

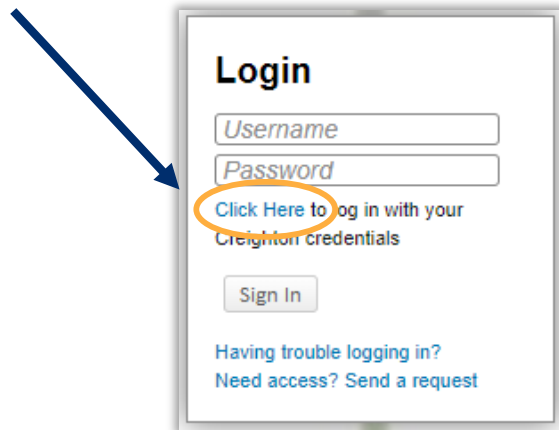
# Proposal Development CURAS Internal Research Opportunities Proposal Set-Up

Creighton University  
Sponsored Programs Administration

October 2020

# InfoEd

- You can login to InfoEd at [creighton.infoedglobal.com](https://creighton.infoedglobal.com)



The screenshot shows a login form titled "Login". It contains two input fields labeled "Username" and "Password". Below these fields is a link that says "Click Here to log in with your Creighton credentials", which is circled in orange. A blue arrow points from the text "You can login to InfoEd" in the list above to this link. Below the link is a "Sign In" button. At the bottom of the form, there are two links: "Having trouble logging in?" and "Need access? Send a request".

**\*\*\*You do not need to type username and password on this page.\*\*\***

Select "Click Here to log in with your Creighton credentials." You will be sent to the Creighton University login page. Enter your NetID and password when prompted.



Welcome BLUE\jrk22926

For security reasons, we require additional information  
to verify your account

Creighton  
UNIVERSITY

Settings

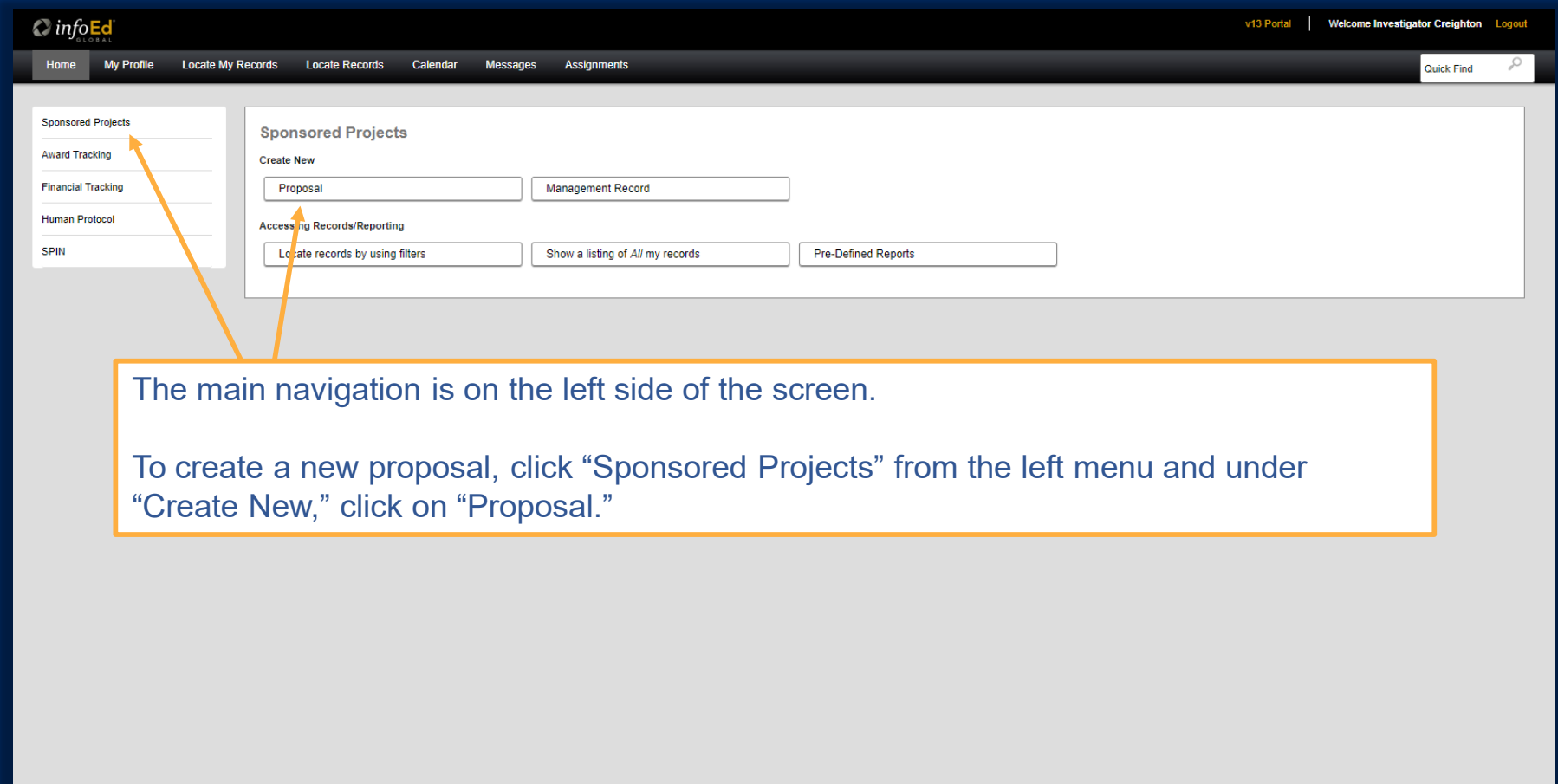
Send Me a Push

Enter a Passcode

☐ Remember me for 24 hours

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# Create A New Proposal



The screenshot displays the infoEd GLOBAL v13 Portal interface. The top navigation bar includes links for Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Assignments. The left sidebar contains a menu with Sponsored Projects, Award Tracking, Financial Tracking, Human Protocol, and SPIN. The main content area is titled 'Sponsored Projects' and features a 'Create New' section with a 'Proposal' button and a 'Management Record' button. Below this is an 'Accessing Records/Reporting' section with buttons for 'Locate records by using filters', 'Show a listing of All my records', and 'Pre-Defined Reports'. Two orange arrows originate from the 'Sponsored Projects' menu item in the left sidebar and point to the 'Proposal' button in the main content area.

The main navigation is on the left side of the screen.

To create a new proposal, click “Sponsored Projects” from the left menu and under “Create New,” click on “Proposal.”

# New Proposal Questionnaire

## Changing the PI

### New Proposal Questionnaire

Click Change to select appropriate PI

Step 0: *Confirm you intend for the PI of this proposal to be*

Creighton, Investigator [Change](#)

Step 1: *Create a "New" Proposal or "Copy From Existing"?*

Create a New Proposal   
Copy From Existing Proposal 

Continue

# New Proposal Questionnaire

## Setting Up the Proposal

1. Select Create a New Proposal

2. Select Setup Proposal Manually

3. Click Continue

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Creighton, Investigator Change

Step 1: Create a "New" Proposal or "Copy From Existing"?

Create a New Proposal  
Copy From Existing Proposal

Continue

Create New Proposal - Google Chrome

creighton-dev.infoedglobal.com/Proposal/PD/ProposalCreate.asp?Scrn=1E&System=PD&CreateType=NEW

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Creighton, Investigator Change

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 1: Continued

Select from Grants.Gov Opportunities  
Select from Grants.Gov Opportunities  
Select from all SPIN Opportunities  
Setup Proposal Manually

\$25 Search

Create New Proposal - Google Chrome

creighton-dev.infoedglobal.com/Proposal/PD/ProposalCreate.asp?Scrn=1E&System=PD&CreateType=NEW

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Creighton, Investigator Change

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 1: Continued

Setup Proposal Manually

Continue

# New Proposal Questionnaire

## Selecting the Proposal Type

Create New Proposal - Google Chrome

creighton-dev.infoedglobal.com/Proposal/PD/ProposalCreate.asp?System=PD&CreateType=NEW&Scrn=2

---

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Creighton, Investigator Change

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 2: Please Select a Proposal Type

New/Original ▼

Continue

1. Select Proposal Type and click Continue

2. Type and Select Sponsor Name

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Klimowicz, Jennifer Change

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 2: Proposal Type New/Original

Step 3: Select a Sponsor

Continue

CURAS

- CURAS Certificate Program Faculty Development Grants
- CURAS Faculty Research Fund
- CURAS Summer Faculty Research Fellowship**
- CURAS Summer Undergraduate Research Fellowship

3. Click Continue

# New Proposal Questionnaire

## Inserting the Proposal Title

New Proposal Questionnaire

If any data is incorrect, click Back to revise previous steps

Back

Step 0: Confirm you intend for the PI of this proposal to be Klimowicz, Jennifer [Change](#)

Step 1: "New" or "Copy From Existing"? Create a New Proposal

Step 2: Proposal Type New/Original

Step 3: Selected Sponsor CURAS Summer Faculty Research Fellowship

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal Title

Proposal Title Here

Continue

Click Continue

Q



# New Proposal Questionnaire

## Entering Project Start/End Dates & Budget Periods

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be  
Step 1: "New" or "Copy From Existing"?  
Step 2: Proposal Type  
Step 3: Selected Sponsor  
Step 4: "Tracking" Number or "Proposal" Number  
Step 5: Proposal's Title  
Step 6: What are the project start and end dates?

Klimowicz, Jennifer [Change](#)  
Create a New Proposal  
New/Original  
CURAS Summer Faculty Research Fellowship  
This proposal will be automatically numbered.  
Proposal Title Here  
From   
To

Enter in Project Start/End dates and click Continue

Continue

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be  
Step 1: "New" or "Copy From Existing"?  
Step 2: Proposal Type  
Step 3: Selected Sponsor  
Step 4: "Tracking" Number or "Proposal" Number  
Step 5: Proposal's Title  
Step 6: Project Start and End Dates  
Step 7: How many years and/or budget periods would you like?

Klimowicz, Jennifer [Change](#)  
Create a New Proposal  
New/Original  
CURAS Summer Faculty Research Fellowship  
This proposal will be automatically numbered.  
Proposal Title Here  
01-Jun-2021 to 31-Aug-2021

This number of budget periods is automatically generated based on start and end date but can be manually adjusted

\*NOTE: If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

Continue Click Continue

# New Proposal Questionnaire

## Verify Information & Create Proposal

### New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be

Step 1: "New" or "Copy From Existing"?

Step 2: Proposal Type

Step 3: Selected Sponsor

Step 4: "Tracking" Number or "Proposal" Number

Step 5: Proposal's Title

Step 6: Project Start and End Dates

Step 7: Number of Budget Periods

Is all of the above information correct?

Step back through responses

Create Proposal

Klimowicz, Jennifer [Change](#)

Create a New Proposal

New/Original

CURAS Summer Faculty Research Fellowship

This proposal will be automatically numbered.

Proposal Title Here

01-Jun-2021 to 31-Aug-2021

1

**\*NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

Back

Click the Back button to correct any mistakes

If everything is correct, click Create Proposal to generate the proposal record

# Remember To Save And Complete

- ▶ Save often.
- ▶ This is a database - be patient when saving as the system is adding or revising several tables of data.
- ▶ When you need to exit the proposal, click on Done, not the red “x” close button.
- ▶ Only one user can edit a section in a proposal at a time.

# InfoEd Tool Tips

Hold mouse over any question mark in InfoEd to get a Tool Tip

The screenshot shows the 'Setup Questions' page in the InfoEd system. At the top, there is a header with a hamburger menu icon, 'Done' and 'Save' buttons, the proposal title 'Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)', and the proposal ID 'P2100049'. A sidebar on the left contains a 'Setup Questions' button. The main content area is divided into sections: 'Setup Questions' with instructions to answer questions and click 'SAVE', and 'Submission Mechanism/Form Information'. Below this is the 'Deadline Information' section with input fields for 'Deadline Date' and 'Deadline Time' (set to 4:30:00 PM). The 'General Proposal Properties' section contains several questions with radio button options: 'Will your proposal involve the use of Human Subjects?' (Yes/No), 'Animals?' (partially visible), and 'Will your proposal involve multiple principal investigators?' (Yes/No, with 'No' selected). A 'Save and Continue' button is at the bottom right. Two orange callout boxes provide tips: one points to a question mark icon above the 'Show Help' button, stating 'Hold mouse over any question mark in InfoEd to get a Tool Tip'; the other points to the hamburger menu icon, stating 'Click on 3 lines in upper left corner to turn Tool Tips off and on'. A 'HELP INFORMATION' pop-up window is visible, containing text about clicking the 'Complete' box and completing all pages before submission.

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal  
P2100049

Setup Questions

Please answer all questions below and click SAVE.

This template is for use with *internal submissions* only.

Submission Mechanism/Form Information

Deadline Information

Deadline Date

Deadline Time

4:30:00 PM

General Proposal Properties

Will your proposal involve the use of Human Subjects? ☐ Yes ☐ No

Animals?

Will your proposal involve multiple principal investigators? ☐ Yes ☒ No

Save and Continue

HELP INFORMATION

Click the "Complete" box when you are done with this page. All pages must be completed before the proposal can be routed and submitted.

Show

Show Help

Click on 3 lines in upper left corner to turn Tool Tips off and on

# Setup Questions

## Initial Screen

Make note of proposal number for future reference

creighton.infoedglobal.com/Proposal/pd/pdSetup.asp?ProjID=5C5C57BE-F8B9-44F9-910B-0BEABA922D59&SpinProgNo=

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal #2100049

Setup Questions

Please answer all questions below and click SAVE.

This template is for use with **internal submissions** only.

Submission Mechanism/Form Information

Deadline Information

Deadline Date 17-Nov-2020

Deadline Time 4:00:00 PM

General Proposal Properties

Will your proposal involve the use of Human Subjects? ☐ Yes ☒ No

Will your proposal involve the use of Laboratory Animals? ☐ Yes ☒ No

Will your proposal involve multiple principal investigators? ☐ Yes ☒ No

Save and Continue

Deadline is required for all proposals

Answer all questions

Check mark shows that each section is complete.

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal  
P2100049

✓ Setup Questions  
Personnel  
Internal Protocol Approvals  
Internal Proposal Routing Form  
Attachments  
Route and Submit  
Tasks  
Management Record (PT)

Personnel <sup>?</sup>

Add Personnel [hide]

Proposal Element Proposal Structure  
Prime

Personnel Type  
Key

Create Profile Name (Last, First) Role  
Begin typing to select Personnel Name... Co-PD/PI

Save

Person Months <sup>?</sup>

Senior/Key

	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
⋮	●	Jennifer Klimowicz PD/PI * Certifications and Training	✉		✓	☑	Creighton University Creighton University	0	0	0	📄	📄	🔗

Legend:  
● Prime

To make changes to completed page, click the Completed box in the top right corner of page, make your change, then click the Completed box again

# Personnel Tab

- ▶ PI is automatically added.
- ▶ Use the Personnel tab to add key personnel.
- ▶ Search by last name and click the grey “Save” button to add new personnel.

Note: InfoEd will accept Word and PDF files. Please upload Word files when possible. They will automatically be converted to PDF.

# Personnel

Done Save

Proposal Title Here  
 Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposi:  
 P210004

✓ Setup Questions  
**Personnel**  
 Internal Protocol Approvals  
 Internal Proposal Routing Form  
 Attachments  
 Route and Submit  
  
 Tasks  
 Management Record (PT)

## Personnel ?

Add Personnel [hide]

Proposal Element  
 Prime

[Proposal Structure](#)

Personnel Type  
 Key

Name (Last, First)  
 Begin typing to select Personnel Name...

Role  
 Co-PD/PI

Create Profile
Save

To add key personnel, select Key under Personnel Type. Enter the person's name under Name, then select the Role from dropdown menu

Click Save

Person Months ?

		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT		REMOVE
									CALENDAR	ACADEMIC	SUMMER				
⋮	<div style="display: flex; align-items: center;"> <div style="background-color: #0070C0; color: white; border-radius: 50%; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">1</div> <div>           Jennifer Klimowicz            PD/PI *            Certifications and Training         </div> </div>	✉		✓	☑	Creighton University Creighton University	0	0	0	🏠		🏠		👤	

Legend:  
1 Prime

Note: If you are applying for the CURAS Summer Undergraduate Research Fellowship, add your Faculty Mentor as a Co-Investigator



# Approvals

Enter any protocols used on the project

If you don't have approvals to enter, click the Complete button and move to the next tab

The screenshot shows a web application interface for managing approvals. On the left is a sidebar with navigation links: Setup Questions, Budget, Personnel, Internal Protocol Approvals (highlighted with an orange box), Internal Proposal Routing Form, Attachments, Route and Submit, Management Record (PT), and Tasks. The main header area includes a hamburger menu, Done and Save buttons, the text 'Non S2S Test 08/06/2020 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)', and a 'Proposal P2100101' label. The main content area is titled 'Approvals' and contains a note: 'Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.' Below this is an 'Approvals' section with an 'Add' button (callout 1). A 'Completed' checkbox is also present. An inset window titled 'Add/Edit Approvals' is shown, containing a 'Type' dropdown menu set to 'Human Subjects' (callout 2), a 'Protocol' section with radio buttons for 'Attached', 'Not Attached' (selected), and 'Create New', and a 'Continue' button (callout 3). The inset also has 'Save' and 'Close' buttons.

Done Save Non S2S Test 08/06/2020 Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.) Proposal P2100101

Setup Questions ✓ Budget ✓ Personnel ✓ Internal Protocol Approvals Internal Proposal Routing Form Attachments Route and Submit Management Record (PT) Tasks

Approvals ? Completed ☐ ?

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

Approvals

1. Click to Add Add

Add/Edit Approvals Save Close

Approvals

2. Select type of approval

Type: Human Subjects ▼

Protocol: ☐ Attached ☒ Not Attached ☐ Create New

Continue

3. Click Continue

# Approvals

## Enter in any protocols used on the project

Add/Edit Approvals

Save Close

4. Select Status and Reference NO. (protocol number) and Approval date, if applicable

Human Subjects

Status: Pending

Approval Review Type:

Approval Review Category:

Exemption No.:

Reference No.:

Sequence No.: 0

Approved:

Approved From:

Approved To:

5. Click Save and then Close to Add

Approvals

Jennifer Klimowicz - Sponsored Programs Administration (N

Note: The Approval Date of the highest sequenced LA and/or HS record will map to Other Project Info.

6. Once all approvals have been entered, click Completed

Completed

Approvals

Type	Protocol Number	Approval Status	Approved Date	Approved From	Approved To	Review Category	Sequence	
Human Subjects		Pending	Pending				0	Edit Remove

# Proposal Routing Form

Done

Save

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal  
P2100049

Setup Questions

Personnel

Internal Protocol Approvals

Internal Proposal Routing Form

Attachments

Route and Submit

Tasks

Management Record (PI)

Internal Proposal Routing Form

Investigator and Proposal Information

Principal Investigator/Project Director/Fellowship Sponsor:  
Klimowicz, Jennifer  
Email JenniferKlimowicz@creighton.edu  
Phone 402-280-2064  
Department Creighton University

Personnel:

PI	Name	Department	Role	Net Effort
✓	Klimowicz, Jennifer	Creighton University	PD/PI	0.000

Sponsor: CURAS Summer Faculty Research Fellowship

Internal Grant Information

Enter the budget \$ amount:  
5,000

☐ Yes ☐ No Has this application been submitted to any other internal Creighton University funding mechanisms?

Identification

Proposal Title  
Proposal Title Here

Brief description of project in plain language (1000 character limit).  
Enter Proposal Description here

Sponsor Guidelines: Please provide a link or upload the guidelines here.  
Provide Link

Please provide the link to the Sponsor Guidelines:  
<https://www.creighton.edu/curas/internalopportunities/>

Protocols

Will your project involve...

☐ Yes ☒ No Human Subjects?

☐ Yes ☒ No Laboratory Animals?

☐ Yes ☒ No Recombinant DNA or other biological agents?

☐ Yes ☒ No Radioactive materials/radiation-generating machines?

Complete


The initial sections of the Proposal Routing Form prefill from previous tabs. Respond to all remaining questions and click Complete

\*Note: The information in the Protocol Approvals and Proposal Routing Form tabs is internal only and is not to be included in the submission to sponsor.

Creighton  
UNIVERSITY

# Attachments

Upload your CURAS proposal documents here, per the guidelines

   Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summer Faculty Research Fellowship)

Proposal  
P2100049

✓ Setup Questions

✓ Personnel

✓ Internal Protocol Approvals


✓ Internal Proposal Routing Form

Attachments

Route and Submit

Tasks

Management Record (PT

Attachments 

Completed ☐

Current Proposal Status: Under development

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
--------------------	------	--------	--------	--------

[Add Institution Forms/Supporting Documents](#)

Click Add Institution Form/Supporting Documents to upload new documents

# Attachments

1. Click Choose File to locate document to be uploaded

3. Click Upload

The screenshot shows the 'Upload' form in InfoEd. The form has a title 'Upload' and a subtitle 'Upload new document'. It contains fields for 'Name' (with the value 'Research Strategy.docx'), 'Location' (with a 'Choose File' button and the value 'Research Strategy.docx'), and 'Category' (with a dropdown menu). The dropdown menu is open, showing options: 'Budget detail', 'Contract', 'Letters', 'Notice of award', 'Proposal package' (highlighted), 'Protocol', 'Report', 'Sponsor guidelines', and 'Other'. There is also a 'Folder' field. At the bottom, there is a table with columns 'Form Name', 'Type', and 'Add'. The 'Add' button is visible. An arrow points from the 'Choose File' button to the first instruction box. Another arrow points from the 'Proposal package' option to the second instruction box. A third arrow points from the 'Upload' button to the third instruction box.

2. Select the correct category for the document

Once document has been uploaded into InfoEd, click Close to finish the upload

The screenshot shows the 'Upload' form in InfoEd after the document has been uploaded. The form has a title 'Upload' and a subtitle 'Upload new document'. It contains a 'Name' field. At the top, there is a red message: 'Please click 'Close' to complete the upload of your documents.' The 'Upload' and 'Close' buttons are visible. An arrow points from the 'Close' button to the text box above it.

Note: InfoEd will accept Word and PDF files. Use Word when possible; the system will automatically convert the file to PDF.

# Attachments

Non S2S Test 08/06/2020  
Investigator Creighton - Sponsored Programs Administration (American Cancer Society, Inc.)

Proposal  
P2100101

Attachments

Click Completed when done → Completed ☐

Current Proposal Status: Under development

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Research Strategy.docx (Budget detail)		Completed		

Add Institution Forms/Supporting Documents

Click to view and confirm correct document has been uploaded

Click to remove documents

New document will show up under Form/Document Name

Repeat upload process until all required documents are uploaded

# Route and Submit

☰

Done

Save

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS S

Proposal  
0049

✓ Setup Questions

✓ Personnel

✓ Internal Protocol Approvals

✓ Internal Proposal Routing Form

✓ Attachments

▶ **Route and Submit**

Tasks

Management Record (PT)

Route and Submit ?

[Build PDF / Form Pages](#)  
[Assemble Application](#)

Document	Page Count	Sequence	Edit
Proposal Routing Form	2	<input type="text" value="1"/>	

Build

This section allows you to assemble the final proposal. All of the necessary components should have been generated from the system into PDF documents or uploaded and converted (if necessary) into PDF documents.

The first step is to indicate which "sequence" you would like the components to be assembled in. A default order has been set, but you may choose a different sequence if you like.

You may also indicate which pages you would like numbers to appear on the bottom of, and what the starting point is for those numbers. If you do not want sections to be numbered, leave the box for that section blank. Page numbers are sequential within a given section.

The "Build" button will construct one composite document based upon the preferences you indicated. Please review this document carefully. This is your final proposal. If there are problems with the proposal, please correct them at this point. Sequencing or page numbering problems may be corrected from this screen. Other problems may require you to visit that section of the proposal and make changes. It will be necessary to "un-check" the completed sections in order to make changes. You may build the proposal as many times as you need to. Only the final version will be saved.

Click here to Assemble the application and generate the Assembled Document

[Submit for Internal Review](#)

# Route and Submit

## Submit for Final Review

☰

Done

Save

Proposal Title Here  
Jennifer Klimowicz - Creighton University (CURAS Summ

Proposal  
P2100049

✓ Setup Questions

✓ Personnel

✓ Internal Protocol Approvals

✓ Internal Proposal Routing Form

✓ Attachments

Route and Submit

Tasks

Management Record (PT)

Route and Submit ?

[Build PDF / Form Pages](#)  
[Assemble Application](#)  
[Submit for Internal Review](#)  
Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.  
  
The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.  
  
The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.  
  
Current Proposal Status: **Under development**  
  
Components for **Initial Application**  

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Project_Narrative .pdf (Proposal package)		Completed		

[Add Institution Forms/Supporting Documents](#)

Submit Final Review

All documents uploaded to the Attachments tab, as well as the Assembled Doc (which is the Proposal Routing Form), are available to view here and will be routed to approvers



# Submit for Internal Routing

## Certification

Close

The information in the attached proposal is true, complete, and accurate to the best of my knowledge. I understand that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. If the proposal is funded, I agree to accept responsibility for the scientific conduct of the project and will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the University. I will be fully responsible for meeting the requirements of the award, including providing the proper stewardship of sponsored funds and submitting all required technical reports and deliverables on a timely basis, in accordance with Federal policy.

No individual listed on this project or to be added to this project has been excluded (or, I have not been excluded) by the Office of Inspector General (OIG) from participation in federal health care programs or has been excluded from participation in government contracts by the General Services Administration (GSA).

A current Disclosure of Financial Relationship Form and verification of Conflict of Interest training are on file with Research Compliance. All Research Staff have been advised of the Financial Conflict of Interest in Research Policy, 3.1.10.

By this submission or approval, I certify that I have read the above statements, and I further certify that the statements are accurate and truthful to the best of my knowledge and belief.

☐ Accepted ☐ Declined

Continue

Read Certification text, click  
Accepted, and then click Continue

# Submit for Internal Routing

Refresh Route

Route Path - **Internal Programs** Add New Person to Review Path Submit

Step 1	PI	Investigator Creighton		1.
Step 5	SPA Approval	Elizabeth Herr		2.
	SPA Approval	Barbara Bittner		
	SPA Approval	Jennifer Klimowicz		
Step 6	Department(s)	Chair Creighton		3.
Step 7	School(s)	Dean Creighton		4.
Step 9	Final Approval (CURAS)	Meghan Freeman		5.
Step 14	Completion, CURAS	Elizabeth Herr		
	Completion, CURAS	Investigator Creighton		
	Completion, CURAS	Jennifer Klimowicz		
	Completion, CURAS	Barbara Bittner		6.

1. Investigator must submit/approve
2. Sponsored Programs will review, but only one needs to approve
3. Department Chair must approve
4. School/College Dean must approve
5. CURAS approves and submission is complete
6. Investigator and Sponsored Programs are informed that routing has been completed

Note: The route path may change based on which CURAS opportunity you choose.












# Submit for Internal Routing

Click Submit

Refresh  
Route

Route Path - **Internal Programs** [Add New Person to Review Path](#)

Submit

Step 1	PI	Investigator Creighton		
Step 5	SPA Approval	Elizabeth Herr		
	SPA Approval	Barbara Bittner		
	SPA Approval	Jennifer Klimowicz		
Step 6	Department(s)	Chair Creighton		
Step 7	School(s)	Dean Creighton		
Step 9	Final Approval (CURAS)	Meghan Freeman		
Step 14	Completion, CURAS	Elizabeth Herr		
	Completion, CURAS	Investigator Creighton		
	Completion, CURAS	Jennifer Klimowicz		
	Completion, CURAS	Barbara Bittner		

# Submit for Internal Routing

You can track routing process on the Route and Submit Page

Done

Save

Proposal Title Here

Investigator Creighton - Test Department (CURAS Summer Faculty Research Fellowship)

Proposal  
P2100293

Setup Questions

Personnel

Internal Protocol Approvals

Internal Proposal Routing Form

Attachments

Route and Submit

Management Record (PT)

Tasks

Route and Submit

[Build PDF / Form Pages](#)  
[Assemble Application](#)  
[Submit for Internal Review](#)

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in **Un-submitted** mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in **Submitted** mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Routing**

Components for **Initial Application**

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
Project_Narrative .pdf (Proposal package)		Completed		

Add Institution Forms/Supporting Documents

Active Routing Progress

P2100293 - Investigator Creighton"Proposal Title Here"

Submitted by Jennifer Klimowicz on behalf of Investigator Creighton

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Internal Programs	Final Review	Step 1 - PI	Investigator Creighton	09-Oct-2020 2:31:59 PM	Approved - Approve		
Internal Programs	Final Review	Step 5 - SPA Approval	Jennifer Klimowicz	09-Oct-2020 2:33:08 PM			
Internal Programs	Final Review		Elizabeth Herr	09-Oct-2020 2:33:09 PM			
Internal Programs	Final Review		Barbara Blittner	09-Oct-2020 2:33:09 PM			
Internal Programs	Final Review	Step 6 - Department(s)	Chair Creighton				
Internal Programs	Final Review	Step 7 - School(s)	Dean Creighton				
Internal Programs	Final Review	Step 9 - Final Approval (CURAS)	Meghan Freeman				

# Finalizing and Submitting

- Once Routing is complete, you will receive an email from InfoEd indicating that your submission is complete.
- For InfoEd-specific questions, contact Sponsored Programs Administration at [spa@creighton.edu](mailto:spa@creighton.edu) or 402-280-2064.
- For questions about the CURAS guidelines, contact CURAS at [CURAS@creighton.edu](mailto:CURAS@creighton.edu) or 402-280-3265.

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