WebCAMP Users' Guide

PDT application submission guide

WebCAMP is a flexible software system that the Indiana CTSI uses for its internal pilot funding programs, as do many CTSAs 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.

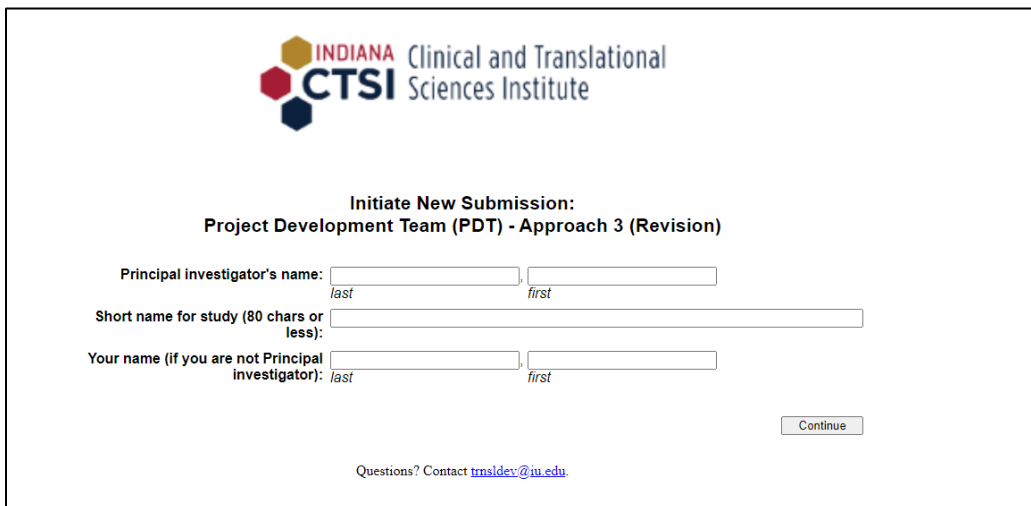For questions please contact the Translational Research Development Program at trnsldev@iu.edu or 317-278-2822

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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.

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.
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:
Project Development Team (PDT) - Approach 3 (Revision)
"This is my test ttile"

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

Continue

Questions? Contact trnsldev@iu.edu.

Initiate New Submission:
Project Development Team (PDT) - Approach 3 (Revision)
"This is my test ttile"

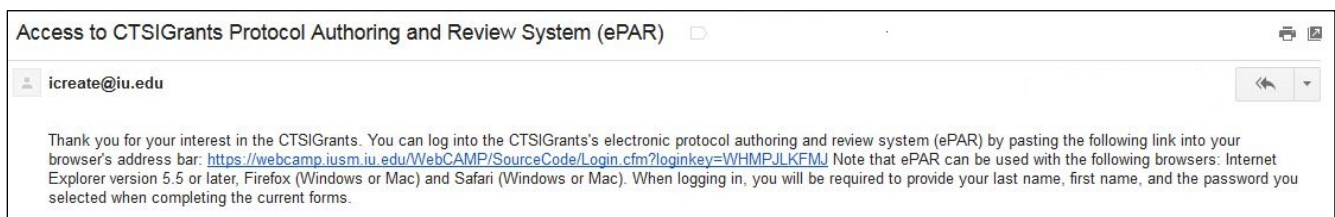Please provide data in all fields, then press Continue.

Principal investigator's name:	Great, Iam
Institution or Organization:	Indiana University
If other, specify:	
Department:	Department of Pediatrics
Academic Title or Job Title:	Assistant Professor
Phone:	317-999-9999
E-mail:	trnsldev@iu.edu

Continue

Questions? Contact trnsldev@iu.edu.

5. Next, please choose a password for your account

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:**
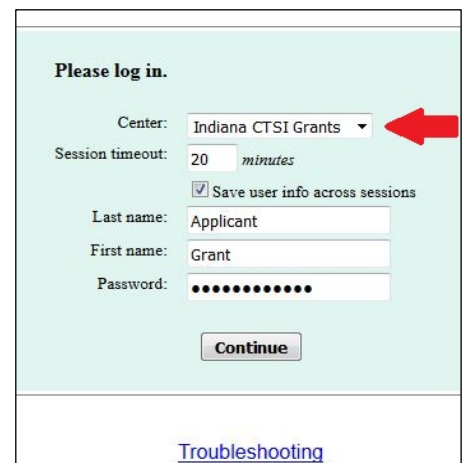

Logging in to WebCAMP to complete your application

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:

lo.	Test?	Created by Admin?	T0-T4 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Creator of Protocol	reviated Title	Application Status	Current Project/Program Status (if approved)
1	☑	☑		Great, Iam trnsldev@iu.edu	PI/Co-PI - IU Other (none)	(not specified)	Project Development Team (PDT) - Approach 3 (Revision)	Great, Iam trnsldev@iu.edu (initiated 8/28/2020)	This is my test ttile (2203) [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.

Enter Protocol Summary information

11. 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, and any administrators/staff who will need access to this application.

You will also answer additional questions about the PI and the project.

12. REMEMBER to click on Save Changes button once you have entered information on the Protocol Summary page-

Upload Application Form

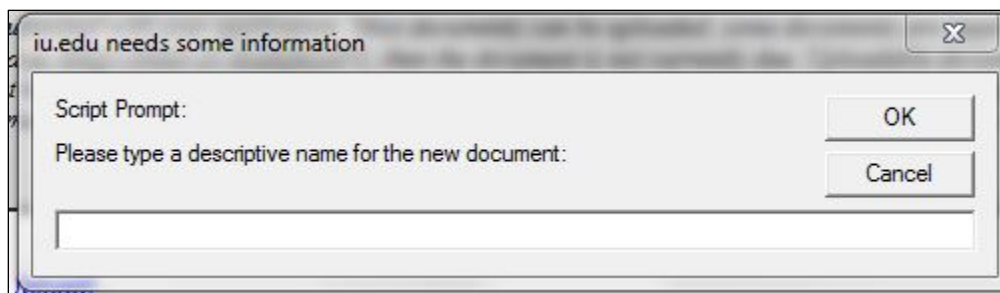1. Next, click on the Supporting Documents link on the left.

2. To upload the requested documents, 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.
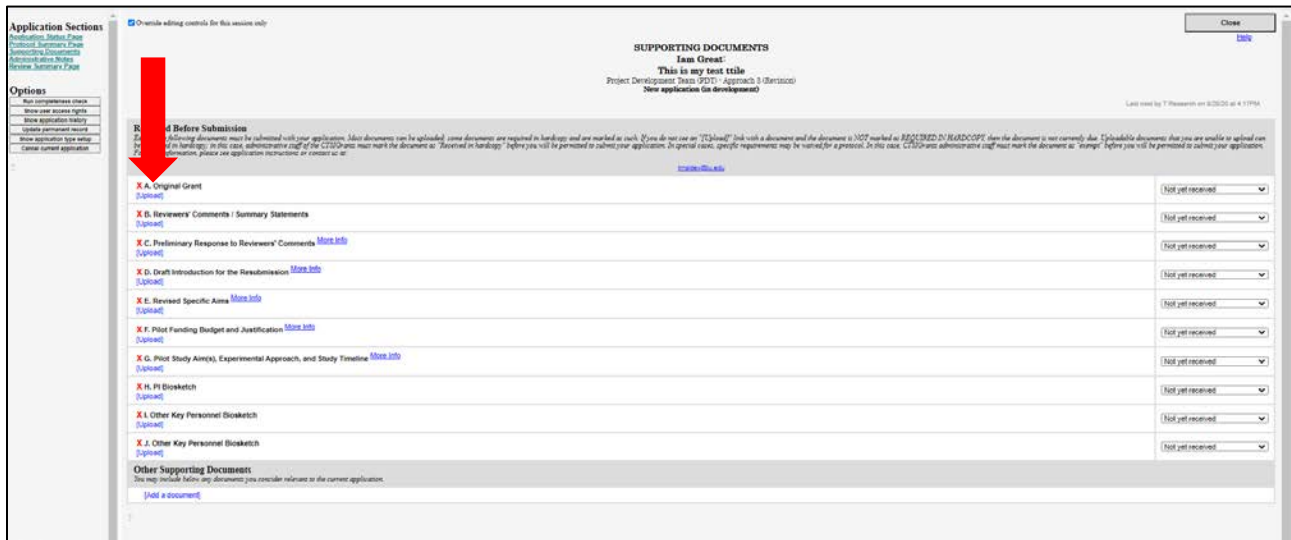
3. Once uploaded, the requested document form will bear a green tick, and the status will be changes from 'Not yet received' to 'Uploaded'.
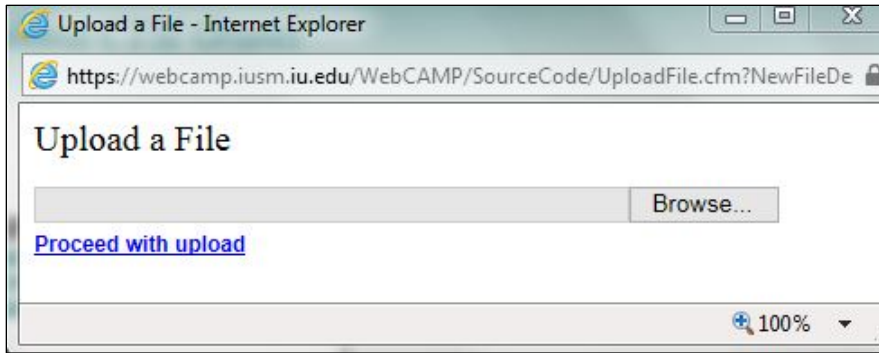
Upload Supporting Documents

4. If you wish to upload other supporting documents, click on [Add a document] link seen in the Other Supporting Documents section and repeat the process

5. Enter a descriptive name for your supporting document

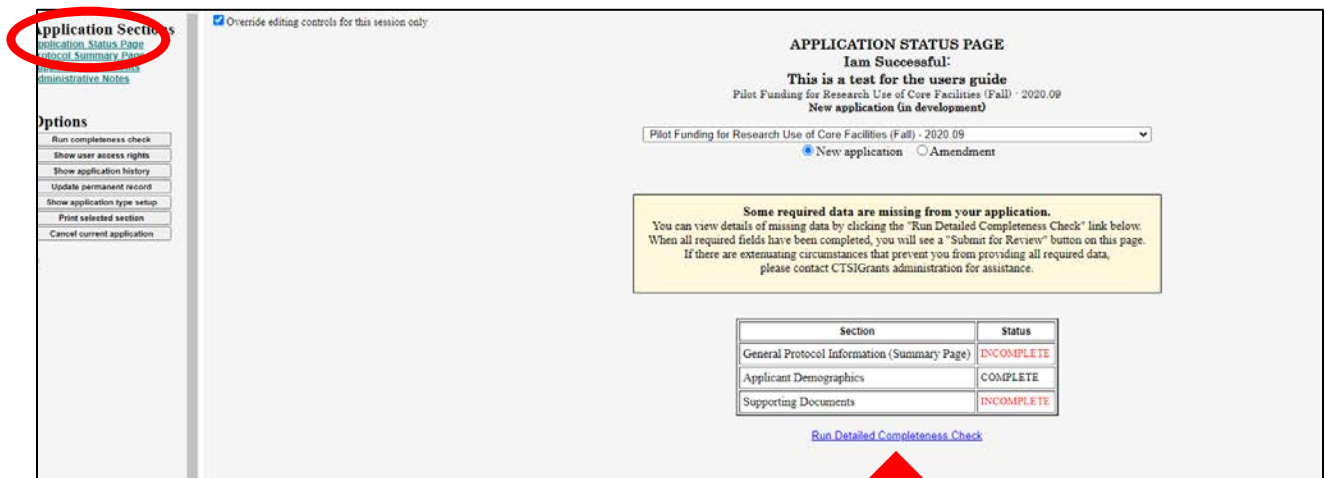6. Upload the supporting document by clicking on the Browse button and selecting your document

7. 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

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

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

Submit your application

10. 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.

Contact Us

If you need help at any point in the application process, please contact Indiana CTSI Grants administrators at trnsldev@iu.edu or 317-278-2822.