

InfoEd Proposal Routing

Creighton University
Sponsored Program Administration

March 2022

Why we route?

Your signature indicates review of the proposal; confirmation that it is consistent with departmental, college, or university mission, practice, and priorities; and approval of all commitments described in the proposal, including those involving space, equipment, personnel, release time, cost sharing, and conflict of interest.

How does routing work?

Proposal **P2100243 - Investigator Creighton** "Routing Practice" (Under development)

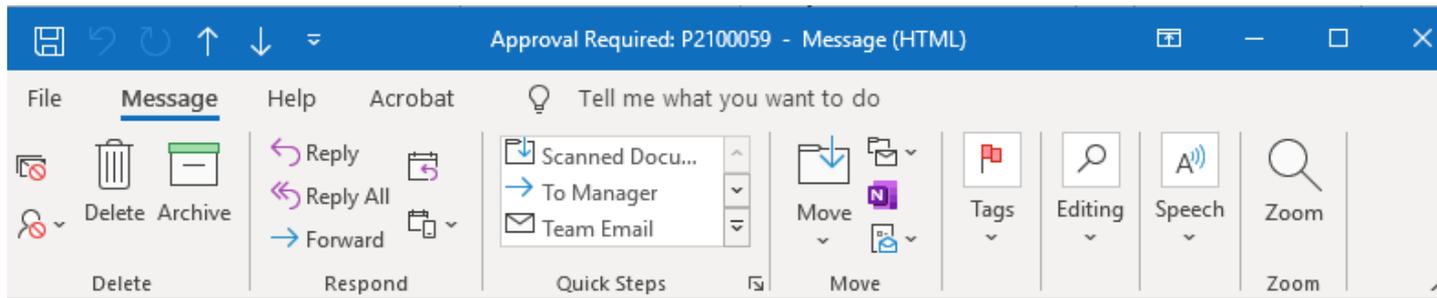
Refresh
Route

Route Path - Internal Programs		Add New Person to Review Path			
Step 1	PI	Investigator Creighton		1.	Submit
Inserted Step	Inserted Step	Department Administrator Creighton		2.	
Step 5	SPA Approval	Barbara Bittner		3.	
	SPA Approval	Jennifer Klimowicz		4.	
	SPA Approval	Elizabeth Herr		5.	
Step 6	Department(s)	Chair Creighton		6.	
Step 7	School(s)	Dean Creighton		7.	
Step 8	Provost Approval	Provost Creighton			
Step 18	Completion, other	Elizabeth Herr			
	Completion, other	Barbara Bittner			
	Completion, other	Investigator Creighton			
	Completion, other	Jennifer Klimowicz			

1. Investigator must approve
2. Department Administrator must approve
3. Sponsored Programs Reviews Proposal (only one needs to approve)
4. Department Chair must approve
5. School/College Dean must approve
6. Provost must approve
7. Investigator and SPA are **informed** that routing has been completed (no additional approval needed)

Email Notification

If a grant proposal is submitted that requires your approval, you will receive an email from spa@creighton.edu.



Approval Required: P2100059



Creighton, SPA <spa@creighton.edu>
To: Klimowicz, Jennifer R

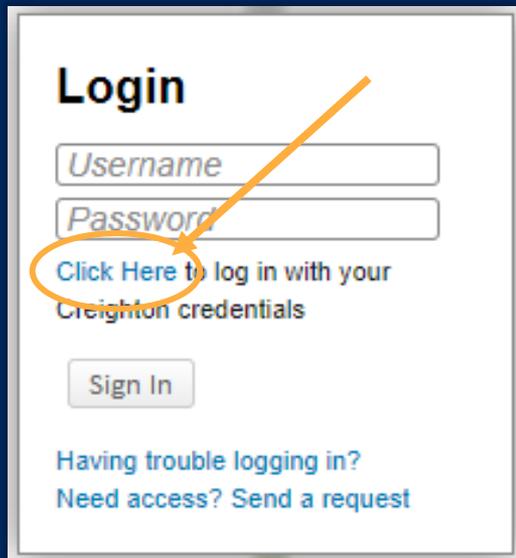


Fri 7/17/2020 4:26 PM

Investigator Creighton of Test Department is preparing proposal P2100059, *Bittner LB692 Test 7.17.2020*. Please review the item from here: [Reviewer Dashboard](#). Please note that this proposal is due TO THE SPONSOR by 30-Jul-2020. Any questions should be directed to Sponsored Programs Administration. Thank you.

Click Here to Access Reviewer Dashboard

If prompted, log into InfoEd



Login

[Click Here to log in with your Creighton credentials](#)

[Having trouble logging in?](#)
[Need access? Send a request](#)

An orange arrow points from the top right towards the link "Click Here to log in with your Creighton credentials", which is circled in orange.

*****If you use single sign-on, you do not need to type username and password on this page.*****

Click on "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

© 2013 Microsoft

Messages Queue in InfoEd

If you did not receive an email from spa@creighton.edu asking you to approve an InfoEd proposal, you can access the message in the Messages queue in the InfoEd portal.

The screenshot shows the InfoEd portal interface. At the top, the Creighton University logo is on the left, and user information (v13 Portal, Module Admin, Welcome Barbara Bittner, Logout) is on the right. A navigation bar contains links for Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Assignments. The Messages link is circled in orange. Below the navigation bar, a sidebar on the left lists various tracking categories: Sponsored Projects, Award Tracking, Financial Tracking, Human Protocol, Env Health and Safety, Conflict of Interest, and SPIN. The main content area is titled 'Messages' and includes a dropdown menu set to 'Inbox' and a 'New Mail' button. A list of messages is displayed with columns for subject, sender, and date. The message 'Approval Required: P2200386' is circled in orange. A callout box with an arrow points to this message, containing the text 'Click here to open the message.' Another callout box with an arrow points to the 'Messages' link in the navigation bar, containing the text 'Click here to access your messages.'

Creighton UNIVERSITY

v13 Portal | Module Admin | Welcome Barbara Bittner | Logout

Home | My Profile | Locate My Records | Locate Records | Calendar | Messages | Assignments

Click here to access your messages.

Messages | Inbox | New Mail

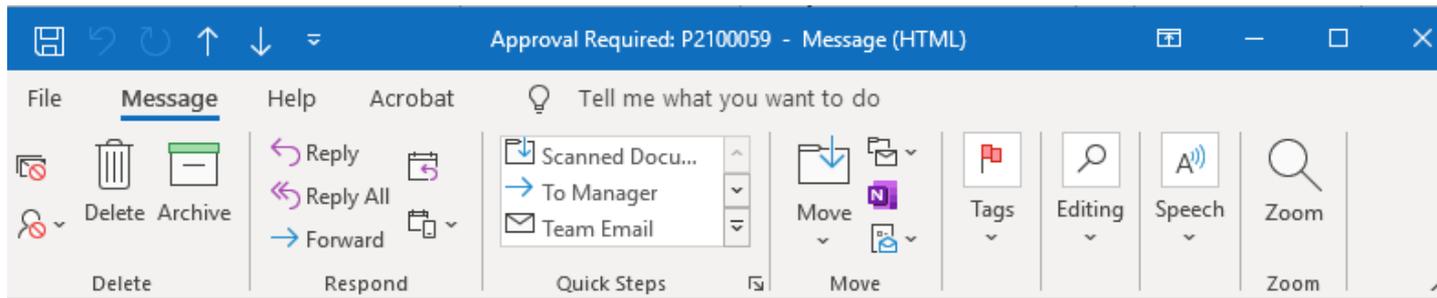
Page 2 of 376 | Select | Delete

Subject	Sender	Date	Action
Submitted to Sponsor Date Check	Bittner, Barbara	Thu 07-Jul-2022 02:24 AM	<input type="checkbox"/>
Proposal approved for submission: P2200386	Creighton, SPA	Wed 06-Jul-2022 08:33 AM	<input type="checkbox"/>
Proposal Status Report	Herr, Beth	Wed 06-Jul-2022 06:13 AM	<input type="checkbox"/>
Outstanding Assessments			<input type="checkbox"/>
Approval Required: P2200386			<input type="checkbox"/>
Proposal approved for submission: P2200378			<input type="checkbox"/>
Proposal approved for submission: P2200358	Creighton, SPA	Tue 05-Jul-2022 11:03 AM	<input type="checkbox"/>
Proposal Status Report	Herr, Beth	Tue 05-Jul-2022 06:13 AM	<input type="checkbox"/>
Check PT Awarded Dates	Bittner, Barbara	Tue 05-Jul-2022 05:24 AM	<input type="checkbox"/>
Approval Required: P2200376	Creighton, SPA	Mon 04-Jul-2022 17:03 PM	<input type="checkbox"/>

Click here to open the message.

Messages

The message will look the same as the email referenced above.



Approval Required: P2100059



Creighton, SPA <spa@creighton.edu>
To: Klimowicz, Jennifer R



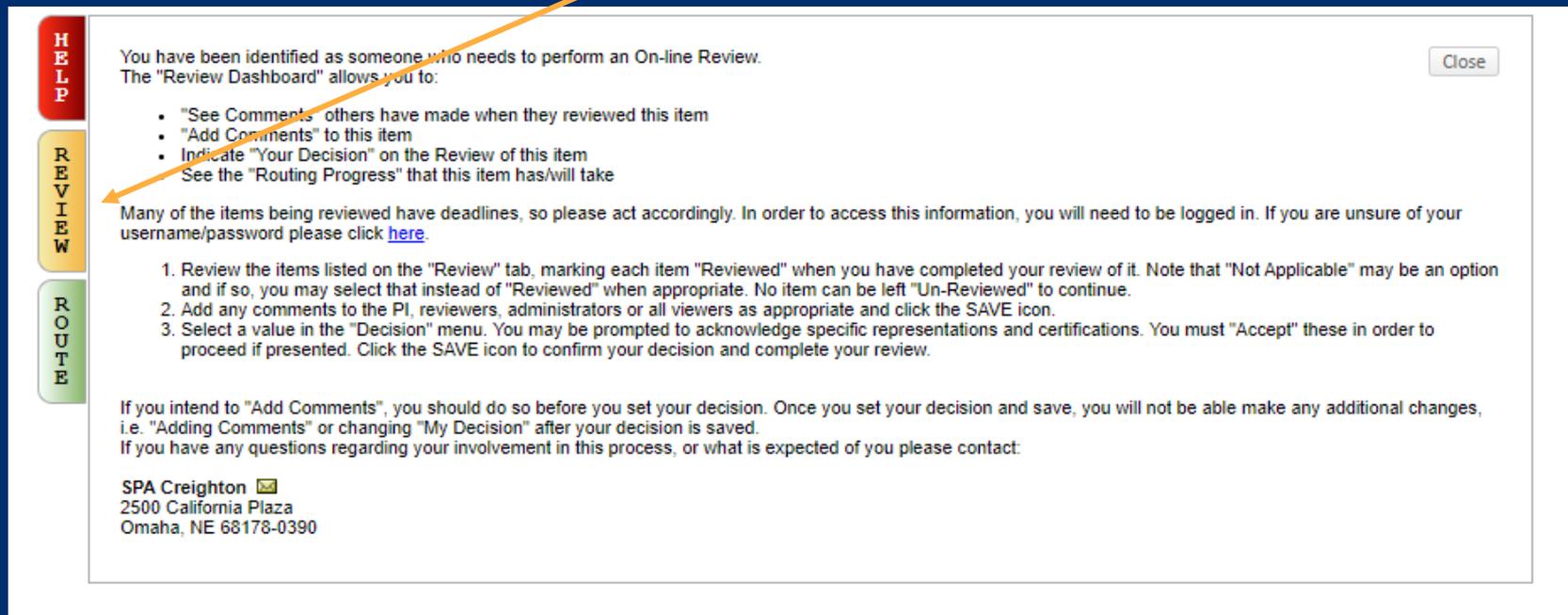
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Click Here to Access Reviewer Dashboard

Reviewer Dashboard

Click on Yellow Review tab



The screenshot shows a web interface with a vertical navigation menu on the left containing three tabs: 'HELP' (red), 'REVIEW' (yellow), and 'ROUTE' (green). The 'REVIEW' tab is selected. The main content area contains the following text:

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item

See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.

If you have any questions regarding your involvement in this process, or what is expected of you please contact:

SPA Creighton 
2500 California Plaza
Omaha, NE 68178-0390

A yellow arrow points from a text box above to the 'REVIEW' tab in the navigation menu.

Review Proposal Documents

The screenshot shows a web interface for reviewing proposal documents. On the left, there is a vertical navigation menu with buttons for 'HELP', 'REVIEW', and 'ROUTE'. The main content area displays details for a proposal titled 'Proposal - Initial Application' with number P2100213. Below the details is a table of documents:

Form/Document	Document Type	Submitted
Proposal Development Record		26-Aug-2020 1:54:46 PM
Assembled Doc	Budget detail	26-Aug-2020 1:56:41 PM
Bekmuratova Haddix Grant Proposal.pdf	Proposal package	26-Aug-2020 1:50:25 PM

Below the table is a 'Comments' section with a rich text editor and a 'Select a decision' section with three buttons: 'Approve', 'Revision needed', and 'Will not approve'. A 'Comments I can see...' section on the right shows a comment from 'Investigator Creighton' posted on 26-Aug-2020 1:57:27 PM.

1. Click here if you chose to view detailed information in the proposal (Callout box pointing to the 'Proposal Development Record' link)

2. Click here to review a PDF of information entered into the system, including the Proposal Routing Form (Callout box pointing to the 'Bekmuratova Haddix Grant Proposal.pdf' link)

3. Comments on the proposal can be entered here (Callout box pointing to the 'Add Comments' text area)

Approve Proposal

HELP
REVIEW
ROUTE

Proposal - Initial Application
Number: [P2100213](#)
Title: Haddix Test 8.26.2020
Sponsor: Dr. George F. Haddix President's Faculty Research Grant
Submitted: 26-Aug-2020 1:57:16 PM

Form/Document	Document Type	Submitted	
Proposal Development Record		26-Aug-2020 1:54:46 PM	
Assembled Doc	Budget detail	26-Aug-2020 1:56:41 PM	
Bekmuratova Haddix Grant Proposal.pdf	Proposal package	26-Aug-2020 1:56:25 PM	Replace

Add Comments:
To be shared with everyone

Select a decision:

Approve

Revision needed

Will not approve

Comments I can see...

Posted By: Investigator Creighton
26-Aug-2020 1:37:27 PM
Action Item suppressed by configuration

Posted By: Chair Creighton
17-Sep-2020 4:56
This is great!

Add comments to the PI or other reviewer here

Click "Approve" to approve and send proposal to the next person in the route.

Click "Revision needed" if there are serious errors in proposal that need to be corrected by the PI before you will approve. The route will be paused, and PI will correct the proposal and reroute. We recommend not using this option—please approve the application and discuss any required changes separately with the PI, add a summary of the issue in the "Comments to be shared with the PI" box, and then approve the application.

Click "Will not approve" if you do not approve of this proposal

Comments to be shared with PI(s)

Comments to be shared with Reviewers

Accept Final Approval

Proposal - Initial Application
Number: P2100213
Title: Haddix Test 8.26.2020
Sponsor: Dr. George F. Haddix Pre
Submitted: 26-Aug-2020 1:57:16 PM

Form/Document
[Proposal Development Record](#)
[Assembled Doc](#)
[Bekmuratova Haddix Grant Proposal.pdf](#)

Add Comments:
To be shared with everyone

Comments I can see...
Posted By: Investigator Creighton
26-Aug-2020 1:57:27 PM
Action Item suppressed by configuration

Cancel Decline **Accept**

Approve

InfoEd will return to this screen once your approval is complete

REVIEW
ROUTE

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

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- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

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2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able to make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.

If you have any questions regarding your involvement in this process, or what is expected of you please contact:

SPA Creighton ✉
2500 California Plaza
Omaha, NE 68178-0390

View Route Progress

HELP

Active Routing Progress

Close

Open Full

REVIEW

ROUTE

P2100213 - Investigator Creighton"Haddix Test 8.26.2020"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Internal Programs	Final Review	Step 1 - PI	Investigator Creighton	26-Aug-2020 1:57:27 PM	Approved - Approve		
Internal Programs	Final Review	Step 5 - SPA Approval	Elizabeth Herr	26-Aug-2020 1:58:41 PM	Not Applicable -		
Internal Programs	Final Review		Barbara Bittner	26-Aug-2020 1:58:41 PM	Approved - Approve		
Internal Programs	Final Review		Jennifer Klimowicz	26-Aug-2020 1:58:42 PM	Not Applicable -		
Internal Programs	Final Review	Step 6 - Department(s)	Chair Creighton	16-Sep-2020 3:30:13 PM	Approved - Approve		
Internal Programs	Final Review	Step 7 - School(s)	Dean Creighton	17-Sep-2020 4:56:09 PM			
Internal Programs	Final Review	Step 8 - Inserted Step	Laura Hansen				
Internal Programs	Final Review	Step 8 - Provost Approval	Provost Creighton				
Internal Programs	Final Review	Step 10 - Completion, other	Elizabeth Herr				
Internal Programs	Final Review		Jennifer Klimowicz				
Internal Programs	Final Review		Investigator Creighton				
Internal Programs	Final Review		Barbara Bittner				

Comments

Posted By: Investigator Creighton

26-Aug-2020 1:57:27 PM

Action Item suppressed by configuration

Posted By: Chair Creighton

17-Sep-2020 4:56:02 PM

This is great!

To access this screen after you have closed out of InfoEd, return to the original approval needed email from InfoEd, then click the Route tab

To access route progress.

The screenshot shows the Creighton University InfoEd portal interface. At the top, there is a blue header with the Creighton University logo. Below the header is a navigation bar with tabs: Home, My Profile, Locate My Records, Locate Records, Calendar, Messages, and Assignments. The 'Messages' tab is selected and highlighted. On the left side, there is a sidebar with a list of categories: Sponsored Projects, Financial Tracking, Human Protocol, Conflict of Interest, and SPIN. The main content area displays a list of messages under the heading 'Messages'. The first message is 'Approval Required: P2100213' from 'Creighton, SPA'. Two orange arrows originate from a text box at the bottom right: one points to the 'Messages' tab in the navigation bar, and the other points to the first message in the list.

You can also access the route approval screen inside the InfoEd portal under the Messages Tab

If you have any questions, contact
Sponsored Programs

spa@creighton.edu
402-280-3209