



The University of Vermont Sponsored Project Administration

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.

Property	Value	Property	Value
Proposal number		Grants Gov Tracking	
Sponsor/Scheme		Number	
PI		Proposal Status	
		Primary Assoc Dept	
Additional Search Fields			
Title			
Sponsor Type			
Sponsor Opportunity			
Number			
PI Department		Requested End Date	
Investigator		Awarded Start Date	
Investigator Dept.		Awarded End Date	
Award Number		Award Date	
Protocol Number		Grants.gov ID #	
Proposal Type		Sub Contractor #	
Approval Date		Originating Sponsor	
Activity Code			

Useful Searching Tips:

1. If you know your Proposal Number, this will likely be the quickest 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 - Withdrawn - Proposal sent to sponsor but then withdrawn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. Examples: 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).