

## InfoEd Proposal Status Definitions

This document provides information on InfoEd proposal statuses to help users navigate through the stages of the submission and funding processes. In addition to defining the proposal statuses, other key information is included. The document is organized in the following sections:

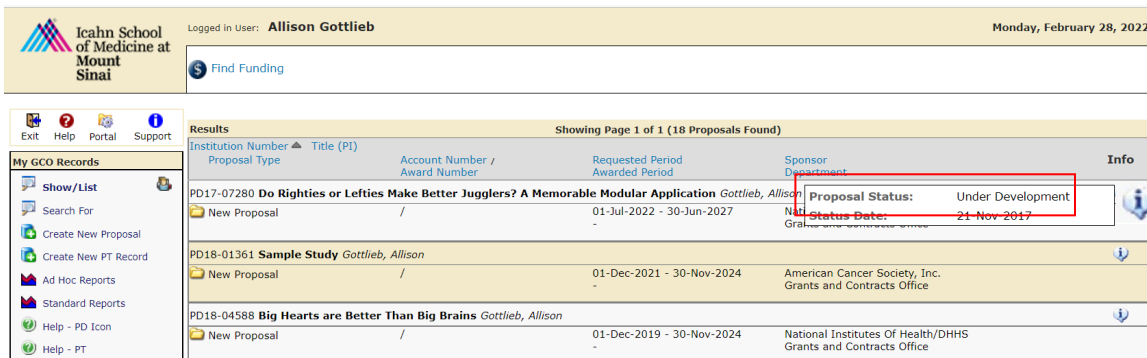
- I. Common Places to View Proposal Statuses
- II. Master and Child Record Definitions
- III. Table of Proposal Statuses
- IV. Proposal Type Definitions
- V. Additional Resources

### I. Common Places to View Statuses

InfoEd statuses appear in different sections of “My GCO Records.” Below are two common places these statuses appear.

#### A. My GCO Records > Show / List

Click Show/List or the “people” icon to the right of it if you are a delegate to access your Principal Investigator’s (PIs) projects.



Logged in User: Allison Gottlieb Monday, February 28, 2022

Find Funding

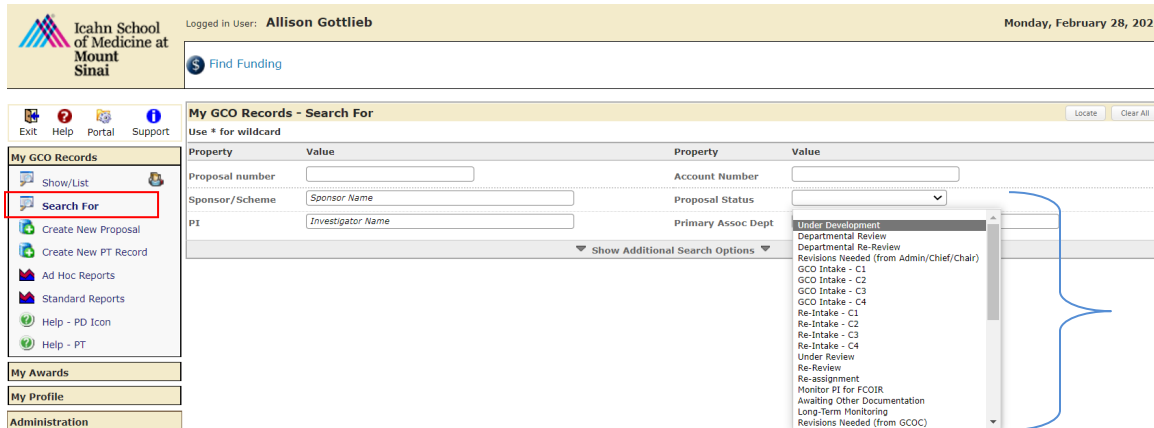
Showing Page 1 of 1 (18 Proposals Found)

Institution Number	Title (PI)	Account Number / Award Number	Requested Period Awarded Period	Sponsor Department	Info
PD17-07280	Do Righties or Lefties Make Better Jugglers? A Memorable Modular Application	Gottlieb, Allison	01-Jul-2022 - 30-Jun-2027		Proposal Status: Under Development Status Date: 21-Nov-2017
PD18-01361	Sample Study	Gottlieb, Allison	01-Dec-2021 - 30-Nov-2024	American Cancer Society, Inc. Grants and Contracts Office	
PD18-04588	Big Hearts are Better Than Big Brains	Gottlieb, Allison	01-Dec-2019 - 30-Nov-2024	National Institutes Of Health/DHHS Grants and Contracts Office	

Hover over the “i” bubble so the status appears.

**B. My GCO Records > Search For > Proposal Status**

Click on the Proposal Status drop down menu to view the status options.

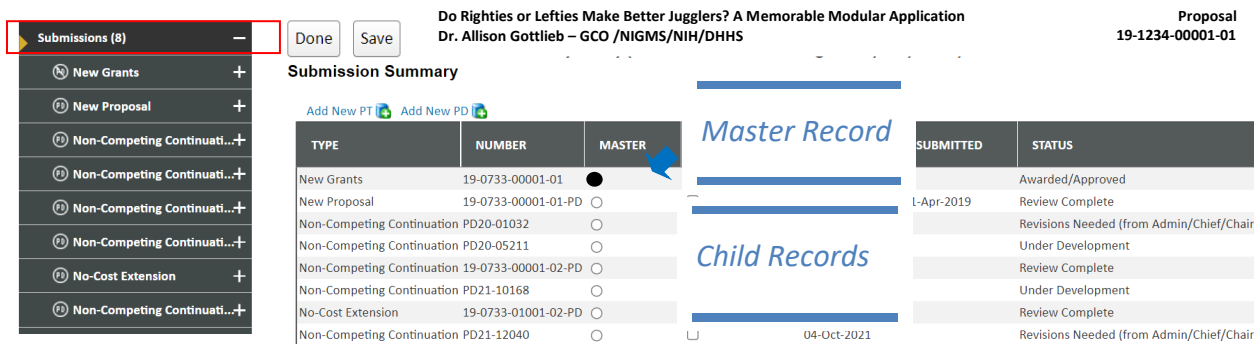


**II. Master and Child Record Definitions**

Master Record: A master record is a record that contains budgetary and administrative information about submissions and awards. It is used for the purpose of tracking and reporting. For awarded projects, all budget increments within a project period are reflected in the master record. For projects that are submitted for funding and then not funded, only the initial budget increment is contained in the master record. Master records only include numbers in their identifier.

Child Record: A child record is a record attached to the master record that reflects internal processing information and all related correspondence including any external application. PIs submit child record yearly for all additional increments such as non-competing continuations and supplements. Child records include “-PD” in their identifier.

Below is a screenshot of a master record and child applications listed within the Submissions tab of a project.



Master Record



Child Application

In the left navigation bar, you will see these symbols indicating the master record and child applications.

### III. Table of Proposal Statuses

See the table below for the statuses particular to master record and child applications.

#### Master Record Statuses

Master record statuses relate to funding agency approval and/or compliance approval as appropriate.

Please note that the master record has an overall status and also individual budget period statuses.

Status	Description
Pending	The project/year is not yet active because: <ul style="list-style-type: none"> <li>- Funding is uncertain</li> <li>- The child submission for the budget increment has not been submitted yet (non-competing years only)</li> <li>- The award for the budget increment has not been received yet (non-competing years only)</li> <li>- If funding is n/a, IACUC or IRB is not yet approved</li> </ul>
To be funded	GCO has been notified that the submitted project will be funded, but the final award not yet been received or is in the process of being negotiated
Awarded/Approved	GCO updates the status from "Pending" to "Awarded/Approved" if the following criteria as appropriate have been met: <ul style="list-style-type: none"> <li>- PI submitted the project to the GCO in InfoEd</li> <li>- For projects with external funding: GCO received the award notice</li> <li>- For projects without external funding: Compliance (i.e., IRB/IACUC paperwork) is up to date or not needed.</li> </ul>
Approved/Held for Funding	The funding for a project is cut after the decision to fund has already been made. This status is rarely used.
Closed / Previously Awarded/Approved	A previously awarded/approved project/year has ended.
Accepted but Not Funded	The funding agency reviewed, but did not fund the application.
Not Recommended for Future Consideration	Only applicable to NIH grants. The NIH Commons status is "Not Discussed."
Withdrawn	The PI or Industry sponsor withdrew the application.
Rejected	The funding agency rejected the submission without review.
Transferred	The PI transferred the project to another institution. The GCO only uses this status as an overall (as opposed to individual year) status when funding would have been assured if the PI had stayed, but was never received. For individual years, it is only used if no portion of the year was awarded at any point.

### Child Application Statuses




Child application statuses relates to the internal review and submission of the InfoEd application.

Status	Description
Pre-Application	Occasionally, funding agencies require a pre-application. Grants Specialists will code the application as such.
Under Development	PI is working on the InfoEd application. It is in his/her queue. He/she has not yet submitted the project.
Dept Review / Re-Review	InfoEd application is under review or re-review in the dept. The application arrives in the department queue after the PI submits it. After the department approves, it arrives in GCO Intake.
GCO Intake / Re-Intake	InfoEd application is in the Grants Coordinator queue for intake or re-intake. After the coordinator determines the project is complete, he/she will issue a GCO receipt to the PI and will forward the project to a Grants Specialist for review and processing. The numbers (e.g., C1) refers to the GCO team assignment.
Under Review / Re-Review	The InfoEd application is under review or re-review by a Grants Specialist.
Monitor PI for FCOIR	The Grants Coordinator uses this code to note that the application is missing the completed Sinai Central COI forms or S&D forms.
Awaiting Other Documentation	The InfoEd application is with the GCO. However, it is missing required documentation such as a completed cost sharing form, compliance waiver, or a corrected application. The Grants Coordinator, Specialist or AOR will assign this status. When assigned by the Grants Coordinator, project remains in this status for one week and 3 follow up emails to the PI.
Long Term Monitoring	The GCO has changed the status from Awaiting Other Documentation to Long Term Monitoring due to a lack of PI responsiveness in addressing missing documentation. The Grants Coordinator will no longer actively check these records. It will remain in this status for 6 months and then be returned back to the PI if he/she has not provided the missing documentation.
Revisions Needed (from Admin/Chief/Chair)	The departments uses this function to return the application back to the PI. After the PI completes, the project is routed back to the department for approval again. Once the department approves, project will arrive at GCO Re-Intake.
Revisions Needed (from GCOC)	The Grants Coordinator uses this function to return the application back to the PI. The project then reverts to the "Under Development" status when it is returned to the PI. After the PI completes the project is routed back to the GCO. The project does <u>not</u> undergo departmental review again.
Revisions Needed & Rerouting - NIH	Code not used.
Revisions Needed & Rerouting – non NIH	Code not used.
Gov't Shutdown	The GCO uses this status for S2S applications submitted during a government shutdown. We hope to never have to use this status again.

Final Review & Submission	The application needs to be reviewed by the designated AOR and then submitted to the funding agency, if applicable.
No further action required	Code not used.
Review Complete	GCO has completed its review.

#### IV. Proposal Type

Pls submit different types of proposals (e.g., New, Non Competing, No Cost Extensions, etc.) to the GCO prior to submission to the funding agency. See screenshot below.

Results					Showing Page 1 of 1 (18 Proposals Found)	
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	New Proposal	/	-			
PD18-01361	<b>Sample Study</b> <i>Gottlieb, Allison</i>		01-Dec-2021 - 30-Nov-2024	American Cancer Society, Inc. Grants and Contracts Office		
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	New Proposal	/	-			

Click [here](#) for the definitions. In this glossary, they appear on the first page. When submitting to the GCO, users must select the appropriate proposal type. Click [here](#) for InfoEd's instructions based on proposal type.

#### V. Additional Resources

- [InfoEd Instructions](#)
- [Glossary of Common Terms](#)
- [Submission, Review, and Approval Process Picture Diagram](#)