

# Progress Report Quick Start

## Step 1 – Access the Survey

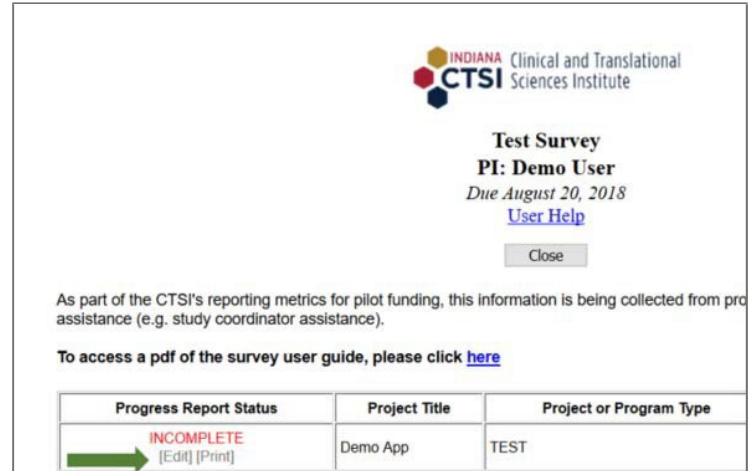
To access your progress report survey, click on the link that was received by e-mail. The link is labeled “CTSIGrants Survey System”.

If you need another link sent, please email: [trnslddev@iu.edu](mailto:trnslddev@iu.edu)

## Step 2 – Start the Survey

Click “Edit” to start the progress report.

Information is automatically saved while completing report. You may leave and return to your survey anytime by accessing the link received by e-mail.



INDIANA CTSI Clinical and Translational Sciences Institute

Test Survey  
PI: Demo User  
Due August 20, 2018  
[User Help](#)

As part of the CTSI's reporting metrics for pilot funding, this information is being collected from your assistance (e.g. study coordinator assistance).

To access a pdf of the survey user guide, please click [here](#)

Progress Report Status	Project Title	Project or Program Type
INCOMPLETE <a href="#">[Edit]</a> <a href="#">[Print]</a>	Demo App	TEST

## Step 3 – Navigate the Survey

Complete/verify all information on the page. Once the page is complete:

- Check “This information is up-to-date”
- Go to next page by clicking blue link header



Return to progress report home page

Demo App

[Project](#) > [Investigators](#) > [Regulatory](#) > [Milestones](#) > [Progress](#) > [Publications](#) > [Grants](#)

When all information is complete and correct, please click the “This information is up-to-date” checkbox.

This information is up-to-date.

Short project title (< 90 characters): Demo App

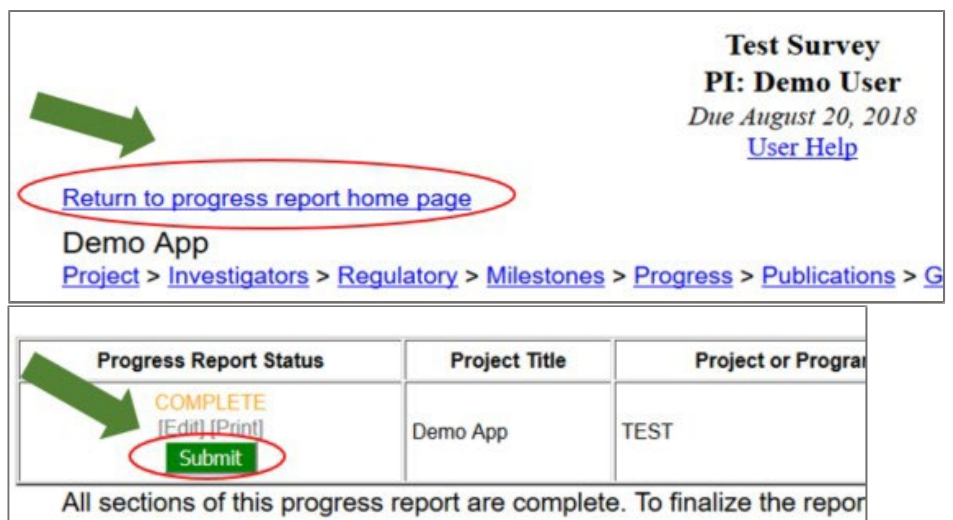
Full title: Demo title

## Step 4 – Submit the Survey

Once all pages are complete:

- Return to home page
- Submit Survey

Report is successfully submitted if the status shows “Submitted”. If the green submit button is not available, then there is missing information in the progress report. Please ensure all “Information is up-to-date” boxes are checked.



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[Return to progress report home page](#)

Demo App

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Progress Report Status	Project Title	Project or Program Type
COMPLETE <a href="#">[Edit]</a> <a href="#">[Print]</a> <input type="button" value="Submit"/>	Demo App	TEST

All sections of this progress report are complete. To finalize the report