

# 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 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](mailto:trnsldev@iu.edu) or 317-278-2822

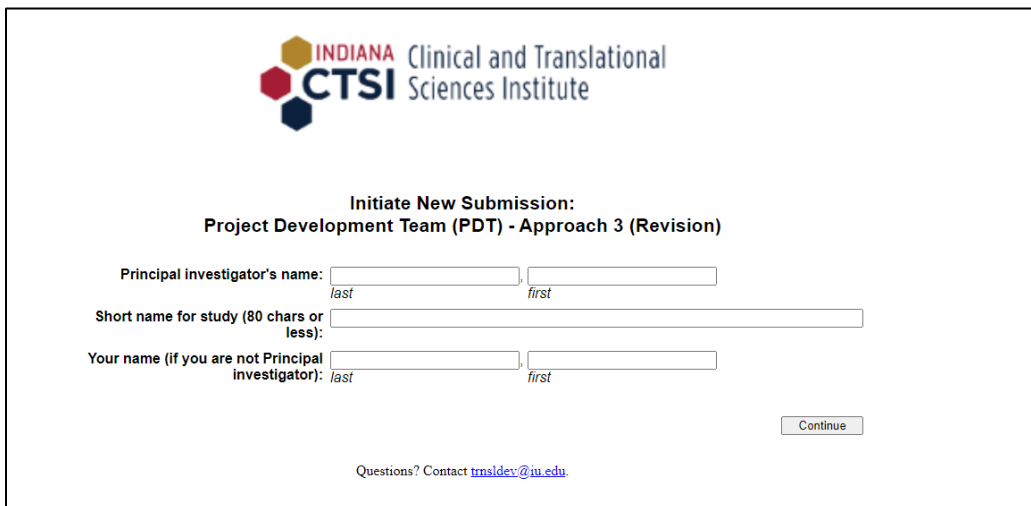
## Table of Contents

Initiation of application.....	3
Logging in to WebCAMP to complete your application.....	5
Enter Protocol Summary information .....	6
Upload Application Form .....	7
Upload Supporting Documents.....	8
Run Completeness Check.....	9
Submit your application.....	10
Contact Us.....	10

# 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 CTSI Clinical and Translational Sciences Institute**

**Initiate New Submission:**  
**Project Development Team (PDT) - Approach 3 (Revision)**

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 [trnsldcv@iu.edu](mailto:trnsldcv@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.
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 title"*

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

Questions? Contact [trnsldcv@iu.edu](mailto:trnsldcv@iu.edu).




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

Please provide data in all fields, then press Continue.

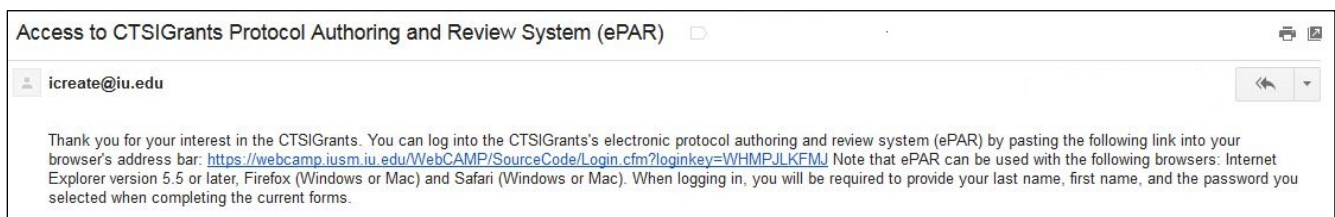
Principal investigator's name: Great, lam  
Institution or Organization:   
If other, specify:   
Department:   
Academic Title or Job Title:   
Phone:   
E-mail:

Questions? Contact [trnsldcv@iu.edu](mailto:trnsldcv@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:**



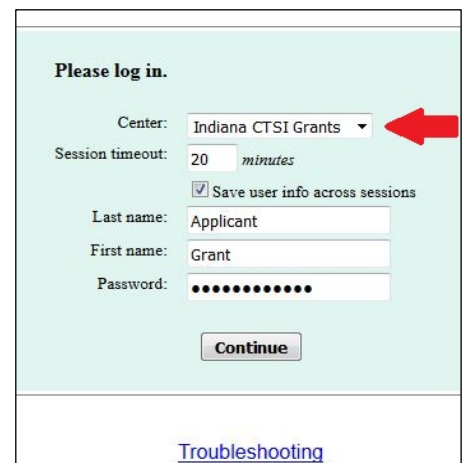
## Logging in to WebCAMP to complete your application

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:

o.	Test?	Created by Admin?	T0-T4 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Creator of Protocol	Application Title	Application Status	Current Project/Program Status (if approved)
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Great_Iam <a href="mailto:trnsldex@iu.edu">trnsldex@iu.edu</a>	PI/Co-PI - IU Other (none)	(not specified)	Project Development Team (PDT) - Approach 3 (Revision)	Great_Iam <a href="mailto:trnsldex@iu.edu">trnsldex@iu.edu</a> (initiated 8/28/2020)	<a href="#">This is my test title (2203)</a> [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.

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

## 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.

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



**PROTOCOL SUMMARY PAGE**  
Iam Great:  
This is my test title  
Project Development Team (PDT) - Approach 3 (Revision)  
New application (in development)

Options: Run completeness check, Show user access rights, Show application history, Update permanent record, Show application type setup, Show selected section, Cancel current application

INITIATOR OF APPLICATION: [Iam Great, Assistant Professor](#) ([View profile](#))

PRIMARY CONTACT PERSON: [Iam Great](#) ([Specify](#))

PI ORCID ID: [View link](#)

KEYWORDS (max 30 characters each)

BRIEF NAME: This is my test title

FULL TITLE:

Abstract:

INVESTIGATORS

Action	Role	Name	Degree(s)	Current Institution	Department	Division	Title	Area of Expertise For This Project	Basic/Clinical	E-Mail/Phone	uHS Commons Username	Status at Study Initiation
Lead PI	Oran, Ian			Indiana University	Department of Pediatrics		Assistant Professor			ian@iu.edu 317-942-8999	<a href="#">View link</a>	

OTHER CONTRIBUTORS-STAFF: [View link](#)

ADDITIONAL PI INFORMATION FOR PDT

1. Does This Project Have a Basic AND Clinical PPI?  Yes  No [View default](#)

2. Planned Grant Submission Date:  [View default](#)

3. Review PDT (TBD by program staff - Do Not Enter):  [View default](#)

4. Review PDT # (TBD by program staff - Do Not Enter):  [View default](#)

1. Number of Years of Current Faculty Rank:  [View default](#)

2. What is your scientific expertise (minimum 3 keywords):  [View default](#)

3. Faculty Mentor:  [View default](#)

4. Mentoring Committee:  [View default](#)

Cancel changes Save changes

## Upload Application Form

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

**Application Sections**

- Protocol Summary Page
- Supporting Documents**
- Administrative Notes
- Review Summary Page

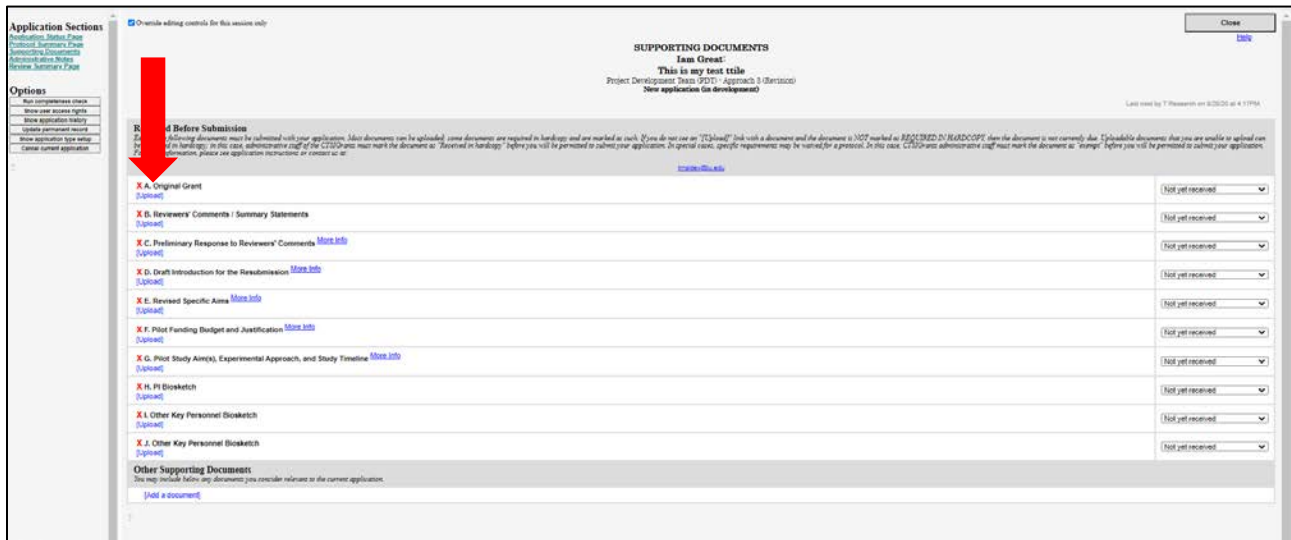
Options: Run completeness check, Show user access rights, Show application history, Update permanent record, Show application type setup, Cancel current application

**SUPPORTING DOCUMENTS**  
Iam Great:  
This is my test title  
Project Development Team (PDT) - Approach 3 (Revision)  
New application (in development)

**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 to 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. For more information, please see application instructions or contact us at: [imsdev@iu.edu](mailto:imsdev@iu.edu)

X A. Original Grant  
[\[Upload\]](#)

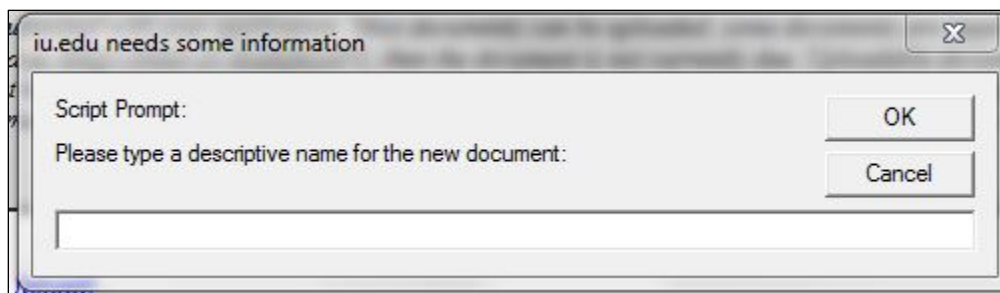
- To upload the requested documents, click on the Upload button. A new window will open to allow you to select a file from your computer. **PLEASE NOTE WHICH FILE TYPES ARE SUPPORTED. MOST REQUEST PDFS OR WORD DOCUMENTS.**



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

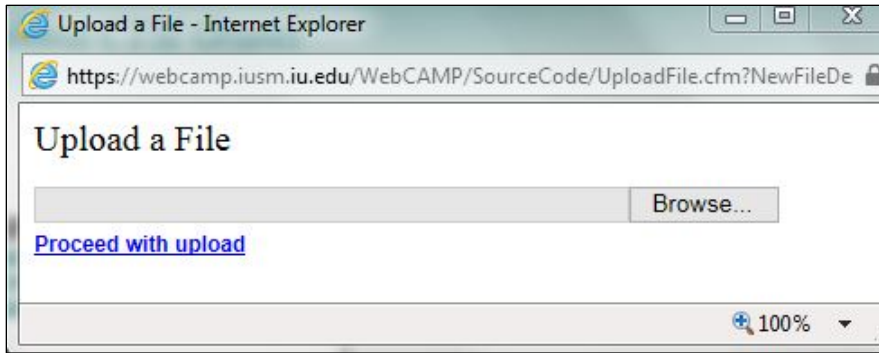
## Upload Supporting Documents

- 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
- Enter a descriptive name for your supporting document



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

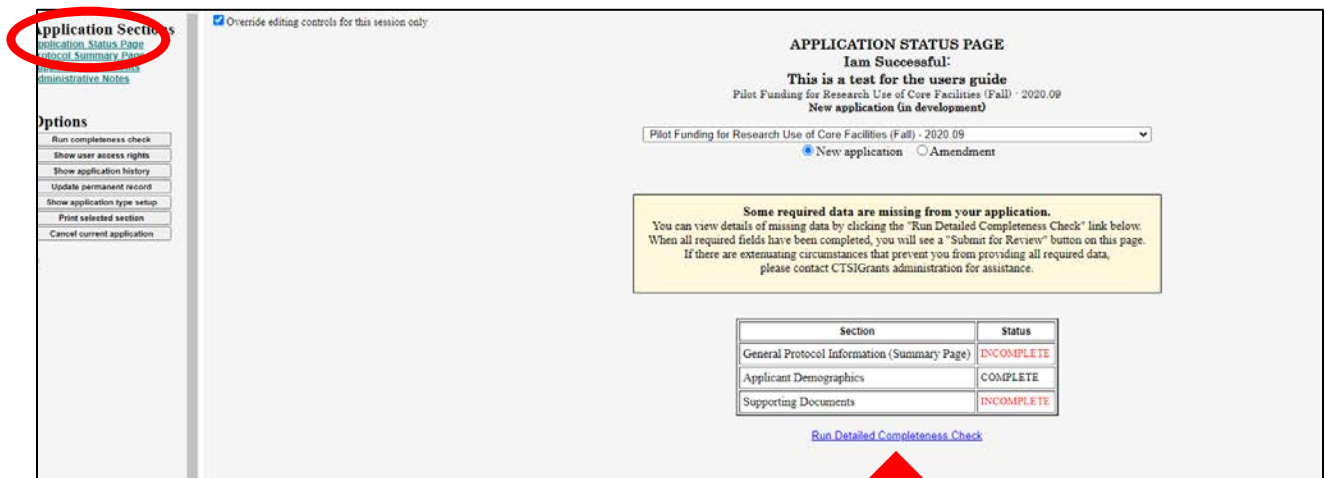




- When the document is successfully uploaded, it will be listed in the 'Other supporting documents' section, with links that will allow you to view the uploaded document, replace it with a new version, or remove the document

## Run Completeness Check

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



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

[Run Detailed Completeness Check](#)

- 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:

**Check Current Application**  
Successful: This is a test for the users guide

[Close](#)

[\[Re-Check\]](#) [\[Print\]](#)

This page will list obvious omissions or inconsistencies in the information entered for the current application. Information that is absolutely REQUIRED in order for you to submit your application for review is highlighted in yellow. Missing data not highlighted will not prevent you from submitting your application, but you should check these entries as appropriate. If you submit an application with incomplete or inconsistent data, it may be returned to you for corrections before it can be reviewed. Please speak with the [Application Review Coordinator](#) if you have questions about missing information.

**General Protocol Information (Summary Page)**

- A primary contact has not been specified. [click to edit](#)

**Applicant Demographics**

All information appears to be complete.

**Supporting Documents**

All information appears to be complete.

All information appears to be complete.

2

## 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](mailto:trnslddev@iu.edu) or 317-278-2822.