Grants and Contracts Office (GCO) and InfoEd Communications

The GCO has compiled the list below to inform you of the communications that the GCO and the InfoEd system send out and how to receive them.

1. **GCO Forwards All Notices of Award (NOAs) to Departmental Centralized Contacts**
   NOAs the GCO receives from a funding agency the GCO forwards to the Principal Investigator (PI) and all departmental staff on GCO's Listing of Centralized Pre-Award Contacts Within Mount Sinai's Departments.

   In addition, if there are other centralized contacts (e.g., post award financial analysts, other administrative managers), the GCO also maintains a list and includes those persons as well when forwarding NOAs.

   Please send updates to allison.gottlieb@mssm.edu.

2. **InfoEd Communications** (e.g., GCO Receipt, Missing FCOI, Missing IRB/IACUC application to respective office)
   InfoEd communications are automatically sent to these groups:
   - InfoEd Departmental Approver List. See 3. below for more information.
   - PI
   - PI's Delegate. See 4. below for additional information.

3. **InfoEd Departmental Approvers**
   In addition to approving InfoEd applications for their department, persons on the InfoEd Departmental Approver List automatically receive InfoEd generated communications (e.g., GCO Receipt, Missing FCOI, Missing IRB/IACUC application to respective office).

   To be added or removed from this list, please open up a Research IT ticket >
   Help Topic: InfoEd Dept Routing Change
   Please include the approval of the Administrator.

4. **Principal Investigator's InfoEd Delegate**
   The PI's delegate can receive all the InfoEd generated communications (e.g., GCO Receipt, Missing FCOI, Missing IRB/IACUC application to respective office) for each submission. A person can also be a delegate of more than one PI. The PI adds or removes a delegate.

   PI Instructions to Add Delegate:
   The PI follows these instructions to set up a delegate. In addition, please click on the "Batch Communications" box in Step 8 to receive InfoEd generated communications.

   PI Instructions to Remove Delegate:

To remove a delegate, go to My Profile > Edit > Delegates

Then click on the Remove icon in the row of the person in the "Individuals who may have access to (the PI's) items" section.

5. **Communications between PI Staff and the GCO**
   On all InfoEd generated communications during the submission intake stage (e.g., GCO Receipt, Missing FCOI, Missing IRB/IACUC application to respective office), the GCO Grants Coordinator emails the PI and cc's the person listed as the "Coordinator" on the Sinai Central Investigator Form (IF). In addition, the GCO Grants Coordinator also cc's the staff persons included on the InfoEd Departmental Approver List.

   You may wish to include a memo with each submitted InfoEd application requesting that a particular person is cc'd or requesting that all communications from the GCO Grants Specialist be directed to that person. The Grants Specialist will take note of that and will communicate with that person. The Grants Specialist will also take note of the contact person listed on the eForm.

6. **Mailings from the GCO**
   To subscribe to GCO's Mailing List, click here.

7. **Monthly Active and Pending Grant Departmental Reports**
   Research IT sends monthly active and pending grant reports to all persons on GCO's Listing of Centralized Pre-Award Contacts Within Mount Sinai's Departments.

   To add more recipients, please open up a Research IT ticket >
   Application: InfoEd; Help Topic: Other
   Please include the approval of the Administrator.

ARE YOU LEAVING MOUNT SINAI OR CHANGING YOUR ROLE?

To update GCO's listing of Centralized Pre-Award Contacts Within Mount Sinai's Departments, contact **Allison.Gottlieb@mssm.edu**.

To make changes to the InfoEd Departmental Approver List, open up a **Research IT ticket**.

To add or remove a delegate, the PI follows the instructions in the PI delegate section above.