REQUEST ADDITION OF A NEW SPONSOR

If the sponsor you wish to submit a proposal to is not currently in InfoEd, you must submit a request to add the sponsor. To begin a new request, navigate to the Change Request module in InfoEd and select “Request New Sponsor/Subcontractor.”

Click “Add New” to search for and select the InfoEd PD record associated with this request.

Use the radio buttons to select “Sponsor”. This will bring up a dropdown menu requesting addition information about sponsor type. Reference the on-screen instruction if you need help determining which option to select.

Enter the sponsor name and address. The more information, the better. Note that the State field is open text (not a drop-down list), so you will need to type out the state abbreviation (for US states) or N/A (for foreign entities.)
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This is for a contact person at the requested organization:

Name: 
Phone: 
Email: 
Program Name: 
URL: 

If you have a contact person at the proposed sponsor and/or the proposal is being submitted to a specific program area/division of the proposed sponsor, include that information here.

URL: Include the sponsor’s website address if known.

Additional info for OSIR (optional):

Upload additional info for OSIR (optional):

While you are waiting for a new sponsor...

You should select the ZZZ sponsor as a placeholder while waiting for the new sponsor to be added. Keep in mind that a proposal can be submitted while the sponsor is still ZZZ in cold, so after submitting a request for a new sponsor, proceed as usual with the proposal development and submission.

Provide any additional information and/or relevant attachments. For clinical trials, upload the draft agreement, if available.