Mount Sinai

Complete this section of the checklist and answer Y, N, or n/a in the boxes below.
Please read the corresponding [instructions](#).

PI Name: _____
Project Title: _____
InfoEd PD # *(assigned by InfoEd):* _____   GCO # *(assigned by GCO; if new, leave blank):* _____
Extramural Funding Agency: _____
Type of Application *(e.g., New, Non-Competing, No Cost Extension, etc.):* _____
Budget Period: _____   Project Period: _____
Department Due Date: _____
GCO Due Date: _____
Extramural Funding Agency Due Date: _____
Name of Person Completing this Form: _____

Technical (InfoEd)

[InfoEd Log In Site](#)

[ ] 1. Required Course ([Peak](#) > Online Courses > Functional > Research > InfoEd Proposal Development: Demo 1) and [Training Policy](#)
Did the person(s) preparing the InfoEd application attend the required course?

[ ] 2. PI Access: Does the PI have access to InfoEd?

[ ] 3. [Delegate New User](#): Does the PI need to delegate anyone new to edit and view his/her proposal?

[ ] 4. Personnel: Would you like to save time by entering fewer personnel in the Personnel tab? Are there new personnel participating in your project that you need to add to the InfoEd Pick List?

[ ] 5. [New Extramural Funding Agency](#): Do you need to add the agency to the InfoEd database?

[ ] 6. Correct InfoEd Set Up and Tab Completion: Are you reviewing the InfoEd [instructions](#) for completing each tab?

Administrative

Deadlines

[ ] 7. Deadlines: Do you know when the sponsored project or ISMMS supported project is due to the
[ ] a. Extramural Funding Agency? (n/a to ISMMS supported projects)
[ ] b. Grants and Contracts Office?
[ ] c. Department?

Forms

[ ] 8. InfoEd eForm: Have you added the upcoming year's Triggering Event (TE) # to the eForm ("New/Comp Renew/Resub" or "Non Comp/Supp/NCE")?

[ ] 9. eDisclosure Management System (eDMS) TE and Conflict of Interest (COI)

[Log In Site](#) | [Instructions](#) | [eDMS Training Videos](#) > Online Courses > Functional > Research > eDMS

[ ] a. Creating: Did you create the TE, which generates the research trigger questions for each investigator?
[ ] b. Answering: Did the investigators answer the research trigger questions?
[ ] c. Tracking: Are you tracking to make sure everyone answered so your project is not delayed at the GCO?

[ ] 10. CITI COI Education Module: Have you checked to make sure all the investigators completed this training?

[ ] 11. eDMS Disclosure Profile: Have you checked to make sure all the investigators completed the annual COI disclosure?

Additional Documentation

[ ] 12. [Subawards - ISMMS as Prime Institution](#): Are you submitting a sponsored project with a subaward and does the subawardee know what documentation to submit to you?

[ ] 13. [Subawards - ISMMS as Subawardee](#): Are you part of another institution's sponsored project as a subaward and do you know what documentation– to submit to them?

[ ] 14. Extramural Funding Agency Specific Requirements and Instructions: For non-S2S competitive submissions, have you uploaded these documents into the Internal Documents tab of your InfoEd proposal?

Approvals

[ ] 15. Approvals/Routing to GCO: Are you checking the InfoEd routing queue making sure all the department(s) sign in a timely manner, especially for submissions with key personnel from 2 or more departments?

Budgetary

[ ] 16. Departmental Requirements: Have you checked with your department for their requirements?

[ ] 17. Budget Tab on InfoEd: Would you like to data enter less budget information? *Refer to [instructions](#).*

    [ ] a. Non-Federal Competitive (Non-S2S) Projects – Only enter Y1 budget; enter each key person and faculty member individually, non-key persons refer to ASC instructions, and one cumulative sum for all Other Costs except subaward category.

    [ ] b. Non-Federal Non-Competitive (Non-S2S) Projects - Enter budget for upcoming year only; same data entry 17a.

    [ ] c. Federal/NIH Competitive Detailed Budget/Non Modular (S2S) Projects – Must enter complete detailed budget for each year.

    [ ] d. NIH Competitive Modular (S2S) Projects – Enter budget for each year; enter cumulative amounts for all Other than Personnel Costs (OTPS), graduate student costs, and all F&A excludable costs individually (e.g. equipment, patient care costs). Enter modules in modular budget tab.

    [ ] e. Federal Competitive Multi-Project / NIH ASSIST (Non-S2S) Projects – Only enter Y1 budget; enter amounts in each project/core folder; enter cumulative amounts for all Other Costs, graduate student costs, and all F&A excludable costs individually (e.g., equipment, patient care costs).

    [ ] f. Federal Non-Competitive (Non-S2S) Projects – Enter budget for upcoming year only; enter each key person individually, see data entry in 17d for all other costs.

    [ ] g. ISMMS as the Subawardee: All (Non-S2S) Projects – Enter budget for upcoming year only. For non-federal, same data entry as 17a or 17b. For federal, same data entry as 17d or 17f.

[ ] 18. Base Salary Verification for all Personnel: Did you verify base salaries with a departmental administrator prior to finalizing your budget?

[ ] 19. Cost Sharing and Documenting VA Effort: Will there be [cost sharing](#)? Are there VA employees working on the project for which you need to document VA effort commitment?

    [ ] a. Cost Sharing – Completion of form, if applicable

    [ ] b. Documenting VA Effort Commitment– Verification E-Mail from Administrative Official, if applicable

Compliance (PPHS and IACUC)

Competitive Sponsored Projects

[ ] 20. For non-NIH new, competitive renewal or resubmission projects, have you submitted the compliance application to the appropriate compliance office or completed the [compliance waiver](#) and attached it in the Internal Documents tab of your InfoEd proposal?

 [ ] 21. For NIH new, competitive renewal or resubmission projects, are you aware that the NIH has a "Just in Time" policy and you do not need to submit a compliance application or a waiver at this time? Or is this a non-NIH new, competitive renewal or resubmission project funded by an agency that has a policy like the NIH's?

ISMMS Supported Projects and All Transfer, Non-Competitive, and No Cost Extension Projects

[ ] 22. For all [ISMMS](#) projects in which a GCO submission is required and for all transfer, non-competitive, no cost extension projects, have you submitted the corresponding compliance application to the appropriate compliance office?

Use this checklist alongside GCO's application submission process document entitled "Which Applications and Forms do I Work on First?" [Sponsored Projects](#) l [ISMMS Studies](#)