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To: [Phoenix Faculty Listserv \(med-facultyphx@lists.creighton.edu\)](#); ["med-faculty@lists.creighton.edu"](#); [SPHP Faculty: Lange, Joon Marie; Rocha-Sanchez, Sonia; Stanard, Paige; Fredrick, Rosa L; Barney, Stacy B; Berezin, Jared D; Bird, Courtney; Butsche, Mary; Buckingham, Jolene; Byers, Sandra K; Davis, Jeff L; Ecklund, Joe; Emmer, Mary C; Einklea, Trish; Gallon, John W; Greer, Jade; Harter, Sam M; Herr, Beth J; Holt, Ashley; Holt, Jenn D; Lawrence, Jerrod E; Lounsbury, Amy K; Madsen, Dave K; Malesker, Karla J; McNeel, Gall; Mendick, Patricia; Nubel, Caroline A; Shrestha, Pramita; Solomon, Will; Stevens, Kim A; Terrell, Shirleena K; Townsend, Anitra F; Williamson, Sandy](#)
Cc: [spa; Bittner, Barbara L](#)
Subject: Sponsored Programs Bulletin, March 2024: Changing Filenames for NIH Applications in InfoEd
Date: Monday, March 4, 2024 11:01:23 AM
Attachments: [image001.png](#)
[image003.png](#)
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[image007.png](#)
[image008.png](#)
[image002.png](#)

Sponsored Programs Bulletin: March 4, 2024

InfoEd: Changing Filenames in NIH Grant Applications

You may remember that the National Institutes of Health (NIH) limits filenames for any uploaded documents to 50 characters, including spaces. InfoEd provides a quick and easy way to not only check the length of all filenames, but also to change those names if they're too long.

Once all documents have been uploaded and all tabs have been completed, go to the "Route and Submit" tab:

✓ Setup Questions
✓ R&R Cover Page
✓ Budget
✓ Personnel
✓ Performance Sites
✓ Other Project Info
✓ PHS 398 Research Plan
✓ Human Subjects/CT
✓ PHS 398 Cover Page Supplement
✓ Internal Protocol Approvals
✓ Internal Documents
✓ Proposal Routing Form
▶ Route and Submit

Click on "Attachment Filenames" by XML Validation:

Route and Submit [?]

[Build PDF / Form Pages](#)

Form Page

R&R Cover Page
Budget
Personnel
Performance Sites
Other Project Info
PHS 398 Research Plan
Human Subjects/CT
PHS 398 Cover Page Supplement

XML Validation **Attachment Filenames** 

Warning: Once these pages are built, uncompleting any of these "Tabs

Review the File Name Length column:

Attachments

Edit File Names Save Close

PAGE	ORIGINAL NAME	FILE NAME	FILE NAME LENGTH	UPLOADED BY	UPLOADED DATE	VIEW	FILE SIZE
Personnel	Other Significant Contributor Biosketch Really Really Long Title Final Resubmission	Other Significant Contributor Biosketch Really Really Long Title Final Resubmission.pdf	87 Chars	Bittner, Barbara	04-Mar-2024 9:54:49 AM	👁	0.07 MB
Budget	Budget Justification	Budget Justification.pdf	24 Chars	Bittner, Barbara	04-Mar-2024 9:50:46 AM	👁	0 MB
Research Plan	Specific Aims	Specific Aims.pdf	17 Chars	Bittner, Barbara	04-Mar-2024 9:57:58 AM	👁	0 MB
Research Plan	Resource Sharing Plan	Resource Sharing Plan.pdf	25 Chars	Bittner, Barbara	04-Mar-2024 9:58:39 AM	👁	0 MB
Research Plan	NIH R01 Research Strategy Resubmission Version 12 Final Revised and Revised Again	NIH R01 Research Strategy Resubmission Version 12 Final Revised and Revised Again.pdf	185 Chars	Bittner, Barbara	04-Mar-2024 9:58:22 AM	👁	0.05 MB
Research Plan	Vertebrate Animals	Vertebrate Animals.pdf	22 Chars	Bittner,	04-Mar-2024	👁	0.02

If you see any filenames that are more than 50 characters long, you'll need to shorten them. Click on "Edit File Names" at the upper right of the page:

Attachments

Edit File Names Save Close

PAGE	ORIGINAL NAME	FILE NAME	FILE NAME LENGTH	UPLOADED BY	UPLOADED DATE	VIEW	FILE SIZE
	Other Significant	Other Significant Contributor					

Type in the new file name, then click "Save":

Attachments

View File Names Save Close

PAGE	ORIGINAL NAME	FILE NAME	FILE NAME LENGTH	UPLOADED BY	UPLOADED DATE	VIEW	FILE SIZE
Personnel	Other Significant Contributor Biosketch Really Really Long Title Final Resubmission	<input type="text" value="OSC Biosketch"/>	87 Chars	Bittner, Barbara	04-Mar-2024 9:54:49 AM	👁	0.07 MB

Once all the filenames are below the 50-character limit, click "Close":

Attachments

View File Names Save Close

PAGE	ORIGINAL NAME	FILE NAME	FILE NAME LENGTH	UPLOADED BY	UPLOADED DATE	VIEW	FILE SIZE
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Feel free to contact Sponsored Programs Administration at spa@creighton.edu if you have any questions.

Zoom Open Door Hours

As a reminder, we hold daily open hours on Zoom; anyone who has a question or needs some extra help for anything grant-related can join at any time. Dates and times are as follows:

- Mondays, Tuesdays, and Fridays from 9-10 AM CT
- Wednesdays and Thursdays from 2:30-3:30 PM CT

The Zoom link for the Open Door hours is <https://creighton.zoom.us/j/5857244109>.

If you would like to schedule time to work with Sponsored Programs outside of these hours, please contact us at 402-280-3209 or spa@creighton.edu.