

WebCAMP Users' Guide

Application submission guide

WebCAMP is a flexible software system that IUSCCC uses for its internal pilot funding programs, as do many institutions across the nation.

Using this system has 3 basic steps:

1. Creating a username and password (if this is the first time logging in)
2. Uploading an application
3. Checking the application for completeness

The following pages provide a step-by-step guide through this process.

For questions, please contact the IU Simon Comprehensive Cancer Center Project Management Team at cancrfa@iu.edu.

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Instructions

Initiation of application

1. Download all the documents you will need for this competition from <https://indianactsi.org/funding/opportunities/funding-grants/>
2. To begin your application, please use the NOI URL that you were provided with by the IUSCCC Project Management Team. Answer the below questions as appropriate.



Initiate New Submission: SJP Heroes Award - 2025.07

Principal investigator's name:
last *first*

Short name for study (80 chars or less):

Your name (if you are not Principal investigator):
last *first*

Questions? Contact cancerfa@iu.edu.

3. Fill in your last name, first name, and a short name for your study.
 - If you are submitting the application on behalf of your Principal Investigator, please enter your PI's last and first name in the space provided.
 - If you are submitting a fellowship application YOU are the Principal Investigator, not your mentor
4. If you had previously created an account on IUSCCC WebCAMP System, the system will recognize you, based on your first and last name. If not, you will be directed to enter basic profile information, as illustrated below.

NOTE: When creating an account for the first time, it is strongly encouraged that you use your institutional email address to facilitate registration.



**Initiate New Submission:
SJP Heroes Award - 2025.07
"TEST FOR USER GUIDE"**

The name 'Creation, Guide' was not found in the current IUSCCC database.
Please click "Continue" to proceed to entering your demographic information.

Continue

Questions? Contact cancrfa@iu.edu.



**Initiate New Submission:
SJP Heroes Award - 2025.07
"TEST FOR USER GUIDE"**

Please provide data in all fields, then press Continue.

Principal investigator's name: Creation, Guide

Institution or Organization:

Department:

Academic Title or Job Title:

Phone:

E-mail:

Continue

Questions? Contact cancrfa@iu.edu.



**Initiate New Submission:
SJP Heroes Award - 2025.07
TEST FOR USER GUIDE**

Your application has been started in WebCAMP. To complete your application, please follow one of these paths-

Are you a new user?

Please check your email inbox for an email titled 'Access to IUSCCC Protocol Authoring and Review System (ePAR)'. The email contains a unique hyperlink that will be used to confirm your email. Please click on the link in your email. DO NOT USE THE LINK BELOW TO LOG IF YOU ARE A NEW USER; the system will not recognize you since your email has not been verified.

Are you a returning user?

You can log in to WebCAMP to complete your application using this link-
[IUSCCC WebCAMP](#) PLEASE DO NOT REFRESH THIS PAGE, AS THIS WILL DUPLICATE YOUR REQUEST.
You may now begin working on your application in ePAR.

[Click To Log In](#)

For more information about the IUSCCC, please visit the [IUSCCC Web site](#).

Questions? Contact cancerfa@iu.edu.

5. If you are NEW user, check for your email from WebCAMP and click the link that will complete the registration process. You will then be able to log back into WebCAMP.
6. If you are a RETURNING user, check for your confirmation from WebCAMP email which will contain a link to your application.

Logging in to WebCAMP to complete your application

Please log in.

Center:

Session timeout: minutes

Save user info across sessions

Last name:

First name:

Password: [Forgot password?](#)

[Change Password](#)

[Troubleshooting](#)

1. Please select 'IUSCCC' for the center, enter your last name, first name and password for your account on the login page. Your account is now activated.

NOTE: You may stop and return to your application at any time before you submit.

To return to your application (once your account is activated) use this url:

<https://webcamp.iusm.iu.edu/WebCAMP/SourceCode/Login.cfm>

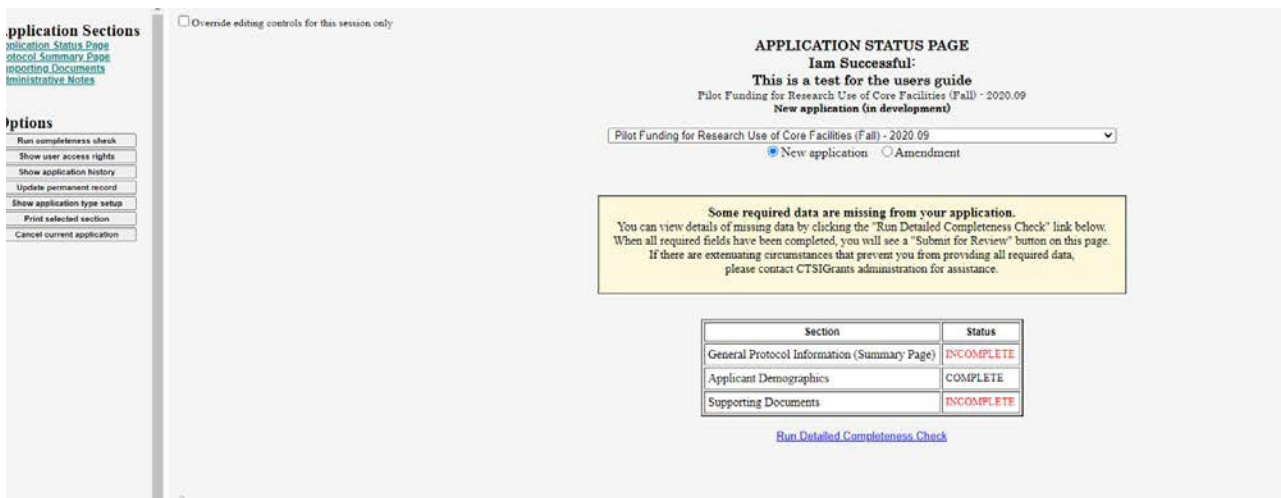
- After successfully logging in, you will be directed to a page with a link to Protocol Authoring & Review (ePAR). Please click on it to complete your application.



- The ePAR window will list all your applications. Click on the hyperlinked application title, indicated by a red arrow below:

No.	Test?	Created by Admin?	T0-T4 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Creator of Protocol	Abbreviated Title	Application Status	Current Project/Program Status (if approved)
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Successful, Iam trnsldv@iu.edu	PI/Co-PI - IU Other (none)	(not specified)	Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09	Successful, Iam trnsldv@iu.edu (initiated 8/28/2020)	This is a test for the users guide (2201) [View/Edit] [Del] [Print] [Reviews] [Inactivate] [Copy] [Cancel] [Download]	In development	N/A

- Your application will now be opened in a browser window. It will display your application status.



Enter Protocol Summary information

- Please click on the **Protocol Summary** page (link on the left of the page) to enter the proposal title and abstract.

- On this page you will answer questions under Classification of Study on Translational Continuum for Research Category 1.

Application Sections
 Application Status Page
 Protocol Summary Page
 Submission Documents

Options
 Run completeness check
 Show user access rights
 Show application history
 Print entire test section
 Cancel current application

PROTOCOL SUMMARY PAGE
 Guide Creation:
TEST FOR USER GUIDE
 SJP Heroes RFA v1 - 2025.07
 Now application (in development), initiated by Vicki Clements on 7/30/2025

PRIMARY CONTACT: (not specified) [49425]
 PI ORCID ID: [View Info]

KEYWORDS (max. 50 characters each)
 1. _____
 2. _____
 3. _____
 4. _____

CLASSIFICATION OF STUDY ON TRANSLATIONAL CONTINUUM
 Research Category 1 (answer "yes" or "no" for each category):
 Pre-clinical research? No Yes
 Clinical research? No Yes
 Clinical implementation research? No Yes
 Public health research? No Yes

- Answer if this application is a re-submission
- Enter the Full Title, the Abstract, any co-PIs and/or co-investigators and/or other contributors, and/or any administrators/staff who will need access to this application.

OTHER DATA WE MAY BE REQUIRED TO REPORT
 Is this a re-submission? No Yes [More Info](#)

BRIEF NAME: TEST FOR USER GUIDE
 (<= 90 chars)

FULL TITLE: This is a test application by Vicki for the SJP Heroes RFA

ABSTRACT: This is a test application by Vicki for the SJP Heroes RFA

Word count limit: 500

INVESTIGATORS
[\[change lead PI\]](#)
[\[add co-PI\]](#)
[\[add co-investigator\]](#)

Action	Role	Name	Current Institution	Department	Division	Title
[edit]	Lead PI	Creation_Guide	Indiana University	Department of Pediatrics		Assistant Professor

OTHER CONTRIBUTORS/STAFF [More Info](#)
[\[add other contributor/staff\]](#)
 None specified.

ADMINISTRATORS AND OTHERS NEEDING ACCESS [More Info](#)
[\[add administrator\]](#)

Action	Name	Current Institution	Department	Division	Title
[edit] [del]	Clements_Vicki	Indiana University	N.A		Project Management Specialist

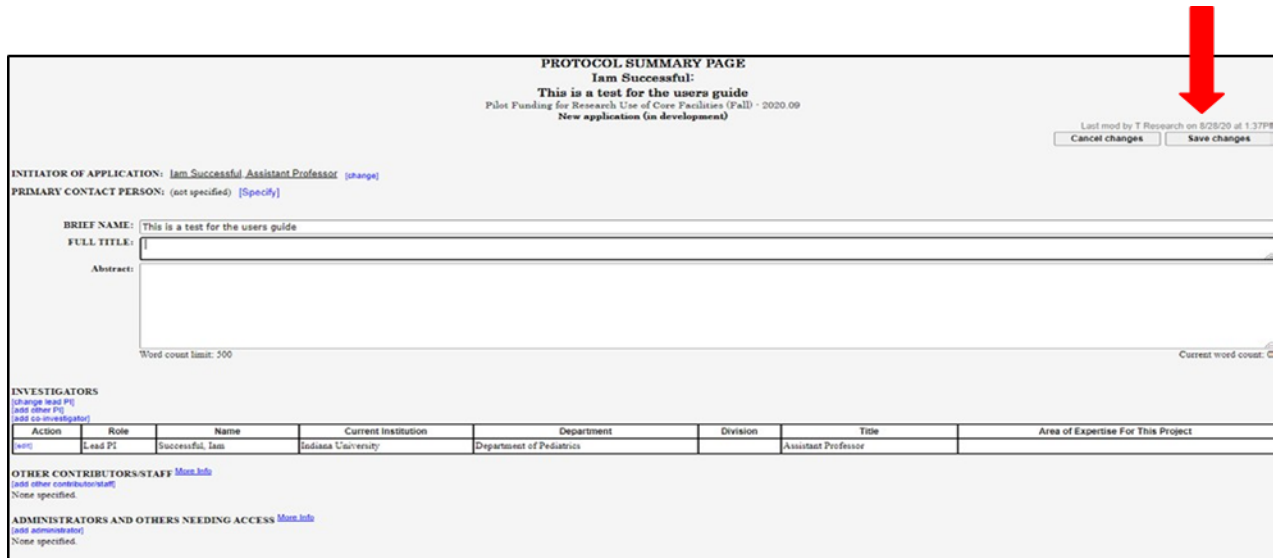
- Enter the total dollar amount requested for the application

FACE SHEET

Enter total dollar amount requested [More Info](#)

2) **REMEMBER** to click **Save Changes** button once you have entered information on the Protocol Summary

page.



PROTOCOL SUMMARY PAGE
I am Successful:
This is a test for the users guide
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09
New application (in development)

Last mod by T Research on 8/28/20 at 1:37PM

INITIATOR OF APPLICATION: [I am Successful Assistant Professor](#) [\(change\)](#)
 PRIMARY CONTACT PERSON: (not specified) [\[Specify\]](#)

BRIEF NAME:
 FULL TITLE:
 Abstract:
 Word count limit: 500 Current word count: 0

INVESTIGATORS
[\(change lead PI\)](#)
[\(add other PI\)](#)
[\(add co-investigator\)](#)

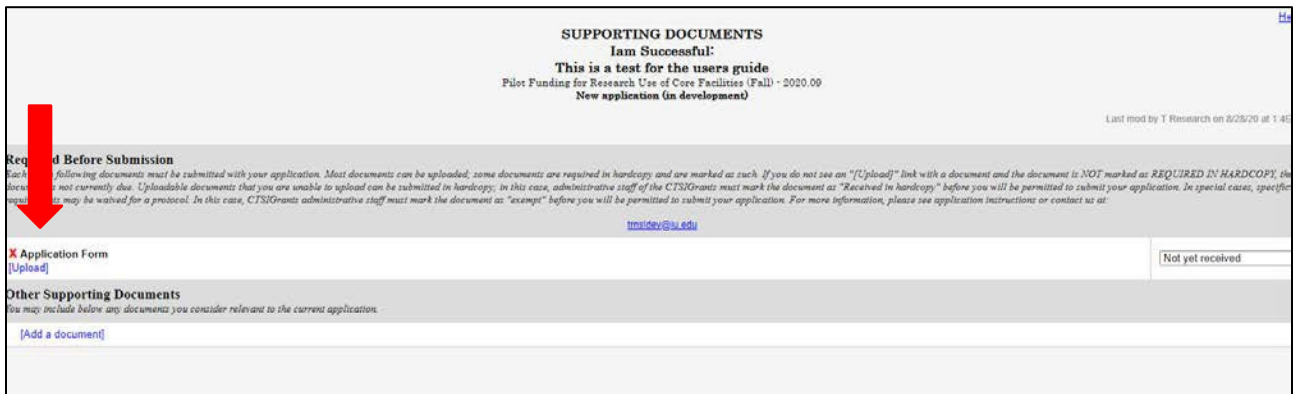
Action	Role	Name	Current Institution	Department	Division	Title	Area of Expertise For This Project
[edit]	Lead PI	Successful, Iam	Indiana University	Department of Pediatrics		Assistant Professor	

OTHER CONTRIBUTORS/STAFF [More info](#)
[\(edit other contributor\)](#)
 None specified.

ADMINISTRATORS AND OTHERS NEEDING ACCESS [More info](#)
[\(add administrator\)](#)
 None specified.

Upload Application Form

- Next, click on the Supporting Documents link on the left. To upload your completed application, click on the Upload button. A new window will open to allow you to select a file from your computer. **PLEASE NOTE WHICH FILE TYPES ARE SUPPORTED. MOST REQUEST PDFS OR WORD DOCUMENTS.**



SUPPORTING DOCUMENTS
I am Successful:
This is a test for the users guide
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09
New application (in development)

Last mod by T Research on 8/28/20 at 1:45

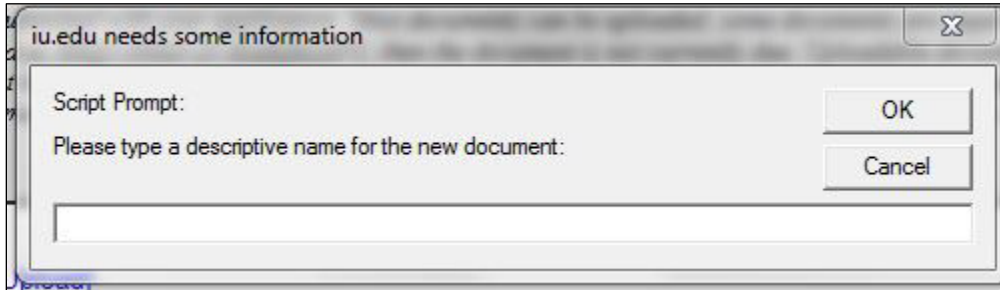
Required Before Submission
 Each of the following documents must be submitted with your application. Most documents can be uploaded; some documents are required in hardcopy and are marked as such. If you do not see an "[Upload]" link with a document and the document is NOT marked as REQUIRED IN HARDCOPY, the document is not currently due. Uploadable documents that you are unable to upload can be submitted in hardcopy; in this case, administrative staff of the CTSI/Grants must mark the document as "Received in hardcopy" before you will be permitted to submit your application. In special cases, specific requirements may be waived for a protocol. In this case, CTSI/Grants administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at trmsidev@iu.edu

Application Form

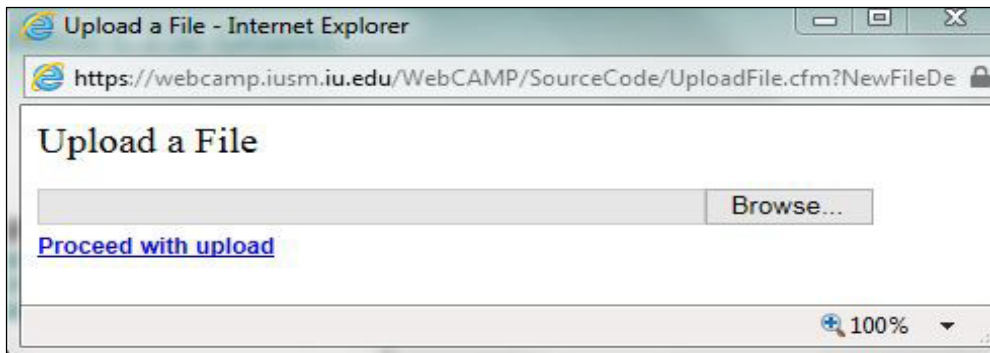
Other Supporting Documents
 You may include below any documents you consider relevant to the current application.

Upload Supporting Documents

- If your RFA requires other supporting documents, click on **[Add a document]** link seen in the Other Supporting Documents section and repeat the process
- Enter a descriptive name for your supporting document



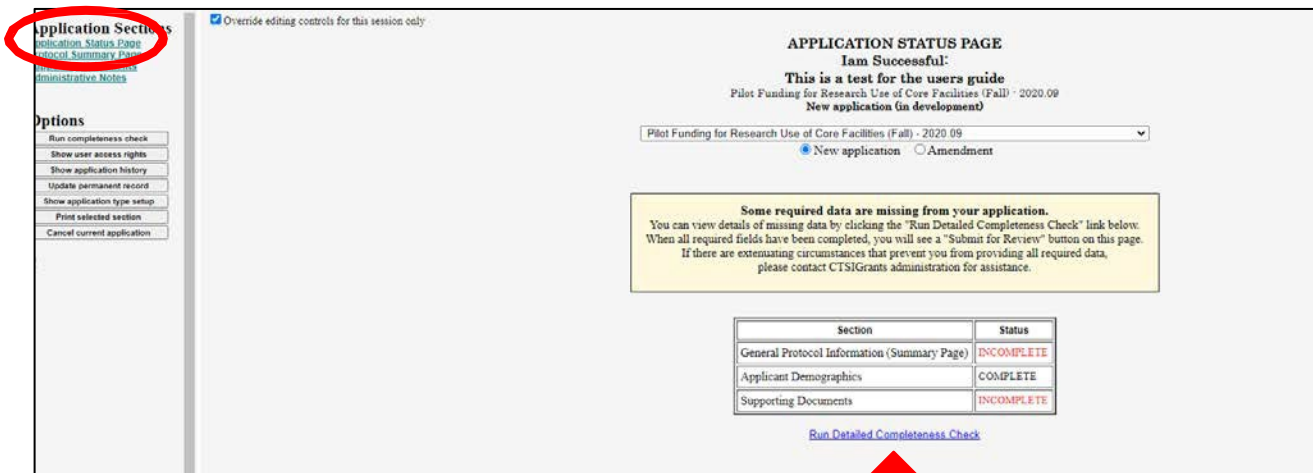
- 3) Upload the supporting document by clicking on the Browse button and selecting your document



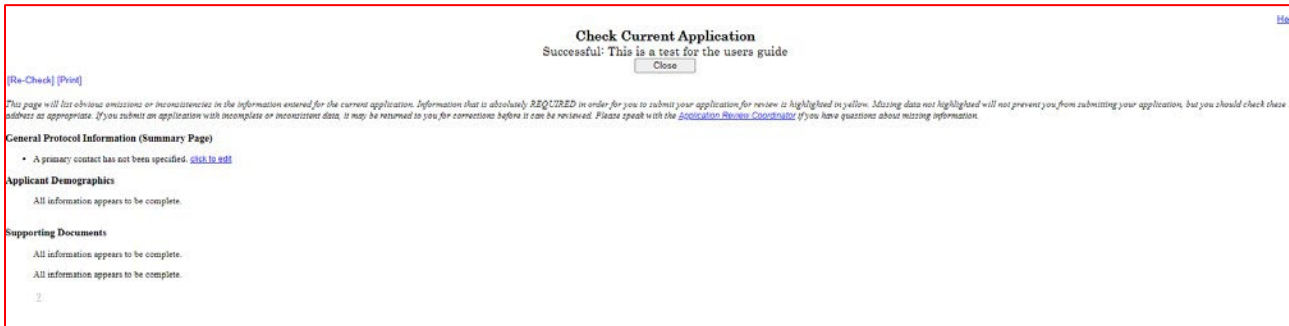
- 4) When the document is successfully uploaded, it will be listed in the 'Other supporting documents' section, with links that will allow you to view the uploaded document, replace it with a new version, or remove the document

Run Completeness Check

- 1) Return to the Application Status Page (link on the left) and click on the 'Run Completeness Check' link seen on the left.



- 2) This will display the status of your application and inform you if any **mandatory fields have been left unanswered with yellow highlight**. If completed, there will be no highlighted fields, as seen in the screenshot below:



Submit your application

- 1) Click on the Application Status page to submit your application. The Application status page will now show that all required sections are COMPLETE and will display a blue Submit Application for Review button. Click on the button to submit your application. You will receive a confirmation email once submission is complete.

APPLICATION STATUS PAGE

I am Successful!

This is a test for the users guide

Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09
New application (in development)

Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09
 New application Amendment

Your application has passed the completeness check!
 Please click below when you are ready to submit it for review.

Submit Application for Review

Section	Status
General Protocol Information (Summary Page)	COMPLETE
Applicant Demographics	COMPLETE
Supporting Documents	COMPLETE

[Run Detailed Completeness Check](#)

Contact Us

If you need help at any point in the application process, please contact IUSCCC administrators at cancrfa@iu.edu.