This job aid aligns the roles of the Sponsored Research Capsule team members with the corresponding activities in the Sponsored Project Lifecycle.

All proposals should start with an InfoEd record. Click here to access the Getting Started Guide: Proposals in InfoEd for more information. The InfoEd record will also reflect who is working on your proposal or award in the status history, once it has been submitted into workflow.

WHAT IF I HAVE A QUESTION?

The Sponsored Research Capsule Team Member working on your proposal or award will depend on where the activity is within the Sponsored Project Lifecycle. Use the Find My Capsule Tool located on the Sponsored Research website to locate the specific members of your capsule. Click here for additional help and access to the job aid How to Use Find My Capsule.