

WebCAMP Users' Guide

Application submission guide

WebCAMP is a flexible software system that the Indiana CTSI uses for its internal pilot funding programs, as do many CTSA's 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 Translational Research Development Program at trnsldev@iu.edu or 317-278-2822

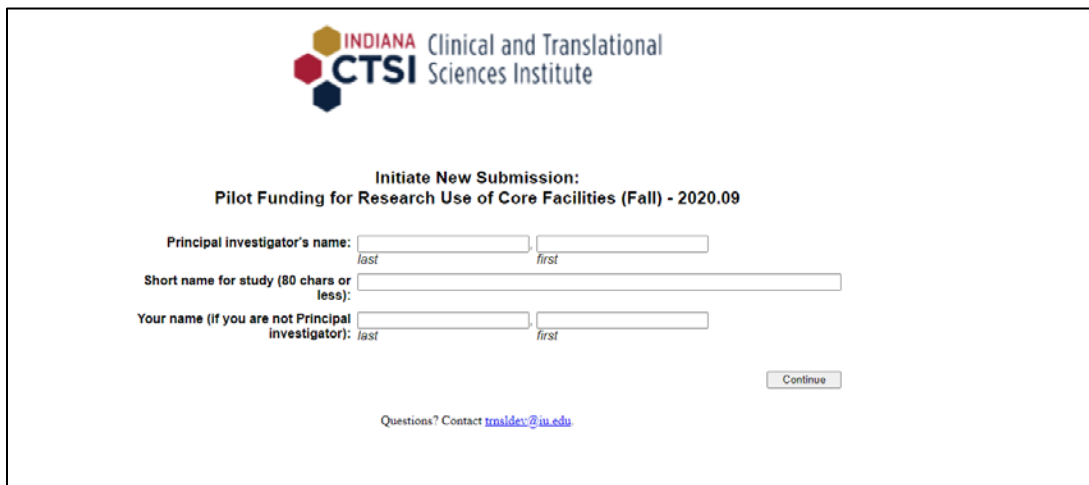
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Instructions

Initiation of application

1. Download all the documents you will need for this competition from <https://indianactsi.org/researchers/services-tools/translational-research-development/open-funding-opportunities/>
2. Please click on the **'Start a submission'** link for the competition. You will be directed to the Indiana CTSI WebCAMP application site.



INDIANA Clinical and Translational
CTSI Sciences Institute

Initiate New Submission:
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09

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 trnsdev@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 Indiana CTSI 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:
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09**
"This is my application"

The name 'Successful, lam' was not found in the current CTSIGrants database.
Please click "Continue" to proceed to entering your demographic information.

Continue

Questions? Contact trnslddev@iu.edu.



**Initiate New Submission:
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09**
"This is my application"

Please provide data in all fields, then press Continue.

Principal investigator's name: Successful, lam

Institution or Organization:

If other, specify:

Department:

Academic Title or Job Title:

Phone:

E-mail:

Continue

Questions? Contact trnslddev@iu.edu.

5. Next, please choose a password for your account



INDIANA Clinical and Translational Sciences Institute

Initiate New Submission:
Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09
This is my application

It looks as if you have not previously used the CTSIGrants application and review system (ePAR). Please provide a password that will be used for future access to this system to submit your application:

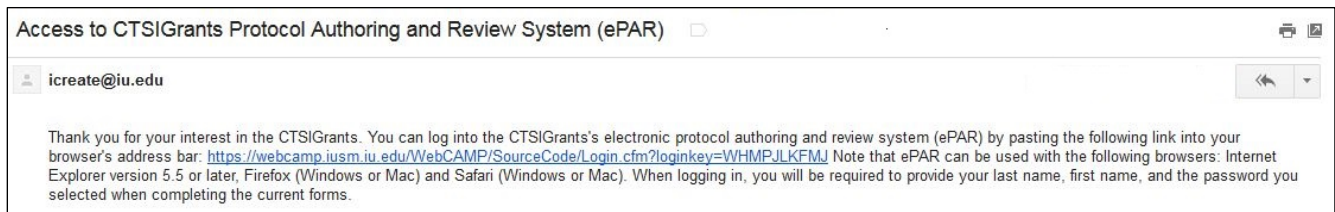
Password:

Re-Type Password:

Passwords are case-sensitive.
DON'T FORGET TO MAKE A NOTE OF YOUR CHOSEN PASSWORD AS YOU WILL NEED IT TO LOG IN!

Questions? Contact tmsldev@iu.edu.

6. Your application is now initiated. You will receive an email from WebCAMP with a unique URL.
Please click on the URL to confirm your email and activate your account:



Access to CTSIGrants Protocol Authoring and Review System (ePAR)

icreate@iu.edu

Thank you for your interest in the CTSIGrants. You can log into the CTSIGrants's electronic protocol authoring and review system (ePAR) by pasting the following link into your browser's address bar: <https://webcamp.iusm.iu.edu/WebCAMP/SourceCode/Login.cfm?loginkey=WHMPJLKFMJ> Note that ePAR can be used with the following browsers: Internet Explorer version 5.5 or later, Firefox (Windows or Mac) and Safari (Windows or Mac). When logging in, you will be required to provide your last name, first name, and the password you selected when completing the current forms.

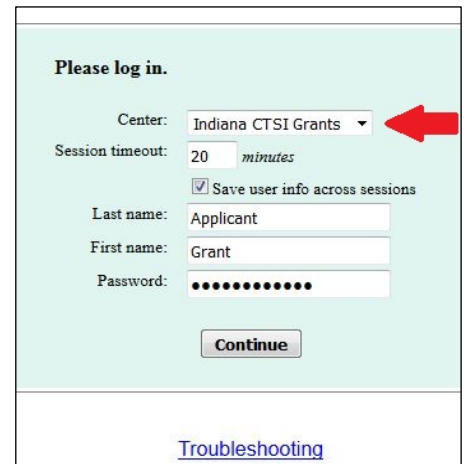
Logging in to WebCAMP to complete your application

7. Please select 'Indiana CTSI Grants' 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>



8. 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.



9. 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 trnslddev@iu.edu	PI/Co-PI - IU Other (none)	(not specified)	Pilot Funding for Research Use of Core Facilities (Fall) - 2020.09	Successful, Iam trnslddev@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

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

Override editing controls for this session only

APPLICATION STATUS PAGE
Iam 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

Some required data are missing from your application.
 You can view details of missing data by clicking the "Run Detailed Completeness Check" link below. When all required fields have been completed, you will see a "Submit for Review" button on this page. If there are extenuating circumstances that prevent you from providing all required data, please contact CTSI Grants administration for assistance.

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

[Run Detailed Completeness Check](#)

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 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.

Override editing controls for this session only Close

PROTOCOL SUMMARY PAGE
Iam 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 5/28/20 at 1:37PM

INITIATOR OF: **Iam Successful, Assistant Professor**

PRIMARY CONTACT PERSON: (not specified)

BRIEF NAME: This is a test for the users guide

FULL TITLE:

Abstract: (not entered)
 Word count: 0/200

Current word count:

INVESTIGATORS

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

OTHER CONTRIBUTORS/STAFF [More Info](#)
 None specified.

ADMINISTRATORS AND OTHERS NEEDING ACCESS [More Info](#)
 None specified.

- REMEMBER** to click on **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](#)
[\(add other contributor/staff\)](#)
 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 1:41PM

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 documents may be waived for a protocol. In this case, CTSI Grants administrative staff must mark the document as "except" before you will be permitted to submit your application. For more information, please see application instructions or contact us at: trmsitev@iu.edu

X Application Form

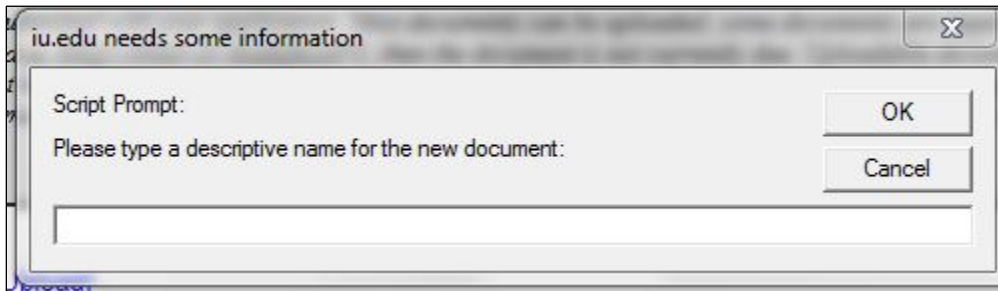
Other Supporting Documents
 You may include below any documents you consider relevant to the current application.
[\[Add a document\]](#)

- Once uploaded, the Application Form will bear a green tick, and the status will be changes from 'Not yet received' to 'Uploaded'.

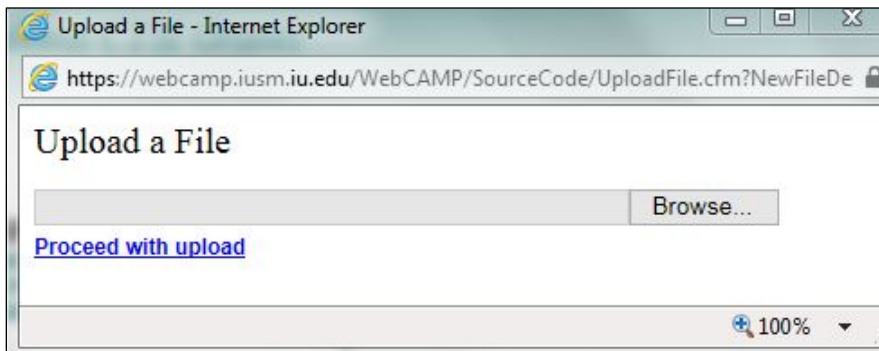
Upload Supporting Documents

- If your RFA requires other supporting documents, click on [\[Add a document\]](#) link seen in the Other Supporting Documents section and repeat the process

4. Enter a descriptive name for your supporting document



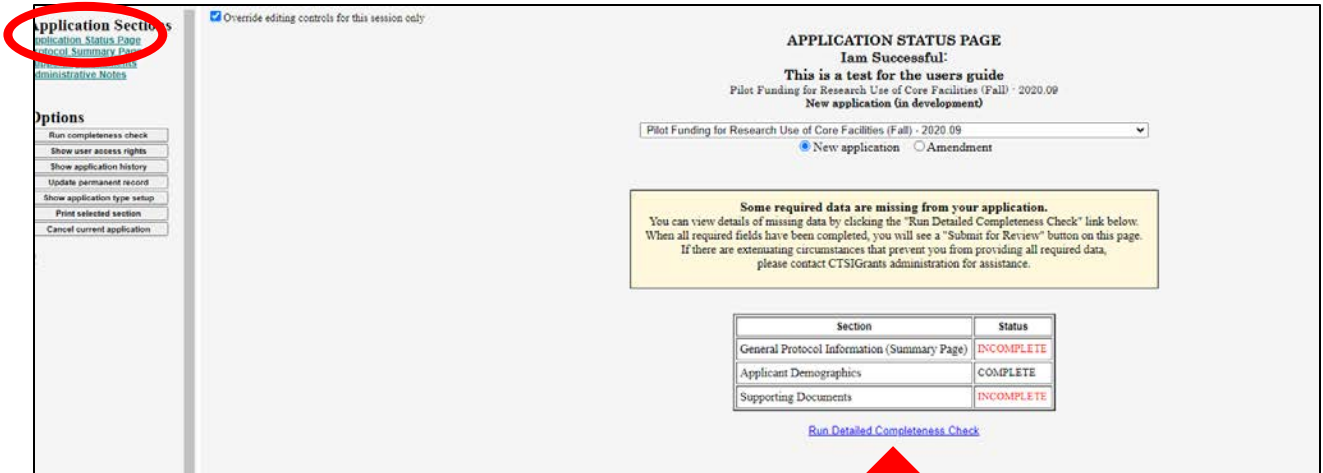
5. Upload the supporting document by clicking on the Browse button and selecting your document



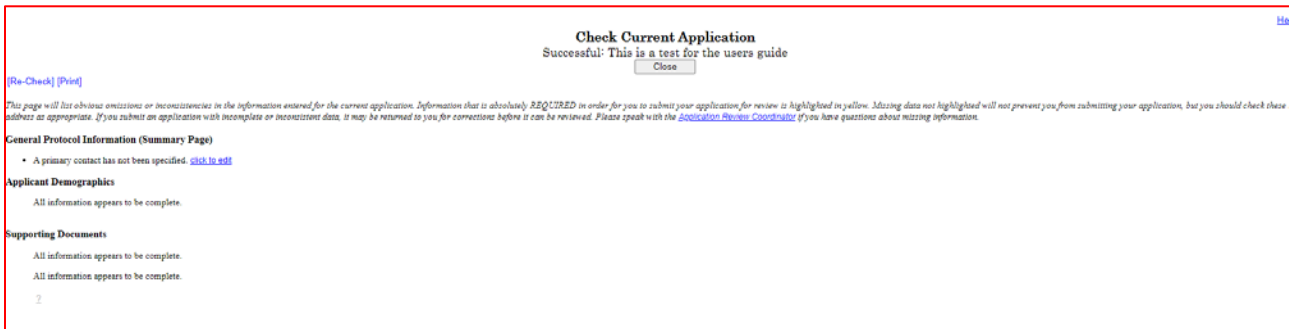
6. When the document is successfully uploaded, it will be listed in the 'Other supporting documents' section, with links that will allow you to view the uploaded document, replace it with a new version, or remove the document

Run Completeness Check

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



- 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

- 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 Indiana CTSI Grants administrators at trnslddev@iu.edu or 317-278-2822.