering Agency:

Competition

ID: ADOBE-FORMS-B1

Open Date: 29-Jun-2011

Form ADOBE-FORMS-B1

Version:

Close Date: 29-Jul-2011

Agency

Contact:

17. In the "Please Select a Submission Mechanism / Screen Template" section, choose "Non-Competing Continuation, non-S2S with budget" from the drop down menu.
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. The InfoEd tab "Setup Questions (Step 8) is displayed again. Review and answer all the questions. 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.*