

## Locate a Proposal - Navigating in InfoEd

11/20/17

## Login to InfoEd – your portal view

Click on "Proposals" to search for a proposal.

InfoEd provides you with search tools and multiple ways to view your proposals.

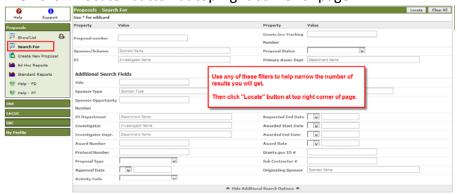
Click "Show List" to see all proposals on which you are name as Principal Investigator

Click "Search For" to see all proposals your security access allows you to see



Use any of these filters to help narrow the number of results you will get.

Then click "Locate" button at top right corner of page.



## **Useful Searching Tips:**

- 1. If you know your Proposal Number, this will likely be the guickest way to search.
- 2. Click on the LOCATE button (without selecting any filters) to bring up all proposals you have authority to view.
- 3. To search by status, use the Proposal Status.

## Proposal Status choices are:

- In Development Initial status for proposals being developed in PD editable by PI and delegates.
- In Route Being routed electronically for signature not editable.
- In Revision by PI Was not approved in electronic routing. Returned to PI for changes. Editable by PI and delegates.
- Approved for Submission PD proposal approved but not yet submitted to sponsor. Not editable.
- Submitted to Sponsor
- Pending Proposal is now waiting on sponsor decision
- Awarded Funding Approved by Sponsor
- Unfunded Funding not Approved by Sponsor
- Withdrawn Proposal sent to sponsor but then withdrawn
- Awarded / Closed Six months after the project period end date
- Not Submitted Proposal started but not submitted to sponsor
- 4. In your search criteria, you can use an asterisk \* for wildcard values.
  - a. <u>Examples</u>: searching by title you can enter **Molecular\*** and hit LOCATE. This will bring back all your proposals with the word Molecular as the first word in the title. Placing the asterisk before and after the word Molecular (\*Molecular\*) will return proposals with the text Molecular anywhere within the title.
- **5.** Hit the CLEAR ALL button between searches. If your search does not bring back any results, check for a left over filter that might not have been turned off before hitting LOCATE. (the "clear all" button will help avoid errant filters).