1. The first step of any WebCAMP application is to complete a Notification of Intent by clicking on the provided NOI hyperlink. By completing the steps of the Notification of Intent you will verify your demographic information and submit an intent to apply for a particular WebCAMP application.
   a. If you have used WebCAMP before, you will be asked to verify your existing information. At the end of the request to apply, you can click the ‘here’ link (see arrow on image below) on the Initiate New Submission page to log into WebCAMP and begin your application.
      i. You can also use the following URL at any time to take you to the WebCAMP homepage: https://webcamp.bumc.bu.edu/webcamp.
   b. If you have never used WebCAMP before, you will be prompted to choose a password.
      i. At the end of the request to apply, you will be sent an email with a link that directs you to the WebCAMP login page, where you will be able to login with your name and password.

2. At the login screen, please enter your last name, first name and password. Also consider increasing the session timeout length. Once you’re logged into WebCAMP, go to “Protocol Authoring and Review (ePAR)” to find your initiated application. This is where all of your previous and current applications will be listed.

3. Click on the Abbreviated Title or ‘View/Edit’ to open your application.
4. Please complete all of the requested demographic information (if you have used WebCAMP before, this will populate automatically). If you make any changes, you will be asked to click the “Save” button in the top right corner. Please note the required fields (e.g. eRA commons name).

   a. You will also be able to add any additional investigators, contributors, mentees, or administrators, if any, by clicking ‘add role’ and typing each individual’s name in the pop-up search box. If they are in the BU WebCAMP database, their information will be filled in automatically. If not, please add their name and information by clicking ‘edit’ next to their name.
5. Application Sections: Depending on the application, you may find several sections listed on the left-side menu. Please click through and complete each section listed, including any special supporting documents (e.g. Biosketch, Abstract, LOS) via upload (.doc, .docx, .pdf, .xls).

6. When you are finished with all sections of your application, click the “[Run Detailed Completeness Check]” button to get a step-by-step checklist of your application for any fields that are not completed.
   a. If anything required is incomplete, it will be highlighted in YELLOW.
   b. The hyperlinks will take you directly to the section in the application in which you are missing information.

7. Once all required fields (those highlighted yellow) are completed, click the ‘Submit for Review’ button on the left-hand side of the screen (or in the Application Summary section) to complete your application submission. You will receive an email confirmation that your application has been successfully submitted.

8. To access WebCAMP at any point during your application process please visit https://webcamp.bumc.bu.edu/webcamp.