InfoEd Proposal Routing

Creighton University
Sponsored Program Administration

March 2022

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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.

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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.
Inserted Step	**Inserted Step**	Department Administrator Creighton	2.
Step 5	**SPA Approval**	Barbara Bittner	
	SPA Approval	Jennifer Klimowicz	3.
	SPA Approval	Elizabeth Herr	
Step 6	**Department(s)**	Chair Creighton	4.
Step 7	**School(s)**	Dean Creighton	5.
Step 8	**Provost Approval**	Provost Creighton	6.
Step 18	**Completion, other**	Elizabeth Herr	
	Completion, other	Barbara Bittner	
	Completion, other	Investigator Creighton	7.
	Completion, other	Jennifer Klimowicz	

Submit

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.
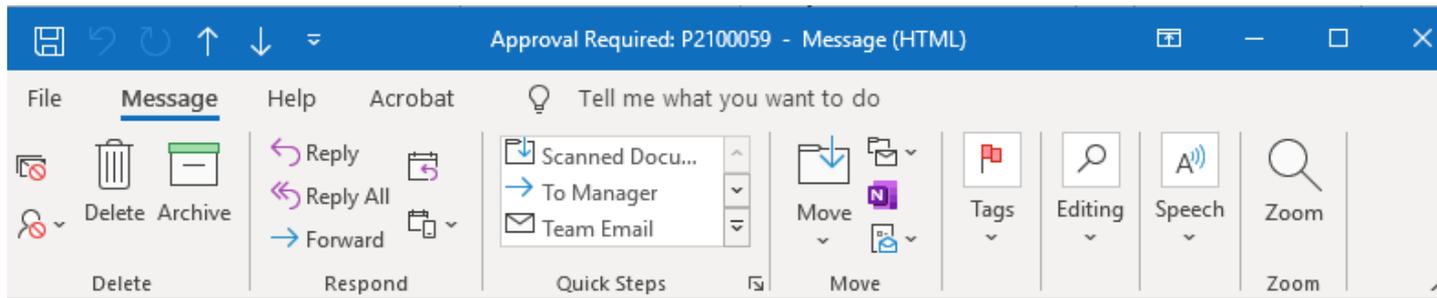
Click Here to Access Reviewer Dashboard

If prompted, log into InfoEd

If you use single sign-on, you do not need to type username and password on this page.
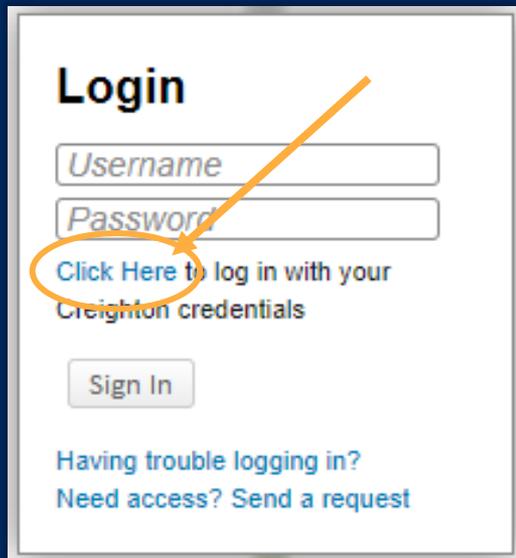
Click on "Click Here to log in with your Creighton credentials." You will be sent to the Creighton University login page. Enter your NetID and password when prompted.

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Welcome BLUE\jrk22926

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

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≡ 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.

Click here to access your messages.

Click here to open the message.

Messages

The message will look the same as the email referenced above.
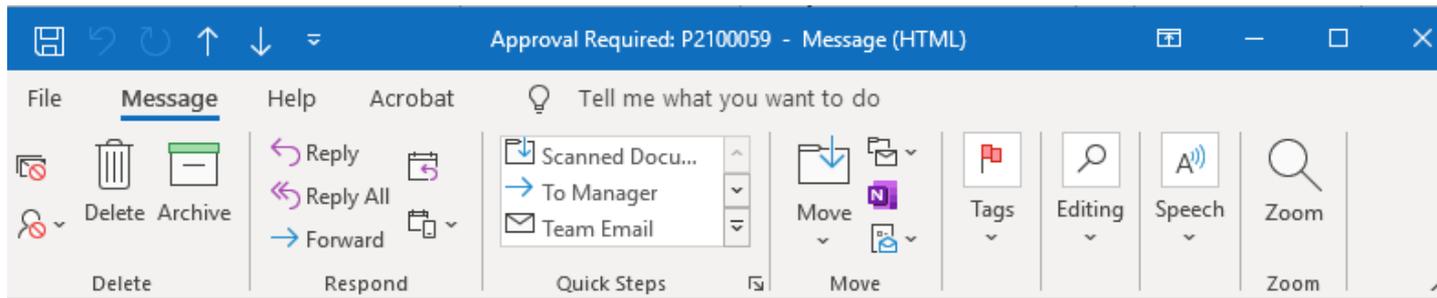
Click Here to Access Reviewer Dashboard

Reviewer Dashboard

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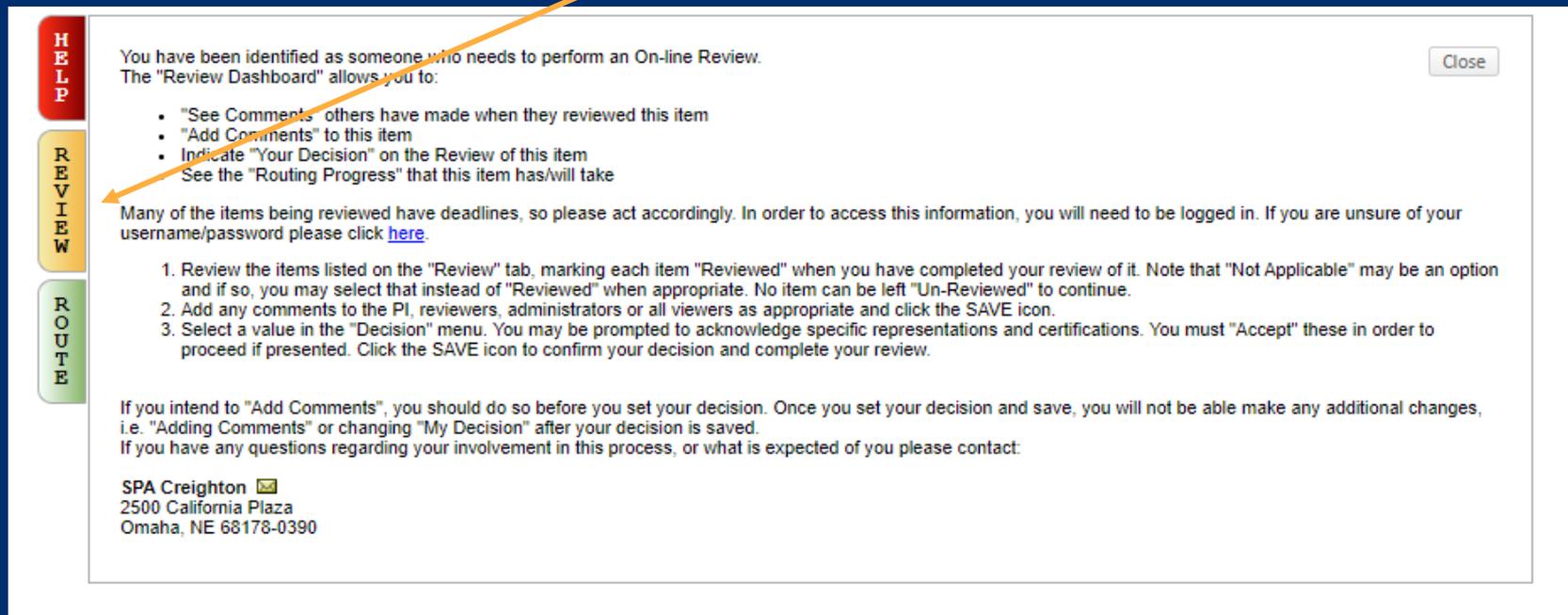
You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "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

Close

H E L P

R E V I E W

R O U T E

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Review Proposal Documents

Approve Proposal

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

B I U ≡ ≡ 🔗 A ▼

Comments to be shared with PI(s)

B I U ≡ ≡ 🔗 A ▼

Comments to be shared with Reviewers

Select a decision:

Approve

Revision needed

Will not approve

Comments I can see...

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:
This is great!

See comments from other reviewers here

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

Accept Final Approval

InfoEd will return to this screen once your approval is complete

View Route Progress

To access route progress.

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

Sponsored Projects

Financial Tracking

Human Protocol

Conflict of Interest

SPIN

Messages [Inbox ▾] [New]

Approval Required: P2100213   Creighton, SPA
Approval Required: P2100250   Creighton, SPA
Approval Required: P2100123   Creighton, SPA
Approval Required: P2000120-01   Creighton, SPA

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

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If you have any questions, contact Sponsored Programs

spa@creighton.edu
402-280-3209