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
### Proposals - Search For

**Use * for wildcard**

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
<th>Property</th>
<th>Value</th>
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<tr>
<td>PI</td>
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<td>Set Primary Assoc Dept</td>
<td>Set</td>
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</tbody>
</table>

**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