

INFOED FAQs

What is InfoEd?

The InfoEd eRA Portal is a web-based system designed to manage all aspects of sponsored research administration. The system is comprised of integrated modules which streamline sponsored research activities allowing investigators and administrators to more efficiently prepare, route, track, and monitor sponsored research projects. For more information see: <http://www.med.miami.edu/orim/x12.xml>.

How can InfoEd help me?

- Find sources of funding for your project (SPIN and SMARTS)
- Locate experts and collaborators (GENIUS)
- Serve as an expert or collaborator (GENIUS)
- Store a CV electronically (GENIUS)
- Prepare and submit an NIH application electronically (Proposal Development)
- Track pending proposals (Proposal Tracking)
- Track pending protocols (Lab Animals Management)

What is SPIN, SMARTS, and GENIUS?

SPIN (Sponsored Programs Information Network) is a funding opportunity database compiled from over 4,000 sources. Includes the latest information on federal, non-federal, private, non-profit, and international opportunities. Use SPIN to locate funding for research, fellowships/scholarships, travel, curriculum development and more.

SMARTS (SPIN Matching and Research Transmittal Service) is an automated e-mail service which will notify you of any new funding opportunities in your area of interest.

GENIUS (Global Expertise Network for Industry, Universities, and Scholars) is a database containing profiles for researchers from over 500 universities and institutions worldwide. Additionally, GENIUS stores CV information for each individual including: employment, education, courses taught, committees and memberships, research interests, sponsored funding received, etc.

What is Proposal Tracking?

Proposal Tracking is a comprehensive system that provides research administrators with a single reference point for entering, tracking, and reporting on detailed proposal information.

What is Proposal Development?

Proposal Development assists investigators and administrators in all phases of developing a proposal. It is a web-based system for creating, routing, submitting, and tracking proposal applications. Proposals are developed using a common format, and then published to agency forms for electronic submission or printing and paper distribution of application. Currently supports NIH electronic submissions at this time.

What is Lab Animals Management?

Lab Animals Management is a comprehensive system that provides administrators with a single reference point for entering, reviewing, monitoring, and reporting on animal research protocols.

How do I get access to InfoEd?

An InfoEd Profile is required for all users. Most faculty already have an InfoEd profile. To request a new profile, complete the New Profile Request form available from the Office of Research Information Management: <http://www.med.miami.edu/orim/x7.xml>. Submit to resinfo@med.miami.edu for validation. You will receive an e-mail confirming validation generally within 1 business day, and may access the InfoEd eRA Portal at this time.

Where is InfoEd?

Log in to the InfoEd eRA Portal at <http://infoed.med.miami.edu/>. There is also a link on the main Office of Research web page at <http://www6.miami.edu/research/>.

How do I retrieve my username and password?

Contact the Office of Research Information Management at resinfo@med.miami.edu or (305) 243-2314 for assistance.

How do I change my username or password?

Log in to the InfoEd eRA Portal, and click on Profile. Scroll to the bottom of the page. Under Security, select the SET button. Enter a new Username and/or Password, and press the SUBMIT button.

How do I add a new sponsor to InfoEd?

Complete the New Sponsor Request form available from the Office of Research Information Management: <http://med.miami.edu/orim/>. Submit form to resinfo@med.miami.edu. You will receive an e-mail confirming sponsor set up generally within 1 business day.

I have questions about InfoEd. Where can I find help?

- Contact the Office of Research Information Management at resinfo@med.miami.edu or (305) 243-2314.
- Click on the InfoEd Help icon in the Toolbar at upper left of screen.
- Use the InfoEd on-line Help available on the Main Menu for each module.
- See the additional InfoEd reference materials at <http://www.med.miami.edu/orim/>.

What should I do if I get an error message?

Copy the error message and paste it into an e-mail. Send to resinfo@med.miami.edu for assistance. In the e-mail, be sure to include:

- module you were in when error occurred
- protocol/proposal number (if applicable)
- what page you were on when error occurred
- brief description of your actions prior to receiving the error message

I need to submit my NIH proposal electronically. What is the difference between Grants.gov and InfoEd's Proposal Development system? Which should I use?

Both facilitate the preparation and submission of proposal applications to the NIH electronically, and you may use either option. Both require data entry and uploading of documents to prepare the application. Some of the key differences are:

GRANTS.GOV

Use to submit electronic proposal application to all federal agencies (as agency mandates)

Straightforward form filler

Intuitive and user-friendly (training recommended)

Additional software required (PureEdge and Adobe PDF conversion software)

Works best on PCS (additional requirements for MAC users)

Performs limited Grants.gov validations prior to submission to the agency, most validations done at agency.

Saves copy of proposal in PureEdge format. Cannot be used for future submissions.

Basic budget form provided.

Pre-fills some sections for you.

No electronic routing available, but may save application and e-mail to others.

Generally preferred if you submit NIH proposals infrequently

PROPOSAL DEVELOPMENT

Use to submit electronic proposal application to NIH only (as NIH mandates)
(other federal agencies coming)

More complex web-based system

Intuitive and user-friendly (training required before submission)

Web-based system, requires only a web browser. Creates PDF documents for you. Free Adobe Reader is recommended to view PDF documents.

Works on MACS and PCS

Performs comprehensive Grants.gov and NIH validations as you prepare the proposal to prevent Warnings/Errors once received at NIH.

Saves copy of proposal in PDF format. Copy and use again for revision or resubmission as needed.


Comprehensive budget tool built in.

Pre-fills multiple sections for you with institutional and PI information.

Routes electronically within UM and directly to the agency (UM Proposal Transmittal still required, however.)

Generally preferred if you submit multiple NIH proposals regularly

InfoEd is not saving my changes. What should I do?

The InfoEd system does not automatically save your changes, in most cases. Use the Save icon  in the Toolbar at upper left of screen to save all changes before exiting the page. When saving be sure to wait a few seconds until your page refreshes before proceeding to the next section/page in InfoEd.

How do I print from InfoEd?

Several options are available for printing.

- Right click with your mouse to locate the Print option.
- Select All on the page, paste into MsWord/MsExcel and print from there.
- If in Proposal Development, go to the Finalize tab and Build the PDF. View, save, or print the PDF document from there. Building the PDF can be done during any stage of the proposal development process.

What do the icons mean in InfoEd?

See attached for explanation of the InfoEd icons. (attach PDF here)

What training opportunities are available for InfoEd?

- See the Office of Research Information Management web site for further details.
- Go to ULearn at <http://ulearn.miami.edu/>. Type "infoed" in the catalog to search for current InfoEd training opportunities.
- Contact Sofia Aymerich (Sponsored Programs Education and Training) at saymerich@med.miami.edu to schedule training for your department or school.