

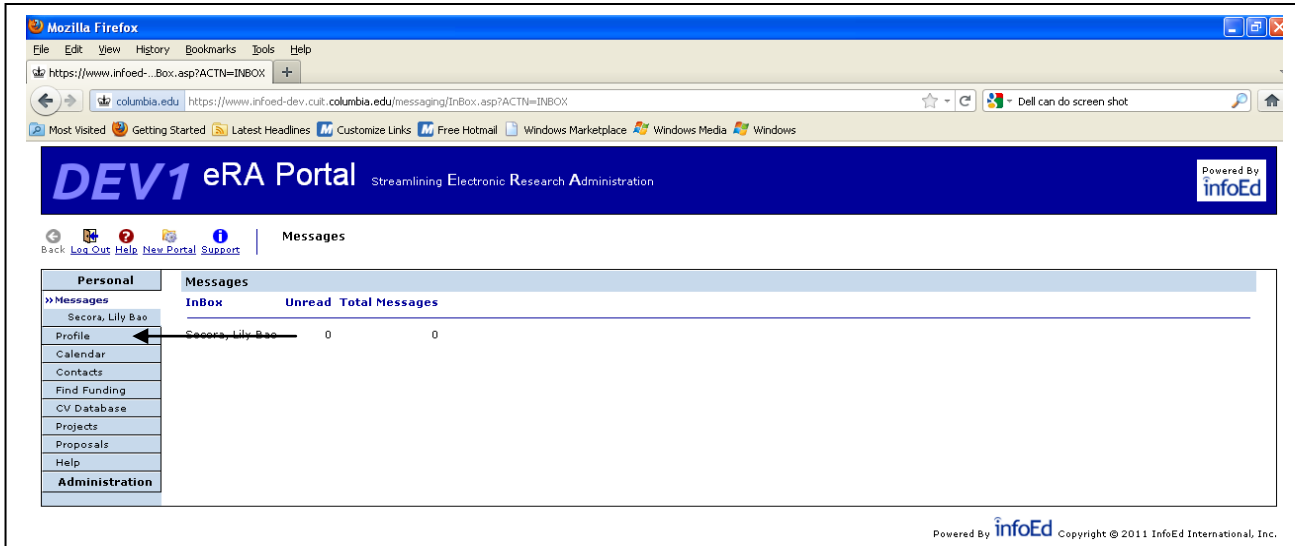
Instructions on Submitting Postdoc Profile Information into InfoEd

The Office of Postdoctoral Affairs and the Office of Sponsored Projects Administration requires all Columbia University Postdocs to complete a profile in InfoEd that includes general, contact, educational history, and Curriculum Vitae (CV) information.



If you are not able to log into InfoEd (says you are not a valid user) then please email postdocaffairs@columbia.edu. If you are able to log into InfoEd but get an error message when trying to enter information, please try using a different browser before contacting postdocaffairs@columbia.edu.

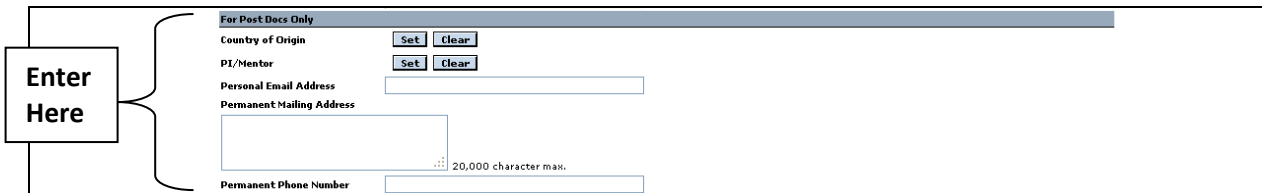
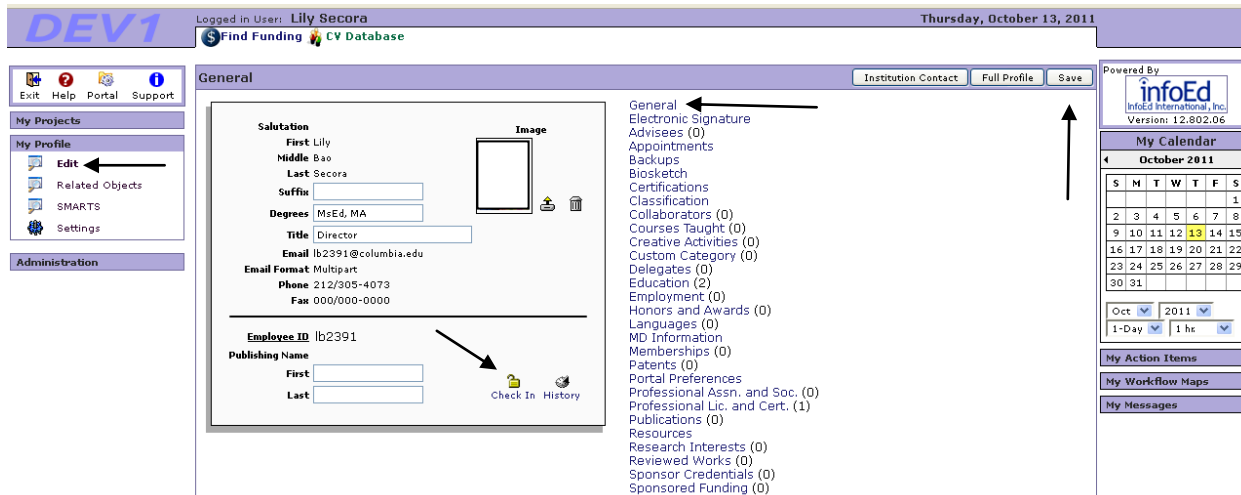
Please go to: www.infoed.columbia.edu and log in with your UNI and Password

1. Click on **Profile**



2. Click **Edit** (left hand side under My Profile) and then click on **General**

- Click on the  symbol if it is locked. You need it to be unlocked  as shown below
- Scroll to the bottom of the page to the "For Post Docs Only" section and fill in:
Country of Origin, PI/Mentor Name, Personal Email Address (other than your Columbia email address), Permanent Address
- Scroll back up to the top of the page and hit **Save** button



3. Click on **Education***
 - a. Hit **Add New** button.
Fill in information about your doctoral degree(s), thesis title, thesis advisor(s), etc.
For "Thesis Advisor's Degree" click "Set", click "OK" in pop up window, click "Set" again (let the page refresh) and then click on the letter "D" and select the doctorate degree of your advisor.
 - b. Hit **Save and Return** button
**Click on the "ADD NEW" button again to add an additional doctoral degree if applicable*

Enter Here

Education Detail **Save and Return**

Year Conferred

Degree Abbreviation

Institution Name

Institution Location

Field of Study

Additional Education Fields

Fields below applicable to Post Docs only

Thesis Title

Thesis Advisor

Thesis Advisor's Degree

Thesis Co-Advisor Name

Thesis Co-Advisor's Degree

4. Click on **BioSketch**
 - a) Hit **Upload New** button and upload your Curriculum Vitae (CV) in **PDF format only**
 - b) Scroll back up to the top of the page and hit **Save** button

My Projects

My Profile

- Edit
- Related Objects
- SMARTS
- Settings

Administrative Notes...

NEW FEATURE: PD Lite has streamlined the proposal development process and provides guidance through on-screen field level help. In addition, general guidelines can be accessed by clicking on the blue support button in the upper left corner.

Administration

Biosketch Institution Contact Full Profile **Save**

Lily Bao Secora
OFFICE OF POST DOCTORAL AFFAIRS
027-00

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New York, 10027

Phone#: 212/305-4073
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- General
- Electronic Signature
- Advisees (0)
- Appointments
- Backups
- Biosketch**
- Certifications
- Classification
- Collaborators (0)
- Courses Taught (0)
- Creative Activities (0)
- Custom Category (0)
- Delegates (0)
- Education (1)
- Employment (0)
- Honors and Awards (0)
- Languages (0)
- MD Information
- Memberships (0)
- Patents (0)
- Portal Preferences
- Professional Assn. and Soc. (0)
- Professional Lic. and Cert. (0)
- Publications (0)
- Resources
- Research Interests (0)
- Reviewed Works (0)
- Sponsor Credentials (2)
- Sponsored Funding (0)

Existing Biosketches **Upload New**

CVBio Name Description Original Word PDF Replace Edit

Biosketch Templates

Version: 12.802.06

My Calendar

November 2011

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 2011

1-Day 1 hr

My Action Items

My Workflow Maps

My Messages

What is InfoEd? How Can You Use InfoEd to Search for Funding Sources?

InfoEd is software that manages sponsored programs for over 600 institutions globally. Included in the Info Ed package are SPIN and SMARTS. To access InfoEd and the online training for SPIN and SMARTS please go to: <http://spa.columbia.edu/funding/overview> and click on "**Search for Funding (SPIN)**". Log in with your UNI and password.

SPIN: is a searchable funding database that contains national, international, government, and private funding sources. You can search for all types of awards (grants, fellowships, private foundations, publication support, etc.)

SMARTS: is an automatic daily e-mail service that notifies you of relevant new funding opportunities based on a keyword match that you initiate.

Please Note: All questions regarding the use of SPIN and SMARTS needs to be addressed to the InfoEd helpdesk at infoedhelpdesk@columbia.edu. All questions regarding the submission of your profile information into InfoEd needs to be addressed to postdocaffairs@columbia.edu.