Preparing and Routing an Internal Pre-Proposal to the Office of the Vice President for Research and Innovation (OVPRI)

On occasion, the Office of the Vice President for Research and Innovation (OVPRI) requests and reviews pre-proposals in preparation for limited submission grant opportunities that limit the number of proposals submitted by an organization. These pre-proposals must be prepared and submitted to the OVPRI through InfoEd. Below are the steps for preparing and submitting a pre-proposal through InfoEd. (Note: To become an active InfoEd user, one must first take the InfoEd proposal preparation training. Please contact Erika Waday, ewaday@unr.edu) for training.

Step 1: After logging in to InfoEd (https://unrprod.infoedglobal.com/), click on the My Proposals bar to expand available options and select Create New Proposal.

Step 2: To create a new proposal record, InfoEd will walk one through a series of setup questions.
After selecting, Yes, Create Proposal, the proposal record will be created, and there will be one last screen of setup questions to address.

**Step 3:** Users should now be on the Internal eForms and Docs page. Follow the instructions on the page and upload required pre-proposal materials and complete the OSP-1 Transmittal eForm. Once all pre-proposal materials have been uploaded and the OSP-1 has been completed, check the Completed box in the upper right corner of the page.
Step 4: After clicking the Completed box in the upper right corner of the Internal eForms and Docs page, click on the Finalize page tab in the left navigation pane. The Finalize page is where one will submit their pre-proposal to the OVPRI. When ready to submit the pre-proposal to the OVPRI, click the thumbs up icon to the left of Submit Final Review.

Next, accept the certification and continue. The route path will then appear (OVPRI pre-proposals are submitted directly to Asta Ratliff, execute assistant to the vice president for research and innovation. To submit the pre-proposal, click the Submit button. One can tell that the pre-proposal has been submitted because the routing progress will reflect a date and time stamp for when the pre-proposal was submitted to Asta.

Questions: For questions regarding InfoEd, please contact Erika Waday (ewaday@unr.edu or 784-4049) in the Office of Sponsored Projects.