

From: [Bittner, Barbara L](#)
To: [Phoenix Faculty Listserv \(med-facultyphx@lists.creighton.edu\)](#); ["med-faculty@lists.creighton.edu"](#); [SPAHP Faculty](#); [Kirkpatrick, Amanda Jolene](#); [Rocha-Sanchez, Sonia](#); [Wendling, Amy](#); [Katsavelis, Dimitrios](#); [Sidebottom, David L](#); [Cullum, Alistair J](#); [Oshin, Kayode D](#); [Guenther, Corey L](#); [Pennington, Nathan K](#); [Murray, Rebecca](#); [Fredrick, Rose L](#); [Kletscher, Karina](#); [Barney, Stacy R](#); [Berezin, Jared D](#); [Bird, Courtney](#); [Butsche, Mary](#); [Buckingham, Jolene](#); [Byers, Sandra K](#); [Davis, Jeff L](#); [Ecklund, Joe](#); [Emmer, Mary C](#); [Gallion, John W](#); [Greer, Jade](#); [Harter, Sam M](#); [Herr, Beth J](#); [Holt, Ashlyn](#); [Holt, Jenn D](#); [Lawrence, Jerrod E](#); [Lounsberry, Amy K](#); [Madsen, Dave K](#); [Malesker, Karla J](#); [McNeeley, Gall](#); [Mendick, Patricia](#); [Nubel, Caroline A](#); [Shrestha, Pramita](#); [Solomon, Will](#); [Stevens, Kim A](#); [Terrell, Shirleena K](#); [Townsend, Anitra F](#); [Trojanowski, Dawn E](#); [Williamson, Sandy](#)
Cc: [spa](#); [Bittner, Barbara L](#)
Subject: Sponsored Programs Bulletin: InfoEd Preview Application Feature, NIH Webinar, and More
Date: Friday, October 11, 2024 10:09:11 AM
Attachments: [jmaoe001.png](#)
[jmaoe003.png](#)
[image004.png](#)
[jmaoe005.png](#)
[image006.png](#)

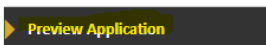
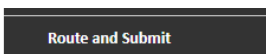
Sponsored Programs Bulletin: October 11, 2024

In this edition:

- [New InfoEd Feature: Preview Application](#)
- [NIH Offers Grants Process Webinar](#)
- [Sponsored Programs Administration Zoom Open Door Hours](#)

New InfoEd Feature: Preview Application

Sponsored Programs Administration is excited to announce that InfoEd applications now include a "Preview Application" feature. While available on all InfoEd proposals, this is especially helpful for system-to-system (S2S) applications. For S2S applications, this feature allows you to create an image of the application as it will appear upon submission to the sponsor. For all other applications, it will allow you to see what documents have been uploaded to the InfoEd record. You can access this feature in the left-hand navigation in the InfoEd proposal, just below the Route and Submit tab:



For non-NIH applications, click "Build Draft Document":

Preview Application [?]

[Build Draft Document](#)

For NIH applications, click on "Build NIH Image" to show you what the application will look like when it reaches NIH:

Preview Application [?]

[Build NIH Image](#)

[Form Page](#)

Please note that NIH grant images will not include certain documents (e.g., Data Management and Sharing Plan), because certain documents are sent to reviewers separately from the full application.

Sponsored Programs Administration strongly recommends that you use this option to review your application before it is submitted to ensure that the grant image is correct.

Feel free to contact Sponsored Programs Administration at spa@creighton.edu if you have any questions.

NIH Offers Grants Process Primer Webinar

The National Institutes of Health (NIH) is offering a, two-part, interactive virtual event – [NIH Grants Process Primer: Application to Award](#) – taking place on November 13-14, 2024 from 1:00 – 4:00 p.m. ET (see this [promotional video](#)).

Led by NIH experts, this event will cover key aspects of the grants process, available resources, and related systems. The content and interactive approach are designed for institutional grant administrators and investigators new to NIH grants processes. But anyone seeking a better understanding of the grants process is encouraged to attend.

[Part One](#) is an overview of the grants process, where attendees will learn about pre-award activities and resources – from application planning through the review process to award determination. In [Part Two](#), attendees will interact with live demonstrations focused on NIH systems and resources. NIH experts will be available to address live and pre-submitted questions during both parts. Topics being covered include:

- Roles and responsibilities of key NIH staff and key personnel at the applicant institution
- NIH grant application and peer review processes
- Application materials, instructions, and required electronic systems
NIH resources to help you stay informed

If you have questions, contact Sponsored Programs Administration, please email us at spa@creighton.edu.

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.

Barb Bittner, MA, CRA
Sponsored Programs Administrator
Creighton University
402-280-3209
BarbaraBittner@creighton.edu