


Quick Tips and Things to Remember

Tips and Links to Frequently Referenced Information

- To log into InfoEd's Proposal Development module, open your internet browser and go to <https://www.infoed.uconn.edu>. Then, click the "Login" button, type your login information, and click the "Login" button in the middle of the screen. Finally, click the "Proposals" button on the blue navigation panel on the left side of the screen.
- The Proposal Development Online Instruction Manual can be accessed by clicking "Proposals" on the blue panel of the main navigation panel and then on "Help – PD" (under the "Proposals" section of the blue panel).
- Uconn-specific data (i.e. date of our indirect cost agreement, date of our Animal Welfare Assurance agreement, etc...) can be viewed at <http://www.osp.uconn.edu/quickfacts.php>
- Online instructions on how to complete InfoEd's data fields are available by clicking the  icon within the proposal. Note: This option is not available on all screens.
- A blank NIH BioSketch template can be downloaded at <http://grants1.nih.gov/grants/funding/phs398/phs398.html>
- InfoEd is currently capable of producing NIH proposals only. Furthermore, the application must be for an initial proposal (i.e. new proposal, competitive renewal, revision of a new proposal, etc...). You **cannot** use InfoEd to develop a continuation application/progress report at this time.
- Once you enter data to the cost share screen, you will lose that data if you make changes to any of the previous screens. To minimize the possibility of having to re-complete the cost share screen, make sure your budget data is accurate and in final form before you fill out the cost share screen.
- For resubmissions, you will need to change the "Federal Identifier" field in the upper left-hand corner of the SF 424 screen so it contains the NIH number assigned to the previous submission. The information you provide should adhere to the following letter/number scheme; DA123456
- Any scanned documents that are uploaded into the proposal (i.e. cover letter, letters of support, etc.) must have margin measurements of **exactly** 8.5 X 11. It may be necessary to edit the margins until they conform by using the program that created the scanned document (i.e. Adobe Professional Reader/Writer, etc.)
- In some cases, the system may enforce rules that a specific program announcement allows an exception to (e.g. Typical R03 budgets cannot exceed 2 years but some PA's or RFA's may allow for 3, etc...). If you receive this type of warning message and it prevents you from moving forward, click the "Mechanism Opt In/Out" link on the "Setup Questions page"

Do's and Don'ts

Do:

- Click the **Save Icon** often! A page of data can easily be lost if you close a window by accidentally hitting the "X".
- Use the InfoEd-provided close button to close out of windows. This will prompt the system to save the data before exiting.
- Use the **Back Icon** when attempting to scroll back to a previous screen.
- Maximize the various pop-up windows you encounter as you navigate through the system. This will minimize the amount of scrolling you will have to do.
- Make sure you are running the most recent version of your internet browser and are up to date with your windows updates.

Don't:

- Navigate to a new screen or perform a new function until the screen **fully refreshes** since your last action. Doing so will prevent the operation from being performed correctly.
- Click the **Cancel** button when the system asks you if you want to save. Doing this **will not** cancel your last action (i.e. an attempt to navigate to a new screen). Instead, it will perform the action without saving your data.
- Use the "X" to close out of a window. This will usually result in the loss of data.
- Use the back button in the internet browser's toolbar. This has also been known to cause data issues.