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Memorandum

To: All Investigators
From: Keelie Jones, Education Specialist, Grants and Contracts office
Date: July 2010
Re: GCO forms transition to paperless

The Grants and Contracts Office will be systematically rolling out the internal Sponsored Programs ("GCO") forms in the PD module of InfoEd and implementing new business processes as part of Mount Sinai's Electronic Proposal Initiative to streamline research and sponsored programs submissions.

We appreciate your patience as we learn to work with our new tools and adapt to working in a new "*paperless*" environment. The implementation will start **August 23, 2010** and will span over a five-week period.

The implementation schedule and some examples are listed below for your reference if, you have any questions or concerns please feel free to contact our office 212-824-8300 (x58300).

Thank you for your anticipated cooperation.

WEEK 1

New – No Budget

- **MSSM internal projects**
- **Per patient reimbursement Industry Proposals**
- **Cooperative Clinical Trials (example: CALGB)**

WEEK 2

Continuations - No Budget

- **Non- Competing Continuations of MSSM internal projects**
- **Per patient reimbursement Industry Proposals**
- **Cooperative Clinical Trials (example: CALGB)**
- **No Cost Extensions of funded projects**

System-to-System Applications

- **Enhancements to current online submissions**

WEEK 3

New - With Budget

- **New and Competing Continuation Submissions with budgets that do not use InfoEd for system to system transmission**

System-to-System Continuations – With Budget

- **Non-Competing Continuations and Supplements of projects that used InfoEd for system to system transmission**

WEEK 4

Continuations - With Budgets

- **Non-Competing Continuations**
- **Supplements of projects with budgets that did not use InfoEd for system to system transmission**

Final Reports

- **Final Reports for all project types**