



October 31, 2016

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 November and December workshops:

CORAL GABLES		
Date	Time	Location
11/8/2016	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 639
12/8/2016	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 1100J

MEDICAL SCHOOL		
Date	Time	Location
11/10/2016	1:00 p.m. – 4:00 p.m.	Calder Medical Library, Computer Lab, Room 3003
12/5/2016	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