



June 13, 2017

### InfoEd Proposal Development Workshop Schedule

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.

InfoEd Proposal Development 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. Below is the schedule for the June, July, and September workshops:

CORAL GABLES		
Date	Time	Location
6/29/2017	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 639
7/18/2017	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 649
9/19/2017	9:00 a.m. – 12:00 p.m.	Gables One Tower, Training Room 649

MEDICAL SCHOOL		
Date	Time	Location
6/22/2017	9:00 a.m. – 12:00 p.m.	Calder Medical Library, Computer Lab, Room 3003
7/20/2017	9:00 a.m. – 12:00 p.m.	Calder Medical Library, Computer Lab, Room 3003
9/21/2017	9:00 a.m. – 12:00 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](mailto:StrategicInitiatives@med.miami.edu).

For general InfoEd Questions or concerns:

- Contact the UMIT Service Desk: 305-243-5999 (Options: 1-4-1)
- Email: [help@med.Miami.edu](mailto:help@med.Miami.edu)
  - Include the InfoEd Number, Proposal Due Date, and as much detail as possible. UMIT will triage to a subject matter expert
  - Include InfoEd in Subject Line for expedited assistance