



## **INFOED ELECTRONIC RESEARCH ADMINISTRATION**

infoed.clemson.edu

# **Principal Investigator User Guide**

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*November 2014*

*Version 1.7*

## Document Revisions

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12/06/2013	1.0	Initial Draft
01/22/2014	1.1	Addenda
02/02/2014	1.2	Addenda
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11/21/2014	1.7	Addenda

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# 1 Introduction

## 1.1 Scope and Purpose

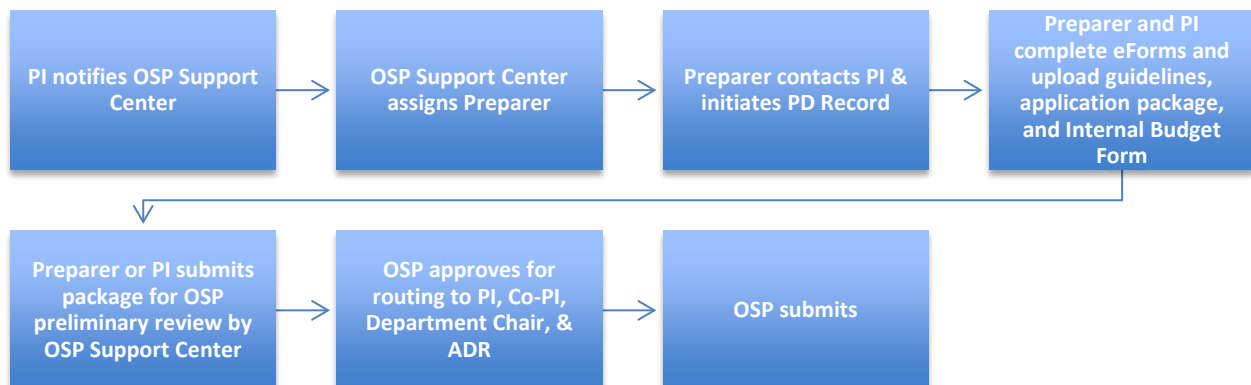
This User Guide provides instructions for OSP Support Center staff and faculty for preparing a Proposal Development (PD) record to route and submit applications for internal approvals prior to submission to a sponsor as well as using the system-to-system functionality with Grants.gov for electronic submissions directly to a federal sponsor. The PD module replaces the Proposal Processing Form (PPF). Subsequent versions of this User Guide will include the Proposal Tracking, Financial Conflict of Interest, Compliance, and Reporting modules.

All instructions included in the User Guide are required actions, in order to ensure standard practice among all OSP Support Centers.

The InfoEd Electronic Research Administration portal is a system for the preparation, routing, institutional approval, submission, and tracking of all grant and contract requests submitted by Clemson University to external sponsors. The system also supports collecting and recording of financial conflict of interest data for Clemson University investigators who apply to the Public Health Service.

## 1.2 Process Overview

The InfoEd PD module enables OSP Support Center staff to create an electronic record containing all the information pertinent to a proposal submission to an external sponsor. In addition to completing data fields, users complete eForms to identify export control concerns and request approval for cost share, F&A waivers, and PI Variance waivers. An Internal Budget Form and proposal/application documents and are also uploaded to the PD record. Fields completed in the PD module automatically populate fields in the Proposal Tracking module, including all documents uploaded.



**\*Important:** To access InfoEd from home or off the Clemson network, first establish a VPN connection (<https://cuvpn.clemson.edu>).

## 2 Creating a New Proposal in PD

### 2.1 Notifying OSP Support Center of Intention to Submit

Investigators may notify OSP Support Centers of their intention to submit using their Support Center’s intake form or by completing the New Proposal Questionnaire Function in the PD module.

Notification by Intake Form	PI completes intake form and submits to OSP Support Center. Tasker receives intake form, logs in to InfoEd, selects “Proposals,” and chooses “Create New Proposal.”
Notification by Completion of New Proposal Questionnaire	Login to InfoEd (infoed.clemson.edu). Select “My Proposals.” Select “Create New Proposal.” Continue with Section 2.2.

### 2.2 Completing the New Proposal Questionnaire

Create a New Proposal	Create a new proposal record.
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- Select opportunity.

**NOTE:** For all applications to the National Science Foundation, do not use “Select from Grants.gov Opportunities. Use “Setup Proposal Manually.”

**URGC Proposals:** Select “Setup Proposal Manually.”

**Step 1 Continued....**

Select from Grants.Gov Opportunities  
Select from all SPIN Opportunities  
Setup Proposal Manually

Select from Grants.gov Opportunities	Browse for or enter Funding Opportunity Announcement (FOA) #. Uncheck S2S if opportunity is not S2S-enabled
Select from all SPIN Opportunities	Browse for opportunity; uncheck S2S if opportunity is not S2S-enabled
Setup Proposal Manually	Select this option if not a Grants.gov or SPIN opportunity.

- Select proposal type.

**Step 2** Please Select a Proposal Type:

- Select a sponsor.

**For URGC Proposals, select “Clemson University.”**

**Step 3 Select a Sponsor**

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) **N** [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Search for a particular entry

If Grants.gov opportunity . . .	. . . the sponsor name will auto-populate; continue to next step.
If SPIN opportunity . . .	. . . the sponsor name will auto-populate; continue to next step.
If manual proposal setup . . .	. . . enter all or part of sponsor name; select from choices provided.

**NOTE: If sponsor is not found, select the letter “A,” and choose “A sponsor code will be entered.” OSP Support Centers contact Cris Boggs in the cross-college OSP office to add the sponsor information.**

- A proposal tracking number will be assigned automatically.
- Enter Project Title: In textbox, enter the exact title that will be submitted to the sponsor. For Grants.gov applications, a pop-up warning box will appear if title exceeds sponsor character limitations or configuration.

NOTE: To change a title at a later time, navigate to the Proposal Tracking Summary screen and make the change there.

- Enter start and end dates for entire project performance period (e.g., July 1, 2013–June 30, 2017).
- Verify that budget periods are accurate; change if more frequent than annual.
- Review entries in previous steps. If all are correct, select “Create Proposal,” which will create the InfoEd record for this proposal submission.

**Principal Investigators who complete the New Proposal Questionnaire will receive a notification from their OSP Support Center on completing the remainder of the PD Module. If directed to complete the remaining sections of the PD module, continue with Section 2.3.**

### 2.3 Completing the Set-Up Questions

- If the proposal is associated with a center or an institute, select the “Show” button at the top of the page.
- Complete the Submission Mechanism/Form Information.

Submission Mechanism/Form Information	
Is this a flow through Project?	Yes <input type="radio"/> No <input checked="" type="radio"/> <input style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;" type="button" value="?"/>
Yes	No
<input type="radio"/>	<input checked="" type="radio"/> Has your sponsor given a specific reference for this proposal? <input style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;" type="button" value="?"/>
<input type="radio"/>	<input checked="" type="radio"/> Is this an un-solicited application? <input style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;" type="button" value="?"/>




Flow-through Project— <b>Yes</b>	Choose “Yes” if Clemson University is applying as a subrecipient to the Prime Applicant. From the “Originating Sponsor” link, search for and select the organization to which the Prime Applicant (which will issue CU a subaward) is applying.
Flow-through Project— <b>No</b>	Choose “No” if Clemson University is applying as the Prime Applicant.

- Select “Save.”

Specific Reference for Proposal	<p>Determine whether the solicitation has a specific Funding Opportunity Announcement or Identifying Number.</p> <p>If it does, search Spin/Grants.gov for the FOA.</p> <p>If none can be found, place cursor into FOA field and type the identifier.</p> <p>NOTE: If this is a federal opportunity for which Clemson University is a subrecipient, enter the federal solicitation identifier with asterisks (*) at the beginning and end of the solicitation number. Otherwise, the system will default to the S2S template.</p>
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- Provide Deadline Information.

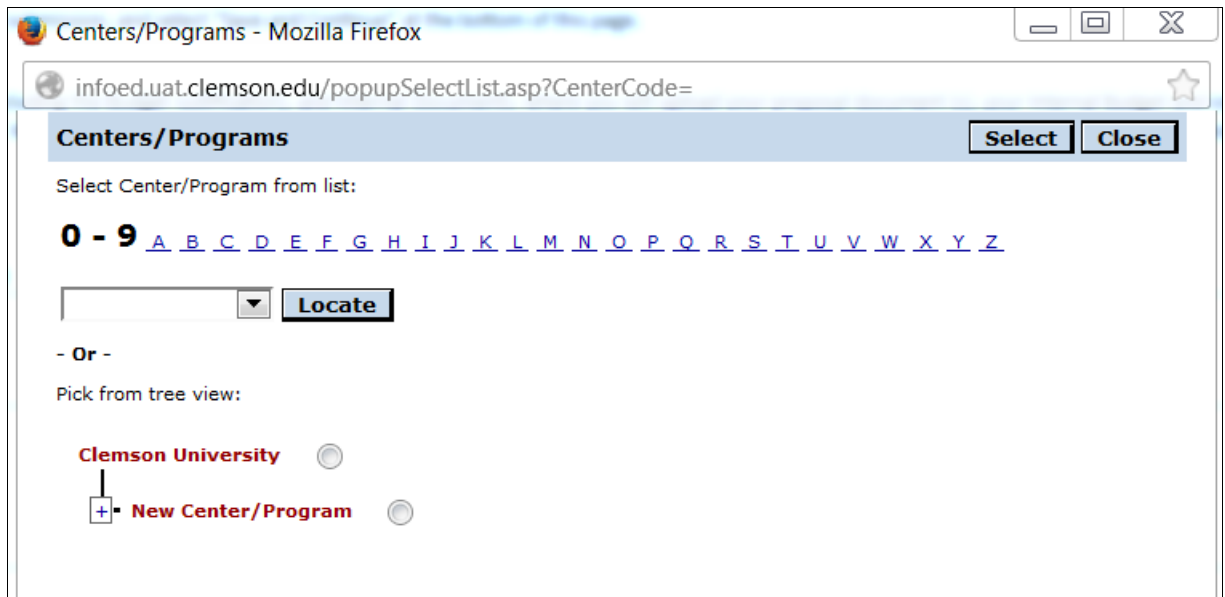
Deadline Information		
Yes	No	
<input checked="" type="radio"/>	<input type="radio"/>	Is there a Deadline for this Submission? 
Deadline Type:	Deadline Date:	Deadline Time:
Receipt 	31-Dec-2013	17:00 

Deadline Type	Indicate "Receipt" or "Open."
Deadline Date	Provide date in mmddyy format.
Deadline Time	Provide time in 00:00 PM format (e.g., 05:00 PM).
Time Zone	Eastern Standard Time is the default.

- Select General Proposal Properties.

Cover Letter	Not Supported
Human Subjects	Selecting "Yes" will notify the IRB Administrator. Complete Approvals Tab after Setup Questions are completed.
Laboratory Animals	Selecting "Yes" will notify IACUC Administrator. Complete Approvals Tab after Setup Questions are completed.
Associated Departments	If this proposal is related to a center, select "Add" and choose the applicable center.

- Enter Center Information. If there is an associated center or institute, select from the picklist.



- Provide Budget Setup Information. Select "Research/Non-PSA (201)".

Program Type	Select from Standard CU Listing.
On-Campus	Select if more than 50% of the project will be conducted on CU property.
Off-Campus	Select if more than 50% of the project will be conducted on non-Clemson-owned property.

- Complete user-defined field: Biohazards.

Biohazards	Selecting "Yes" will notify IBC Administrator. Complete Approvals Tab after Setup Questions are completed.
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- Complete user-defined field: CCIT.

<p>CCIT</p>	<p>Check the box if Clemson’s advanced computing resources (Palmetto Cluster, data storage, visualization, education services, or user support):</p> <ul style="list-style-type: none"> <li>(1) have enabled the submission of this research proposal</li> <li>(2) will be used for purposes of the award during the funding period.</li> </ul>
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In the text box, add any comments about this application that you wish to share with the Approver or others in the Final Review.

➤ Check the “Completed” box.

## 2.4 Completing the Internal Documents Tab

The “Internal Documents” tab requires the completion of several forms and allows the upload of the complete proposal package, the guidelines, and a completed Internal Budget Form, as described below.

Form Name	Document Type	Open Status	Action	Completed Form	Remove
Internal Budget	Internal Budget	N/A		N/A	(Mandatory)
Expert Control	Supporting Documents	Incomplete		N/A	(Mandatory)

➤ Complete eForms and upload documents.

Export Control	Answer all questions. If there are any “Yes” responses, check the final box. This will auto-notify the Export Control Officer, who will review the application and contact the PI if any additional information is needed.
Cost Share/F&A Waiver/PI Variance	To complete an eform for cost-share, F&A Waiver, or PI Variance, select the hyperlink for “Add Institution Forms/Supporting Documents. Under “Add Initial Application Components,” check the box for the form that you need. Select “Add.” Complete the eForm. If these approvals occur only at time of Final Review, insert VPR name after PI in route.
Cost Share	Enter personnel names and dollar amounts of salary, fringe, or other budget category included in cost share. If necessary, enter an explanation in the “Description” field.  Select “Complete” at top right. The forms will now route to the appropriate parties for review and approval.
F&A Waiver	Enter the percent F&A requested (in numerical format only—do not enter the “%” sign). Enter the justification for the reduced amount.  Select “Complete” in upper right-hand corner.
PI Variance	Answer the questions and upload a CV for the new PI.  Select “Complete” in upper right-hand corner.
Internal Budget	Upload the completed Internal budget Form (link available from the Internal Documents screen) and detailed budget spreadsheet as one PDF document. Select the Category of Internal Budget and Folder as Root.

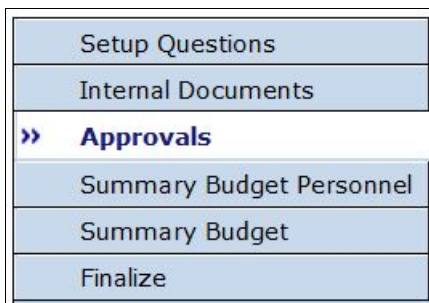
	<p>If there is cost-share on the project, include the Internal Budget for the cost-share as part of the PDF upload.</p> <p>To combine both documents, save both as a PDF using the “Print” function, then combine into one file using the “Create PDF from Multiple Files” selection. The combined file will be named “Portfolio.” Rename as “Internal Budget” and upload as directed here.</p>
Proposal/Application	<p>Upload the complete proposal/application document as one document, using the “Add Institutional Forms/Supporting Documentation” hyperlink.</p>

- Check the “Completed” box.
- From the picklist, select the “CS/F&A Waiver/PI Variance Route,” if applicable, and if the college business practice is to route prior to the Final Review. If approvals are only needed at the time of Final review, insert VPR (Dr. Dooley) name in route, after PI.
- Check the “Completed” box.

## 2.5 Completing the Approvals Tab

If the human subjects, animals, or biohazardous materials questions were marked “Yes” on the Setup Questions, follow these instructions:

- Select the Approvals tab.



- Select “Add.”

Approvals	
Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.	
Approvals	(Optional) <input type="button" value="Add"/>

- From the dropdown list, select "Type" (Biosafety, Human Subjects, Animals, etc.)
- Mark Protocol "Not Attached."
- Select "Save."

Add/Edit Approvals

Approvals

Type:  
Biosafety

Protocol:  
 Attached  
 Not Attached

- Select Status of "new," and then select "Save."

<b>Status</b>	new
<b>Approval Review Type</b>	
<b>Approval Review Category</b>	
<b>Exemption No.</b>	
<b>Reference No.</b>	
<b>Sequence No.</b>	0
<b>Approved</b>	
<b>Approved From</b>	
<b>Approved To</b>	

The entry is now complete.

- Select “Add” for additional compliance requirements and repeat previous steps.

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

Approvals									(Optional)	Add
Type	Protocol Number	Approval Status	Approved Date	Approved From	Approved To	Review Category	Sequence	Edit	Remove	
Biosafety	ibc	new					0			

- Select “Save.”
- Check the “Completed” box.

### 2.6 Completing the Summary Personnel Tab

Summary Budget Personnel (* indicates subproject personnel, ** indicates subcontractor personnel)										Personnel Wizard	?	Completed	?
Key Personnel													
Name / Role	COI	% Effort	Order	Organization/Department	Curr/Pend Support	Support	CV Required	CV	Remove				
InvestigatorTEST Tester (PI) PD/PI	?	0.00	1	Clemson University/Test Department	<input type="checkbox"/>		<input type="checkbox"/>						

- For PI, enter percent effort committed to the project (calculate percent effort by dividing total salary dollars requested from sponsor and included in cost share by total institutional base salary).
- **Biosketch and Current and Pending Support are not required.** These may be uploaded with the Proposal/Application Package.

To add personnel, select “Personnel Wizard” and follow the instructions in the following table:

Is this person appointed to your institution, or will he or she be if he or she has not yet been hired or identified?	If “No,” will this person be a part of a subcontract on this proposal? If yes, select the person’s institution from the picklist. If the institution’s name does not appear, select “Not found in this list.”
Does this person currently work at your institution?	If “Yes,” search for the individual’s name in the picklist.  If “No,” indicate whether the person is “named” or is TBD. If “named,” locate the individual by clicking the first letter of his or her last name and enter the name into the text box to expedite searching. If “TBD,” select the department in which the position will reside.
Personnel Type	Choose from: Key Other Significant Contributor Non-Key Consultant—Key Consultant—Non-Key  Select “Continue.”
Contact Information	In the “Contact Information” screen, complete all yellow-shaded fields.  Role: Select from picklist. If “Other” is selected, enter description in adjacent textbox.  For named individuals, their complete addresses, phones, and emails are required to advance through PD; if this information is already in GENIUS, it will auto-populate.  Select “Save” and “Close” when all fields are completed.
Additional Personnel	Add as needed.

- Check the “Completed” box.



## 2.7 Completing the Summary Budget Tab

Budget <span style="float: right;">Completed <input type="checkbox"/> ?</span>					
Project Budget Summary					
Period	Start Date	End Date	Direct Costs	Indirect	Total Project
1	01-Jan-2014	31-Dec-2014	-	-	\$ 0.00
2	01-Jan-2015	31-Dec-2015	-	-	0.00
		<b>01-Jan-2014</b>	<b>31-Dec-2015</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Sponsor Budget Summary: NASA					
Budget Category	Period 1	Period 2	Total		
Other Costs	0.00	0.00	\$ 0.00		
Indirect Costs	0.00	0.00	0.00		
		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
Institution Budget Summary: Test Department					
Budget Category	Period 1	Period 2	Total		
Other Costs	0.00	0.00	\$ 0.00		
Indirect Costs	0.00	0.00	0.00		
		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
Institution Budget Summary: Test Department <span style="float: right;">(Sponsor Non-Allowable Costs/Charges)</span>					
Budget Category	Period 1	Period 2	Total		
Other Costs	0.00	0.00	\$ 0.00		
		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	

- Enter Direct and Indirect Costs for total project:

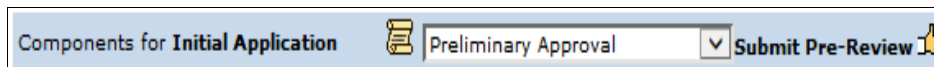
Sponsor Budget Summary	Enter total direct costs and F&A requested from sponsor for each budget period.
Institution Budget Summary: College of . . .	Enter total of all direct costs, cost share, and waived F&A for each budget period.
Institutional Budget Summary	DO NOT USE.

- Check the “Completed” box in the upper right-hand corner.
- Select “Done.”

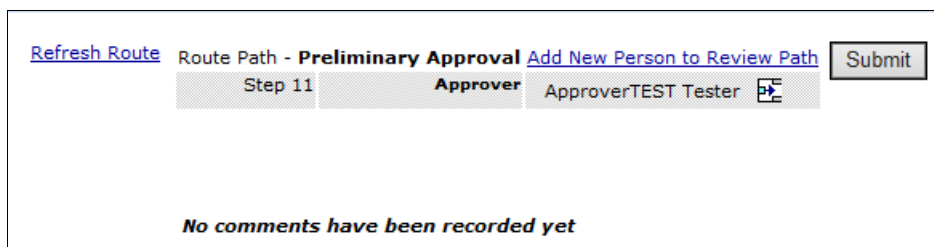
### 3 Routing PD Record for Final Approval

#### 3.1 Submission by Preparer/PI for Preliminary Review

- Select “Finalize” tab.
- Click the thumbs-up icon labeled “Submit Final Review.”

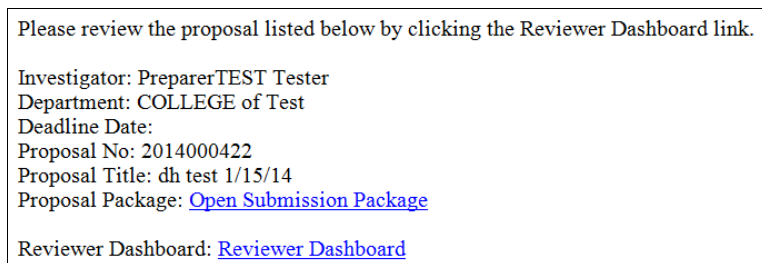


- Select “Submit.”



#### 3.2 Instructions for PIs: Routing the Proposal for Institutional Approval and Submission

- Open email notification that a submission requires review and approval.
- Select “Reviewer Dashboard” link in email.



- Select “Review” tab.

**H E L P**

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

**R E V I E W**

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

**R O U T E**

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.  
If you have any questions regarding your involvement in this process, or what is expected of you please contact:

**Mr. Daniel P Harris** ✉  
300 Brackett Hall  
Clemson, SC 29634-5702  
Phone: 864/656-4488

- View the InfoEd Proposal Development record by clicking the "View" button; view all other proposal documents by clicking the "Edit" button.

**NOTE:** Cost share commitments are included on the Cost Share eForm; allocations/credit are included on the Internal Budget form.

- Select the radio button in the "Reviewed" column for each document that is approved.

- Click the floppy disk icon in the upper right-hand corner of the screen to save the data.

- From the picklist labeled “My Decision Is,” select “Approved” (if not approved, email notification is sent to Preparer).
- A selection of “Return for corrections” will send a generic email to the PI and applicable college Preparers notifying them of the return.

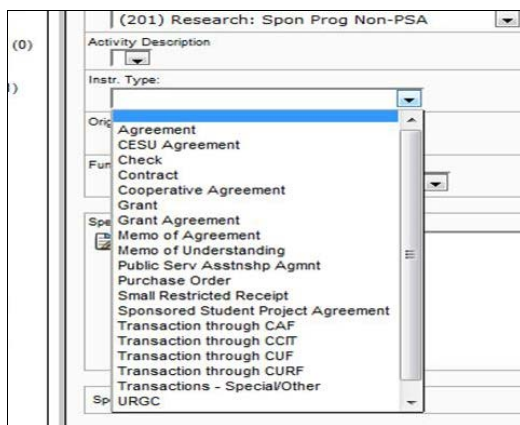
- Read certifications that display. Select “Accept” or “Decline.”

- Click the floppy disk icon in the upper right-hand corner of the screen to save the decision.
- Approval process complete. Close out of screen.

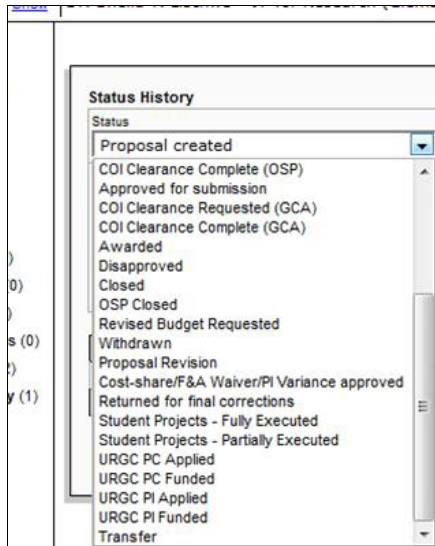
### 3.3 Using InfoEd for URGC and Student Project Agreement Proposals

#### University Research Grant Program

- Create and complete an InfoEd PD record for a URGC proposal submission, per standard instructions described in this manual, with these modifications:
- Select “Clemson University” as the Sponsor.
- When entering PT data, on the “Sponsor” tab, select “URGC” from the “Instrument” drop-down field.



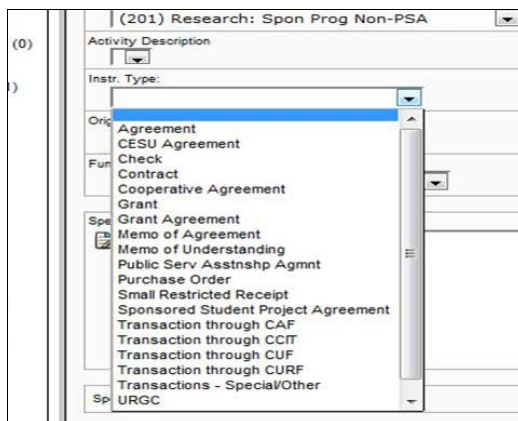
- On the “Summary Panel” tab, change status to “URGC PI Applied (for Project Initiation proposals) or “URGC – PC Applied” (for Project Completion proposals). OSP will change the status for those that are funded at the award stage.



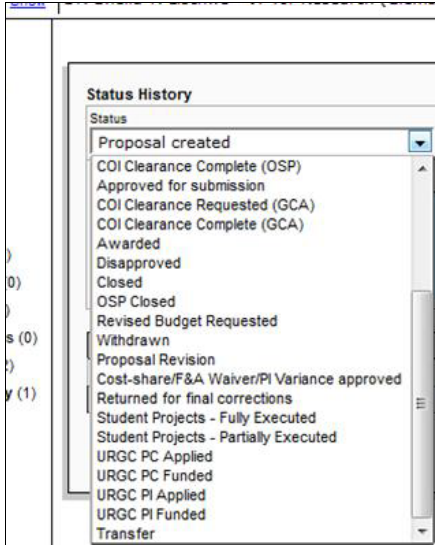
### Sponsored Student Project Agreements

Create and complete an InfoEd PD record, per standard instructions described in this manual, with these modifications:

- When entering PT data, on the “Sponsor” tab, select “Sponsored Student Project Agreement” from the “Instrument” drop-down field.



- On the “Summary Panel” tab, change status to “Student Projects – Partially Executed.” The Office of Industrial Contracts (OIC) will change the status for those that are funded at the award stage.



## 4. Appendices

### 4.1 Glossary of Terms

**Allocation** – The percent credit of project costs assigned to personnel on a proposal submission; recorded on the InfoEd PT Personnel Tracking Panel. All allocations must total to 100 percent among all project personnel.

**Approver** – An individual within an OSP Support Center who reviews and approves/rejects applications submitted for preliminary approval by a Preparer.

**Cost Share** – Project costs to be paid for by Clemson University.

**Effort** – The percentage of time an investigator commits to a project. This cannot exceed 100 percent.

**eForm** – The Export Controls Form or Cost-Share/F&A Waiver Request/PI Variance Request that appear on the Internal Documents Panel. These forms must be completed before a PD record can be routed for Preliminary or Final Review.

**F&A Waiver Request** – Request permission to not include the full amount of indirect costs allowable on a project.

**Final Review** – Assessment by PI, Co-Investigators, Department Chairs, and Associate Deans for Research that proposal is approved to be submitted to sponsor.

**InfoEd Electronic Research Administration** – The system of record for the preparation, routing, institutional approval, submission, and tracking of all grant and contract requests submitted by Clemson University to external sponsors. The system also supports collecting and recording of financial conflict of interest data for Clemson University investigators who apply to the Public Health Service.

**InfoEd Proposal Development Module** – The electronic function allowing for electronic routing of all outgoing sponsored project proposals for institutional review and approval and system-to-system transmission to sponsors for all Grants.gov applications.

**InfoEd Proposal Tracking Module** – Database of elements to track and maintain information on all sponsored proposal submissions and awards.

**Institutional Approval** – Permission by representatives of departments, colleges and the university (via the Office of Sponsored Programs).

**Intake Form** – Any email form or document utilized by an OSP Support Center to receive notifications from PIs on the intention to submit a grant application.

**Internal Budget** – The budget spreadsheet listing Clemson University budget categories that is a required document for institutional review and approval of proposal submissions.

**Office of Industrial Contracts (OIC)** – Responsible for reviewing all sponsored research proposals to private industry, negotiating contract terms and conditions, and ensuring that



agreements are in accord with university policies and procedures as well as federal regulations and requirements.

**OSP Support Center** – A college-based pre-award team that assists with application preparation, review, and submission.

**Preliminary Review** – Initial review of an application by an OSP Support Center Approver prior to submission for Final Review.

**Preparer** – OSP Support Center staff member who assists faculty with the assembly of an application.

**PI Variance Approval Request** – Request to assign as PI an individual with an ineligible PI status as described in the Assignment of PI Policy.

**Principal Investigator (PI)** – An eligible CU employee who assumes the responsibility for the scientific, programmatic, and financial conduct of a sponsored research project.

**Student Projects** – Externally funded projects completed by a student to fulfill the requirements of a course.

**Subclass** – The specific designation of Sponsor Type that corresponds to CU's Chart of Accounts. This listing is available on the Grants and Contracts Administration website.

**Tasker** – An OSP Support Center staff member with responsibility to assign a Preparer in his/her college to assist with a particular grant application.

**University Research Grant Committee (URGC) Program** – A mechanism by which intramural grants are awarded to faculty.

## 4.2 List of Acronyms

**F&A** – Facilities and Administrative Cost Waiver

**PD** – InfoEd Proposal Development Module

**PI** – Principal Investigator

**PPF** – Proposal Processing Form

**PT** – InfoEd Proposal Tracking Module