



University of Connecticut
*Office of the Vice Provost for Research and Graduate
Education and Dean of the Graduate School*

To: University Research Community

From: Larisa Hull, Internal Grants Program Specialist
Office of the Vice President for Research and Graduate Education

Marcus Santodonato, Program Manager for Electronic Research Administration
Office for Sponsored Programs

RE: VPRGE Transitions to InfoEd System for UCRF Large/Small Grant Program

Date: August 15, 2008

As previously announced, the VPRGE office has been implementing an online system allowing faculty and administrators to electronically submit proposals to the UConn Research Foundation (UCRF) Faculty Large and Small Grant Program. Our pilot phase has concluded with enormous success and VPRGE is pleased to announce the release of the InfoEd Proposal Development System as the official means of submitting UCRF proposals to the VPRGE office. All internal approvals at the Co-investigator, Department Head and/or Dean level will be collected electronically through this system as well. Effective with the Fall 2008 deadline for the UCRF Large Grant Program (**September 30, 2008**), VPRGE **requires that all Large and Small grant applications be submitted through InfoEd.**

Training required for this system is minimal and can be obtained by clicking the following link to download a brief instructional document (*Note: must download using on-campus computer or VPN connection) http://www.osp.uconn.edu/restricted/proposal_development_instruction_manual_internal_funding.pdf. Additional updates to the [Internal Program Support](#) website and [InfoEd](#) section of the OSP website will be introduced over the coming weeks to provide further information throughout this transitional period. Individuals may begin preparing their proposals at any time. Most faculty are already established with an InfoEd user profile but may not be aware of it. If you are unsure about your account status, please submit [a new user account request](#).

Anyone with questions about this new process or requiring additional support is encouraged to contact [Larisa Hull](#) or [Marcus Santodonato](#). VPRGE looks forward to working with you to take advantage of the numerous benefits this system has to offer.

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To: University Research Community

From: Larisa Hull- Internal Grants Program Specialist
Office of the Vice Provost for Research and Graduate Education
Marcus Santodonato- Program Manager for Electronic Research Administration
Office for Sponsored Programs

RE: InfoEd System Expanded to Support Online Submission of UCRF
Internal Funding Proposals

Date: June 19, 2008

VPRGE is now ready to move forward with faculty members who have expressed interest in using the InfoEd Online Proposal Development system to submit proposals to the UConn Research Foundation Large and Small Grants Program. The system offers substantial benefits to the current paper process, which are illustrated below in a previous communication related to this topic. Training required for this system is minimal and will be delivered in a brief electronic instructional document.

Individuals who are planning to submit a small or large grant proposal in the near future and wish to pilot this system are encouraged to contact Larisa Hull (larisa.hull@uconn.edu) for additional information.

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To: University Research Community

From: Gregory Anderson, Ph.D, Vice Provost for Research and Graduate Education
Larisa Hull, Office of the Vice Provost for Research and Graduate Education
Marcus Santodonato, Office for Sponsored Programs

RE: InfoEd System Expanded to Support Online Submission of UCRF Internal
Funding Proposals

Date: April 16, 2008

VPRGE is pleased to announce that the InfoEd Proposal Development system has recently been extended to support proposal submissions for UConn Research Foundation Internal Program Support (faculty large and small grants). VPRGE is currently soliciting volunteers to help pilot this new configuration and plans to transition exclusively to the new system in the upcoming months. Some of the benefits of using InfoEd to submit research and related proposals include:

- Online data storage provides a central portal where investigators and administrators can collaborate on the development and submission of their proposals from any on or off-campus location.
- Electronic routing tool works in conjunction with University e-mail system to expedite internal approval process.
- Ability to monitor the proposal's current status and location during the internal approval process.
- System validations help to minimize occurrence of administrative errors during the development process.
- Documents are automatically converted to Adobe .PDF format upon upload to the system.
- MAC and PC compatible.

Training required for this system is minimal and will be delivered in a brief electronic instructional document. Individuals who are interested in helping the University pioneer this new technology are encouraged to contact Larisa Hull (860-486-6378, larisa.hull@uconn.edu) for information on how to get started. Additional questions regarding the InfoEd system can be addressed to Marcus Santodonato (860-486-4175, marcus.santodonato@uconn.edu)

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