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To: All Faculty, Department Chairpersons, and Administrators
From: Grants and Contracts
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Subject: NIH Electronic submissions on Infoed- Information and General FAQ

The method to submit competing grant applications to the NIH is currently transitioning from paper applications to electronic applications. With each deadline, more proposal mechanisms will be required to be submitted electronically.

Grants.gov- <http://grants.gov>

The online portal to find and apply for grants across all Federal agencies.

InfoEd: <https://eresearch.mssm.edu/>

Infoed is the system to use for proposal development. For NIH applications, it acts as a system to system software adopted by MSSM that will compile the NIH electronic application (SF424) and submit to Grants.gov.

eRA Commons: <https://commons.era.nih.gov/commons/>

eRA Commons is a web-based system that allows grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of a research project. All information regarding the SF424 application after it has been submitted to grants.gov will be found on the NIH eRA Commons web site.

When should I use Infoed?

Beginning August 2010, the GCO paper internal application forms 1-9 will be phased out and replaced by the Infoed and Sinai Central (sinaicentral.mssm.edu) systems. More information can be found on the GCO web site www.mssm.edu/grants or by contacting the GCO (extension 58300, grants@mssm.edu) or Infoed teams (infoed@mssm.edu). The Infoed system must be used for most all proposal development and submission of the NIH SF424. The SF424 development and the internal GCO .

Which grant mechanisms does Infoed Support?

InfoEd supports most grant mechanisms that require a SF424 submission; exceptions include T series, D series, and K12. A list of supported mechanisms is found on the Setup Questions page in the Infoed proposal. If the mechanism is not listed, then the SF424 adobe forms available through the opportunity announcement on Grants.gov must be used.

Be advised that ARMY and FDA applications are *not* supported by InfoEd in the way NIH applications are. Instead, these applications can be put together using the downloadable Adobe forms available on grants.gov. The Adobe application is not web-based and can only be used by one person at a time. It is too large to email without crashing the system, therefore, when sharing it with Co-Investigators or bringing it to GCO, upload the application into your GCO electronic submission on Infoed in the Attachments section.

How do I learn how to use InfoEd?

There is a team of people here at MSSM who will conduct classes and workshops to help with using InfoEd. All information regarding the classes and workshops will be available through the internal website <http://eolas.mssm.edu/e-learn/>.

When is my application due?

NIH Mechanisms and Submission Deadlines: <http://grants.nih.gov/grants/funding/submissionschedule.htm>
The grant mechanism is listed left-hand column. The column with the heading “Application form” indicates which forms to be used for the application: “PHS” is the paper application; “SF424” is the electronic application. The NIH submission deadlines are the dates listed in the last three highlighted columns. These deadlines apply for most applications, however, a funding opportunity announcement will also indicate if the application is to be submitted at a different time.

MSSM Turnaround periods:

24hours: MSSM (internal), Foundations, Industry, Letters of Intent and paper applications to Federal agencies will be processed in the GCO within 24 hours.

One-week: NIH InfoEd submissions are due to the GCO one week before the NIH deadline

Two-week: Grants.gov submissions using the Adobe forms packet are due to the GCO two weeks before the external deadline

How do I access eRA Commons?

To be able to use Commons, you must be a registered user. Every Principal Investigator must have an eRA Commons username in order to submit an electronic application. To set up a username, please email the GCO at grants@mssm.edu. You will need to provide the GCO with the first and last name of the user, date of birth, role on project, and the user’s preferred email address. Once you have a username and password, you can log in on the homepage <https://commons.era.nih.gov/commons/>

As a reminder, NIH applications use *just-in-time* concepts. For these applications only, IACUC or IRB applications can be submitted at a later date. These are not due until the NIH requests the just-in-time information.

Any inquiries regarding applications, submissions, and the application process can be answered by the GCO. The GCO can be reached at grants@mssm.edu or (212) 824-8300. Any inquiries regarding the InfoEd software, classes, and workshops should go to the InfoEd Team infoed@mssm.edu .