

# 2015 Boettcher Foundation Webb-Waring Biomedical Research Awards

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## Frequently Asked Questions

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*As of 14 November 2014*

These FAQ's will be updated on a regular basis, so check back if your question isn't listed below!

### LOGGING IN

- **How do I get access to the InfoEd system?**
  - Email [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) to receive login access to Proposal Development in the InfoEd application
  - If an administrator will be accessing the file, both the faculty member and the administrator must request a login and password
  - Access will be provided to you within 24 hours of your request
  - For technical assistance contact:
    - Betsy Collins at [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) or at 303.724.0093
- **What is my Login and Password?**
  - Denver and Anschutz Medical Campuses:
    - Login = University Login
    - Password = University Password
  - Boulder and Colorado Springs Campuses:
    - Your Login and Password will be provided to you when you are granted system access to InfoEd eRA
- **My eRA Portal Login and Password doesn't work**
  - Verify that you selected the correct Campus Location
  - Contact [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) for support or call Betsy Collins at 303-724-0093

- **How do I log into InfoEd?**
  - Instructions are located on the CU Boettcher website at <https://www.cu.edu/bfww/how-apply> - See page 3 of the Technical Instructions

## PREPARING TO BUILD YOUR APPLICATION

- **What should I do before I start my Application in InfoEd?**
  - Read the entire Boettcher Application Requirements
  - Have all your documents written in final form before uploading
  - Request and receive your three to four Letters of Reference including signatures
- **Do I want to include page numbers on the documents I upload?**
  - No. The InfoEd system will automatically create page numbers on the final submission document during the Package Build process. If you upload your documents with page numbers, they will be duplicated on the final printed copy.
- **Where do I include my Bibliography References?**
  - The Boettcher Application states that References are not included in the six page maximum of the Research Plan (See Page 8, Section 4). It is also noted that references are limited to 50 and must demonstrate: knowledge of the literature, scientific capability of the investigator and feasibility of the project.
- **What am I supposed to include if I have pilot data that supports my project?**
  - As part of the six pages of the Research Plan, provide a narrative synopsis describing the conclusions or assumptions that would be used in subsequent research, not the actual data unless doing so is crucial to understanding the underlying premise. A paragraph or two about the methodology and outcome/conclusion should suffice.
- **For my Reference Letters: What do I do if my Department Chair is both the Academic Authority AND my Mentor?**
  - The recommending individual should write one letter that identifies both roles and addresses both perspectives. You may include an additional letter of support so that you have four Letters of Recommendation.

- **How should my reference letters be addressed?**
  - Your letters of recommendation should be addressed to the Boettcher Foundation.
- **What do I do if my reference prefers to send the letter of recommendation directly to the University and not to me, the PI?**
  - You may have your reference mail or email the PDF (signed) Letter of Recommendation directly to Elizabeth Collins. It will be uploaded into InfoEd and you will be notified of its receipt.

**Contact for your Reference:**

Boettcher Foundation – (*PI Name*)  
c/o Elizabeth Collins, OGC-ERA  
Mail Stop F428  
13001 East 17th Place, Room W1104A  
Aurora, CO 80045  
[eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu)

- **What is the process to submit the required Personal Assurances Form?**
  - The PI should sign the appropriate campus document and upload it to InfoEd with his/her signature. Attach the incomplete form along with the printed proposal packet for routing. The Department Chair should review and sign his/her assurance during the review process.
  - Your Grants office will review the packet and complete the Assurances document with the remaining Institutional signature. The Assurances Form will be returned to the PI with the reviewed proposal packet.
  - The PI should upload the final completed Assurances form into InfoEd prior to printing the final proposal document. The completed proposal should then be emailed to your Grants office per the instructions provided with the reviewed proposal.
- **What is the “Paper Routing” process?**
  - CU Boulder and UCCS After your proposal packet has been built in InfoEd, select the “eyeglasses” to view your PDF combined packet. Print the packet. Forward your completed proposal application to Joan Eaton (CU-Boulder) or Gwendolyn Gennaro (UCCS).

## USING INFOED TO BUILD APPLICATION

- **Where do I find training documentation or a system tutorial?**
  - Overview and Technical Instructions can be found on the CU Boettcher website at <https://www.cu.edu/bfww/how-apply>
- **I created my Proposal and have a tracking number, how do I find my saved proposal?**
  - Log into InfoEd
  - From Portal page, click on “My Proposals” in left menu
  - Click on “Search For”
  - Enter number in the “Proposal Number” field
  - Click “Locate”
  - Once proposal is listed, hover over the Open icon beneath the proposal number, then click the “Edit” icon under “PD”
- **Can I save my proposal and finish later?**
  - Yes! Click “Save” to save your work, then click “Done” to close the proposal. See question above to find your saved proposal.
- **I don't remember my Proposal Tracking Number. How do I find my proposal to finalize my application?**
  - Log into InfoEd
  - From Portal page, click on “My Proposals” in left menu
  - Click on “Show/List”
  - A results screen will display a list of proposals either in-process or completed. This list will include proposals for the Logged in User or any proposals that the user has been granted access for.
  - Once proposal is listed, hover over the Open icon beneath the proposal number, then click the “Edit” icon under “PD”
- **I am a Department Administrator and cannot find the Proposal the Principal Investigator Created. How do I find it?**
  - Send an email to [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) requesting access
- **Where do I find a budget template?**
  - On the CU Boettcher website at <https://www.cu.edu/sites/default/files/pages/53971-application-components/docs/budget-template.xlsx>
  - If this link does not work, it is under Application Components at <https://www.cu.edu/bfww/application-components>

- **Where do I find a Bio Sketch template?**
  - On the CU Boettcher website at <https://www.cu.edu/sites/default/files/pages/53971-application-components/docs/2015-bf-webb-waring-bio-sketch.docx>
  - If this link does not work, it is under Application Components at <https://www.cu.edu/bfww/application-components>
- **How do I know my document was uploaded successfully?**
  - A pdf icon will appear to indicate that the document was successfully converted into a pdf document and uploaded
  - Click on the pdf icon to open it and double-check the document
- **I've uploaded my document but I made corrections and need to replace it.**
  - Uncheck the "Completed" checkbox in the upper right corner
  - Next to the pdf icon there is a replace or remove icon available, depending on the tab
  - Click that icon and upload the new version of the document
- **How do I print my completed proposal?**
  - On the "Finalize" tab, once the application is built, click on the eyeglasses icon under "Completed Form" to open the Assembled Document. A PDF document will open up in your browser or Adobe Reader, depending on your machine's settings.
  - For PC's:
    - To Print, hit Ctrl-P on your keyboard
    - To Save, hit Shift+Ctrl-S on your keyboard
    - To email, save the document following step b., attach the document to an email and send
  - For Macs:
    - Hover over the pdf document and two options will appear
      - Open in Preview
      - Save to Download Folder
    - Select Save to Download Folder to email and/or print
- **I have an error message that my Profile is missing information. How do I correct it?**
  - On the Personal Information tab, click on the PI's name
  - Profile comes up and information can be added and saved here
- **My document is already a PDF. Can I upload a PDF or does it have to be a Word document?**
  - You can upload a PDF, Excel or Word file

- **I forgot to add a reference letter. Can I add after I Build my Application?**
  - Yes! Start by clicking the Letters of Reference tab
  - Uncheck the “Completed” checkbox in the upper right corner
  - Add your reference letter
  - Recheck the “Completed” checkbox
  - Click on the “Finalize” tab
  - Rebuild your application
- **Can I build my application without completing all the Proposal Steps?**
  - Yes, if you want to preview as you go along
  - Application must be routed with all components completed
- **How can I view the routing status?**
  - For UCD | AMC investigators only:
    - Open the proposal and click on the Finalize tab
    - The routing status shows under the Routing Progress header
  - For Boulder and Colorado Springs – this capability will not be available at this time
- **How do I delete a proposal?**
  - Notify [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) that your proposal needs to be deleted, include the proposal number in your request.

## DEADLINES

- **What are the deadlines for the Boettcher Webb-Waring Research Award Application?**

Proposal applications must be submitted to the Office of Grants and Contracts per the following CU Campus deadlines:

  - ✓ December 15, 2015: Interested applicants are required to submit their biosketch to [webb-waring@cu.edu](mailto:webb-waring@cu.edu).
  - ✓ February 6, 2015: Initial application to campus pre-award offices by Principal Investigators (PI)
  - ✓ February 24, 2015: Final submission by PI to campus pre-award offices following requested proposal corrections and changes.
  - ✓ February 27, 2015: Final completed application submitted to the President's Office by campus grant offices.

## TRAINING

- **I wasn't able to attend the classroom or web training sessions, who can I contact for training assistance?**
  - You may contact Elizabeth Collins in the Office of Grants and Contracts, Department of Electronic Research Administration. [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) or 303-724-0093.
- **Who may attend the training sessions?**
  - Group training sessions or individual appointments are available to anyone who is submitting a Boettcher Foundation Application. This includes Principle Investigators, Assistants or Department Administrative personnel. Contact [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) or 303-724-0093.
- **I am having trouble with the application in InfoEd. Who do I call?**
  - You may contact Elizabeth Collins in the Office of Grants and Contracts, Department of Electronic Research Administration. [eRASupport@ucdenver.edu](mailto:eRASupport@ucdenver.edu) or 303-724-0093.
- **Who do I contact if I have Eligibility Questions?**
  - Contact your Campus Representative as per below:
    - Boulder: Joan Eaton [bfww-ucb@cu.edu](mailto:bfww-ucb@cu.edu)
    - Colorado Springs: Gwendolyn Gennaro [bfww-uccs@cu.edu](mailto:bfww-uccs@cu.edu)
    - Denver and Anschutz: Christine Ahearn [bfww-ucd@cu.edu](mailto:bfww-ucd@cu.edu)