

January 10, 2019

## Office of Research Administration January/February Workshops

**InfoEd Proposal Development (PD):** The University utilizes InfoEd PD for submitting applications to NIH. The InfoEd system validates and transmits applications electronically, and stores proposals securely for future reference.

### INTRODUCTION TO INFOED PROPOSAL DEVELOPMENT

Participants will be led through creation, submission, validation, and tracking of an NIH application in InfoEd.

**PREREQUISITE:** Completion of Introduction to InfoEd Proposal Development CBL in ULearn. *Knowledge of InfoEd and the NIH application process is helpful, but not required.*

Date	Time	Location
1/16/19	1:00 – 4:30 p.m.	Medical Campus: Calder Library, Room 3003
1/17/19	1:00 – 4:30 p.m.	Gables Campus: Gables One Tower, Room 639

### ADVANCED INFOED PROPOSAL DEVELOPMENT

Participants will be led through advanced topics in InfoEd including: Human Subjects & Clinical Trials Form, Subawards, Complex Budgets, Validating Applications, and Troubleshooting.

**PREREQUISITE:** Completion of Introduction to InfoEd Proposal Development workshop or previous InfoEd experience. *Knowledge of InfoEd and the NIH application process is required.*

Date	Time	Location
1/23/19	1:00 – 4:30 p.m.	Gables Campus: Gables One Tower, Room 639
1/24/19	1:00 – 4:30 p.m.	Medical Campus: Calder Library, Room 3003

**Award Set Up:** This class will cover the award set up process for sponsored programs. Recommended for individuals who work with sponsored projects. We will discuss how an award is set up; when to use Advance Account Form; how to request Advance Account; and how to prevent delay in award set up.

Date	Time	Location
02/05/19	10:00 a.m. – 12:00 p.m.	Gables Campus: Gables One Tower, Room 639

### ORA Brown Bag Discussion Group

Date	Time	Location	Topic
01/29/19	12:00 p.m. – 1:00 p.m.	Medical Campus: Don Soffer Clinical Research Building, Room 1270	NIH Submission Through InfoEd
02/26/19	12:00 p.m. - 1:00 p.m.	Medical Campus: Don Soffer Clinical Research Building, Room 1270	Close Out Financial Reporting

To enroll, please visit [ULearn](#)

For additional InfoEd training materials, please visit the ORA website at [www.ora.miami.edu](http://www.ora.miami.edu).

If you have any questions, please email us at [ora-si@miami.edu](mailto:ora-si@miami.edu).

