

Info Team Update

OSR Quarterly Network
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PROPOSAL ROUTING FORM



New Feinberg Space Question

- Located in the Additional Project Information section
- Not mandatory – non-Feinberg does not require this information
- Intended to gather space usage data

Additional Project Information:

If Transfer, Transferred From (name of institution): _____

*If awarded, will this project require multiple chartstrings? Yes No

For Feinberg: in which type of space will this research occur? [See [space type definitions](#)]



New Equipment Question

- Commitments #14
- Capital equipment/system costing at least 300,000
- Proposed by Core Facilities



Equipment Question Data

- Instrument placement in core facilities
- Institutional commitment
- Feedback from prior reviews
- Avoid duplication in major equipment
- Award stage needs
 - Service contracts
 - Power usage



INFOED TIP: SEARCHING BY STATUS



Status Dropdown on Search Page

Proposals - Search For				Locate	Clear All
Use * for wildcard					
Property	Value		Property	Value	
Proposal number	<input type="text"/>		No Entry	<input type="text"/>	
Sponsor/Scheme	<input type="text"/>	Set	Proposal Status	<input type="text" value="▼"/>	
PI	<input type="text"/>	Set	Primary Assoc Dept	<input type="text"/>	Set
▼ Show Additional Search Options ▼					



Helpful Statuses

- **Awarded**
 - When awards are received, status updated to Awarded
 - Also used when updating subcontract data or rebudgeting to subprojects
- **Pre-Spending**
 - When prespending request is ready for setup, status updated to Pre-Spending
 - Status remains in Pre-Spending until the award is received, then is updated to Awarded



Status Usage

- Some records from pre-InfoEd days were converted as Awarded and haven't been touched since
 - To weed these out, put S* in the proposal number field
 - Any record created in InfoEd will start with S
- After the award is set up, it goes through a QA process and is changed to Awarded QA Check Complete

