



January 27, 2017

Please join us for a **Hands-On InfoEd Proposal Development Workshop**.

InfoEd Proposal Development is the electronic system that the University of Miami uses to create and electronically submit any NIH applications through Grants.gov.

This includes the following:

- New
- Renewal
- Revision
- Supplements
- PI/Organization Transfers

During this session, we will discuss best practices for using InfoEd Proposal Development, and we will walk you through **creating a proposal step by step**.

In addition, you will receive handouts with information to help guide you through the process of submitting an error-free application.

Below is the schedule for the February and March workshops:

CORAL GABLES		
Date	Time	Location
2/10/2017	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 1100J
3/03/2017	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 1100J

MEDICAL SCHOOL		
Date	Time	Location
2/08/2017	1:00 p.m. – 4:00 p.m.	Calder Medical Library, Computer Lab, Room 3003
3/09/2017	1:00 p.m. – 4:00 p.m.	Calder Medical Library, Computer Lab, Room 3003

For additional InfoEd training materials, please visit the [Office of Research Administration](#) website. For InfoEd training opportunities, please visit [ULearn](#), or contact the Office of Research Administration at StrategicInitiatives@med.miami.edu.

For general InfoEd questions or concerns, contact the *UMIT Help Desk*: (305) 243-5999 or email: help@med.miami.edu