InfoEd Proposal Development Walkthrough: Developing Proposals for Internal Program Support

University of Connecticut Office of the Vice President for Research and Graduate Education Whetten Graduate Center 438 Whitney Road Extension Storrs, CT 06269-1006 Phone: (860) 486-3619



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System Requirements

The following items should be noted when using the InfoEd system:

- InfoEd supports both Macintosh and PC but has specific internet browser requirements as specified below.
- InfoEd requires an internet connection and supports the following internet browsers: Internet Explorer; Firefox; Netscape. Other browsers, such as Safari, are known to be unstable when running the InfoEd system. It is strongly recommended you use one of the supported browsers.
- All files uploaded to InfoEd must have page margins of exactly 8.5 X 11. If working with scanned documents, it may be necessary to manually adjust your page margins to meet these specifications. Documents that do not conform will generate an error message or otherwise fail to upload.

Accessing the System

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| Address Shttps://www.infoed.uconn.edu/login.asp | Navigate your browser to <u>www.infoed.uconn.edu</u> and proceed to log in. If you do not know your login information, contact the Office for Sponsored Programs (OSP) at 860-486-4175 or 860-486-3622 | For the second secon |
| Login | | |
| Home Login »Login SPIN GENIUS Username Password Login | | |
| | Powered By infoEd Copyright @ 200 | 7 InfoEd International, Inc. |
| internal fundin helpful to prep bullet item belo • Cover • Propos • Budge CV/bio • Other | : Before you begin, please be sure to read the guidelines for applying to UConn's g program at <u>http://research.uconn.edu/ips/lrge_sml_grants.php</u> In addition, it is are the following information before creating a proposal in the InfoEd system. Each ow should be prepared as a SEPARATE DOCUMENT (i.e. MS Word, etc.) Letter (if resubmitting a Large Grant application) sal Abstract (i.e. brief summary of proposed work) sal Project Plan (i.e. detailed description of proposed work) t (be sure to include intramural and extramural support information; oksetches for PI and additional investigators) Miscellaneous Attachments as Desired | |
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Creating a Proposal

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| This proposal will be created with Santodonato, Marcus as the PI. Change PI | | ▲ |
| Step 1 "New" or "Copy From Existing"? | Create a New Proposal | |
| Step 1 Continued I need to locate a funding Opportunity I need to locate a funding Opportunity I need to locate a funding Opportunity I know this proposal is going to be submitted to Grants.Go Neither of the Above | 2. *It is important that you always select "Neither of the Above" as the answer to this question. | 4. Click here if you need to go back to any previous step and change your information. |
| 3. Click this button to proceed to each additional step and provide the information requested (see next pages for additional illustration). | | |
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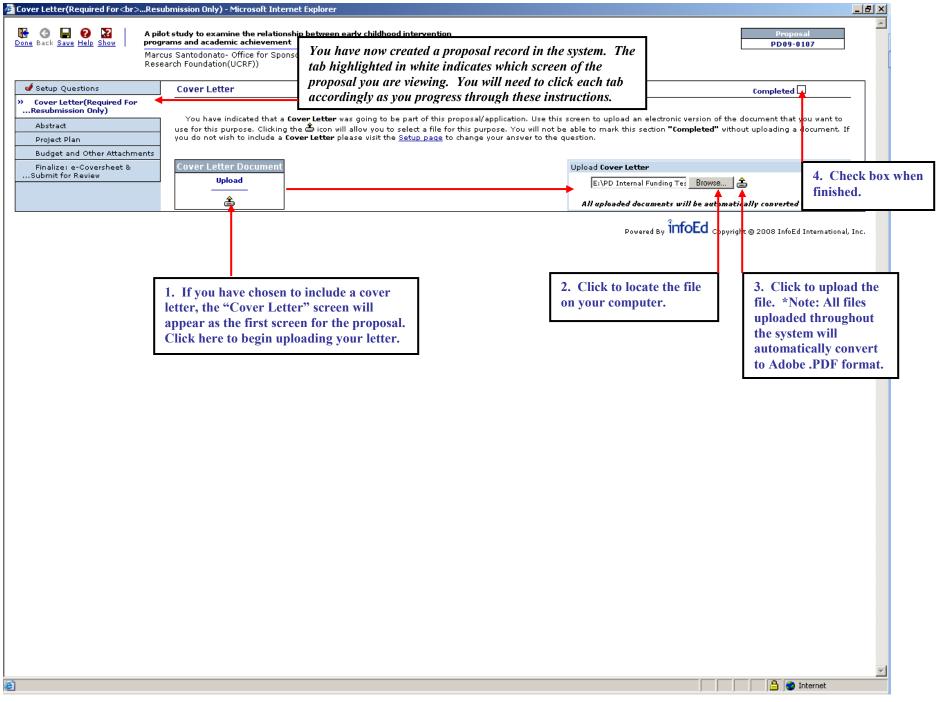
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| us Santodonato- Office for Sponsored Programs | Proposal TBD |
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| This proposal will be created with Santodonato, Marcus as the PI. Change PI | |
| Step 1 "New" or "Copy From Existing"? | Create a New Proposal |
| Step 2 "New Competing" or "Competitive Renewal"? | New Competing |
| Step 3 Select a Sponsor | |
| Preferred 0-9 A B C D E F G H I J K L M N O P Q R S U | |
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| Sel University of Cambridge University of Colorado University of Connecticut University of Connecticut University of Connecticut University of Connecticut | |
| University of Connecticut Research Foundation (UCRF) University of East Anglia | *IMPORTANT: You must always select "University of |
| University of Georgia Press University of Hawaii at Manoa | Connecticut Research Foundation (UCRF)" as the sponsor for |
| University of Houston | the proposal. |
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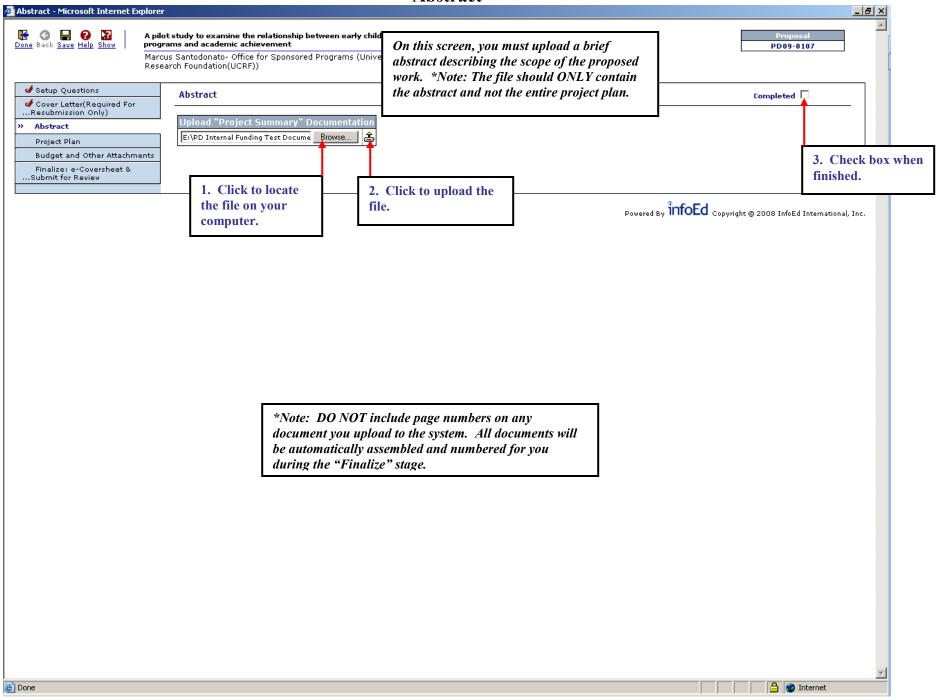
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| | rch Foundation (UCRF)) | |
| Cancel | | |
| | New Proposal Questionnaire Back | |
| | This proposal will be created with Santodonato, Marcus as the PI. Change PI | |
| | Step 1 "New" or "Copy From Existing"? Create a New Proposal | |
| | Step 2 "New Competing" or "Competitive Renewal"? New Competing | |
| | Step 3 Selected Sponsor University of Connecticut Research Foundation (UCRF) | |
| | Step 4 "Tracking" Number or "Proposal" Number This proposal will be automatically numbered. | |
| | Step 5 Proposal's Title A pilot study to examine the relationship between early childhood intervention programs and academic achievement. | |
| | Step 6 Project Start and End Dates 01-Jul-2008 to 30-Jun-2009 | |
| | Step 7 Number of Budget Periods 1 | |
| | Is all of the above information correct? Yes, Create Proposal No, Go back and make changes | |
| | | |
| | Clicking "Yes, Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen (Step 8) of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be | |
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| Setup Questions (Step 8) | Setup Questions Please answer all quest | ions below and click SAVE. | 1. Write down the log number for yo |
| to log out of your roposal and return at a tter time, click the Done" icon 🔂 | Each proposal is broken down into several sections based upon what the sponsor and your institution Completed checkbox in the upper right corner of that section. When all sections have been completed submission Mechanism/Form Information Proposal Sponsor is set to University of Connecticut Research Foundation (UCRF). Click here to Submission Mechanism/Screen Template UConn Internal Funding Program Cover Sheet Yes No | ated, you will be able to produce | proposal. You will need it if you wish browse for your proposal at a later tin (as illustrated on page 5). ions on this page. *Note that all question nt to internal funding proposals. |
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| | Select Mechanism | | |
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| | <u>Mechanism Opt In/Out</u> | | |
| | O Is this a US federal sponsored project? | Not relevant to inter | |
| | Deadline Information | proposals. Leave blo | ank. |
| | Yes No | | |
| | Is there a Deadline for this Submission? | | |
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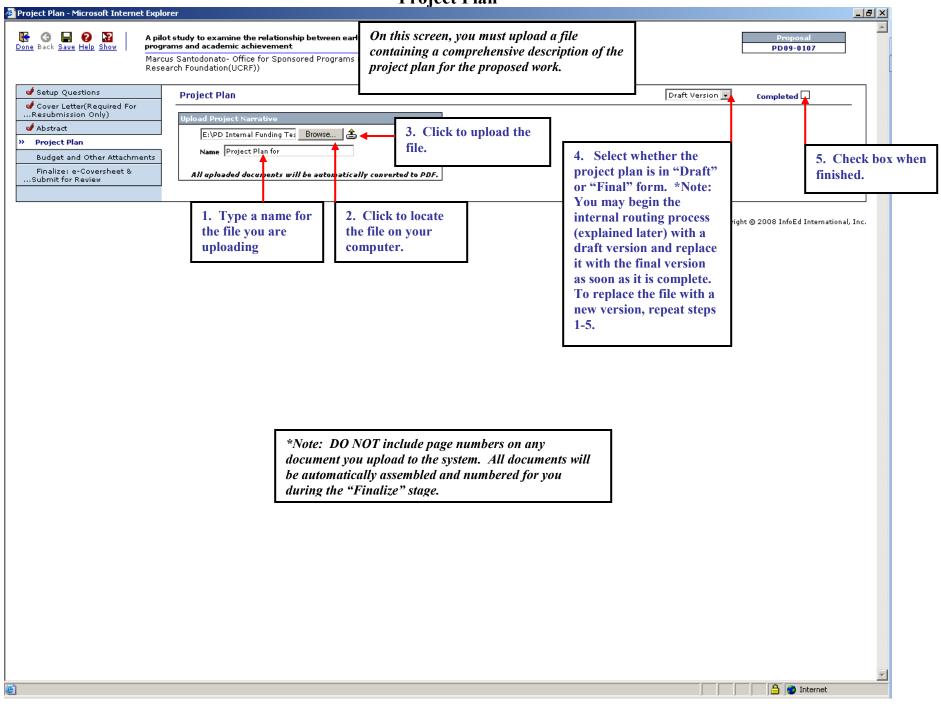
Cover Letter



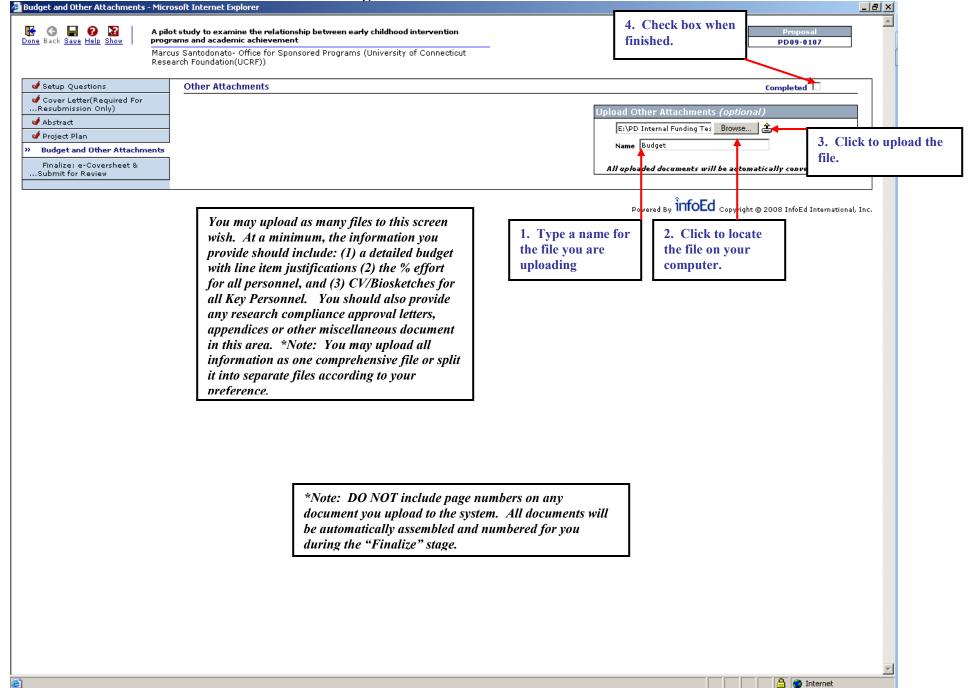
Abstract



Project Plan



Budget and Other Attachments



Assembling the Proposal Application File

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| Research Foundation(UCRF)) Statup Quastions Cover Letter(Required For Required For Submit for Review | |
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Finalize – Preparing the e-Cover Sheet (Continued)

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| Mar Res | rcus Santodonato- Office for Sponsored Programs (University of Con search Foundation(UCRF)) | ecticut | | |
| 🕑 Setup Questions | Finalize | | | |
| Cover Letter(Required For Resubmission Only) | | | | |
| ✓ Abstract | Build PDF / Form Pages | | | |
| ✓ Project Plan | Assemble Application | | | |
| Sudget and Other Attachments | | | | |
| » Finalize: e-Coversheet & Submit for Review | Once your proposal has been completed, it can be electronica Submitted. | y routed internally for necessary approvals | s. This page will display in two modes: Un-subm | itted and |
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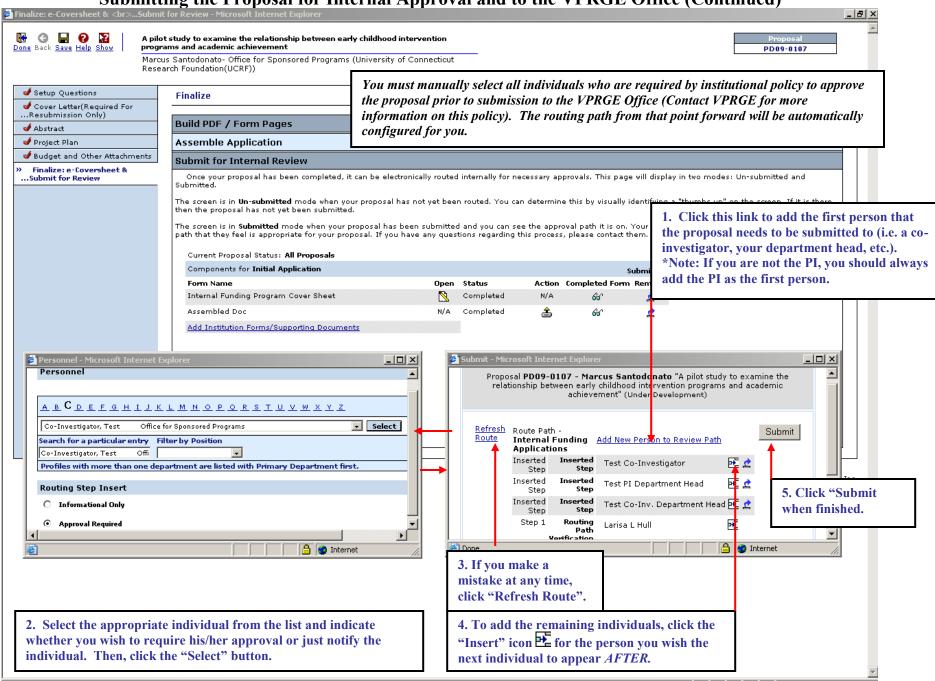
Finalize – Preparing the e-Cover Sheet (Continued)

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| | select whether this is a large or small grant proposal | |
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| | 7. REVIEW PANEL ASSIGNMENT Please review the application form instructions | |
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| Answer all questions on | question. The council assigns the proposal to one of five standing review | |
| s screen. | panels representing each of five research areas (life science, physical science, engineering, social science, humanities and fine arts). Some | |
| | proposals may fall into two or more research areas. Indicate below the | |
| | research areas covered by your proposal based on your based on the | |
| | focus of the RESEARCH AREA and not the HOME DÉPARTMENT. PLEASE CHECK ALL THAT APPLY | |
| | Engineering Social I Humanities Life Physical | |
| | Sciences and Fine Sciences Sciences | |
| | Arts | |
| | 8. If you are an assistant professor and within 3 years of your | |
| | appointment, please indicate your start date and the amount of your start up funds package (if applicable). | |
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Submitting the Proposal for Internal Approval and to the VPRCF office

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| 🖋 Project Plan | Assemble Application |
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| Submit for Review | Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will disclau in two modes: Unecohomitted and Submitted. The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually ide internal approval (see next page for more then the proposal has not yet been submitted and you can see the approval path it is on. You details). |
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| | Tip: If the e-coversheet still displays a status of "incomplete" even after you have completed it, refresh your internet browser by clicking the tab for the screen you are currently viewing. Then, proceed with the submission. |
| | Powered By infoEd Copyright © 2008 InfoEd International, Inc. |
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Submitting the Proposal for Internal Approval and to the VPRGE Office (Continued)



Submitting the Proposal for Internal Approval and to the VDDCE Office (Continued)

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