Info Team Updates

Salary Access, Grants.gov Workspace, and NIH Forms E
Nov 28 & Dec 7
Coming Soon - Salary

- Salary will be loaded to InfoEd to use in budget development
  - Testing to begin soon; FFRA will reach out
  - Academic Base Salary for 9-month faculty; salary cap will calculate automatically
  - Training webinar will be scheduled
- Salary detail coming soon to Research Portal
Also Coming Soon

• A new Cognos report listing committed and certified effort by investigator and project
  ✓ Displays data from InfoEd (committed effort) and Maximus (certified effort)
  ✓ Future phase will include salary charges
What Are Forms E?

- New NIH application forms and updated instructions
  - Consolidation of human subject data
  - Expansion of clinical trial data
    - More details for peer review
    - Consistent format for reviewers
    - Align with ClinicalTrials.gov
When Are Forms E?

• Required for due dates Jan 25 2018 and after
• Forms D still used for deadlines prior to Jan 25
• Incorrect form versions will result in applications not being reviewed
Forms E in InfoEd

Old Format D & earlier

New Forms E

- SF424 (R&R)
- Other Project Info
- Performance Sites
- Project Summary
- Project Narrative
- References Cited
- Resources
- Other Attachments
- Personnel
- Budget
- PHS398_ResearchPlan
- Approvals
- Internal Documents
- PHS398_CoverPageSupplement
- NU Project Summary
- Finalize

- Human Subjects/CT
- Finalize
Forms D to Forms E

- Some data entered in InfoEd will convert
  - Personnel and Budget data are the same
  - Human Subjects data will not convert
  - Likely will need to re-upload attachments

- Check over any data carefully when switching between forms
What Is Workspace?

- Submission method hosted on Grants.gov
- Anything that was Adobe is now Workspace
- Data entered online or forms downloaded
  - Multiple users can work at the same time, individual forms ‘lock’ to the specific user
When Is Workspace?

• Workspace is functional now
• Adobe forms disappear the end of 2017
  – At this point, Workspace will be the emergency fallback option for certain types of federal proposals
How Will We Use Workspace?

• Proposals should still be submitted S2S in InfoEd
  – NIH multi-component applications still go through ASSIST
  – NSF submitted through FastLane, NASA through NSPIRES

• If something is wrong with the S2S proposal, contact OSR for assistance
How Will We Use Workspace?

• OSR will review and advise if proposal cannot be fixed
• If InfoEd fix is not possible…
  – NIH proposals should go through ASSIST
  – Other agencies will need to use Workspace (Defense, Energy, Education, etc)
How Will We Use Workspace?

• OSR will start the Workspace
• All departmental staff working on the proposal can be given access
  – Can work simultaneously (on different forms)
  – RA will need to create account in Grants.gov
  – No Grants.gov permissions are necessary
• OSR will submit the Workspace once complete
How to Register

• Create an account on Grants.gov
• Register with appropriate DUNS
• Job Aid on OSR’s website in the Electronic Systems section:
  https://osr.northwestern.edu/resources/systems
Email Confirming Workspace Access

Attention Sara Krentz,

You have been added to the following Workspace(s) for DUNS 1500794550000:

Funding Opportunity Number: N00014-17-S-F005
Workspace ID: WS00074219
Application Filing Name: Rondinelli_MURI_SP0046313

To view Workspaces, login at https://uridemn9e.proofpoint.com/v2/url?u=https%3A%2F%2Fapply07.grants.gov%2Fapply%2Flogin.faces-3FDcsession-3D1-26usertype-3Dapplicant&d=DNICnQ&c=yHS04HhBraes5BCQ9ueu5ZKhe7rTFXT_d01Yz2PA64s&r=DrangelROkRkDRXMTDCpm17X9E-n3cqlQd5DPF_E1vQo&ms=UhqTy4M5xx9P-2-yAOVgT5gTXNlXroC-dTFMDg38fX4FbU&is=FOkR1jlr2e66sVxjgrWaz-CwrtSp_hCms31FD3ck&ef and select Manage Workspaces.

Thank you,
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
Using Workspace

<table>
<thead>
<tr>
<th>Include in Package</th>
<th>Form Name (Click to Preview)</th>
<th>Requirement</th>
<th>Form Status</th>
<th>Last Updated Date/Time</th>
<th>Locked By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>SF424 (R &amp; R) [V2.0]</td>
<td>Mandatory</td>
<td>Passed</td>
<td>Nov 01, 2017 08:17:17 PM EDT</td>
<td>---</td>
<td>Lock</td>
</tr>
<tr>
<td>✓</td>
<td>Project/Performance Site Location(s) [V2.0]</td>
<td>Mandatory</td>
<td>Passed</td>
<td>Nov 01, 2017 08:23:08 PM EDT</td>
<td>---</td>
<td>Lock</td>
</tr>
<tr>
<td></td>
<td>Disclosure of Lobbying Activities (SF-LLL) [V1.2]</td>
<td>Optional</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Lock</td>
</tr>
<tr>
<td>✓</td>
<td>R &amp; R Subaward Budget Attachment(s) Form [V1.4]</td>
<td>Optional</td>
<td>Passed</td>
<td>Nov 01, 2017 09:04:09 PM EDT</td>
<td>---</td>
<td>Lock</td>
</tr>
<tr>
<td></td>
<td>MANAGE SUBFORMS: 3</td>
<td>Optional</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Lock</td>
</tr>
<tr>
<td></td>
<td>Research &amp; Related Senior/Key Person Profile [V1.1]</td>
<td>Optional</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>Lock</td>
</tr>
</tbody>
</table>