

1. The first step of any WebCAMP application is to complete a [Notification of Intent](#) by clicking on the provided hyperlink. By completing the steps of the Notification of Intent you will verify your demographic information and submit an intent to apply for a GCRU 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 will see the click '[here](#)' (see arrow on image below) link on the Initiate New Submission page to log into WebCAMP and begin your application.

1. You can also use the URL below at any time to take you to the WebCAMP homepage
<https://webcamp.bumc.bu.edu/webcamp>

Initiate New Submission:

Test Study 9

Your request to apply has been submitted.



PLEASE DO NOT REFRESH THIS PAGE, AS THIS WILL DUPLICATE YOUR REQUEST.

You may now begin working on your application in ePAR. Click [here](#) to log in.

You may contact [WebCAMP Support](#) for technical assistance or if you have forgotten your ePAR password.

Close Window

For more information about the BU CTSI, please visit the [BU CTSI Web site](#).

Questions? Contact Webcamp@bu.edu.

- b. If you have never used WebCAMP before, you will be prompted to choose a password.
 1. At the end of this 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 name and password, and consider increasing the session timeout length. Once you log into WebCAMP go to "Protocol Authoring and Review (ePAR)" to find your 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.

Protocol Submissions

Show only latest version of each application

Limit to open projects (i.e., those that have been approved AND are not closed, completed, or terminated)

No.	Test?	Created by Admin?	To-Do Stage	Principal Investigator/Asst/Co-applicant	Investigator Institution(s)	Primary Contact	Creator of Protocol	Abbreviated Title	Application Status	Current Project/Program Status (if approved)	Versions (Amendments)	First Accessed
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Coughlin, Teba teba@bu.edu	PI Co-PI - BU/ISI Other (none)	(not specified)	Coughlin, Teba teba@bu.edu (created 5-24-2017)	Monitoring the Mentor Seminars - 2017 (2894) View Edit Print Favorite Copy Cancel Download	In development	N/A	(none)	05-24-2017 at 04:04pm

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 be sure to save your application throughout your progress, as it will NOT be saved automatically.**

BU CTSI APPLICATION FOR ADMISSION

Mentoring the Mentor Seminars - 2017

Applicant: John Stuart
Status: **In development**

Applicant's Current Legal Status
(documentation will be required)

U.S. citizen [More info](#)
 Non-citizen national [More info](#)
 Lawfully admitted permanent resident [More info](#)
 None of the above

Applicant (trainee): John Stuart [\(change\)](#)

Application title (<=80 chars): Mentoring the Mentor Seminar - 2016

Applicant institution: Boston University School of Medicine (BUSM) [menu](#)

Department: BUSM Clinical and Translational Science [menu](#)

Current academic position title: Dr.

Current work address: 123 Test Avenue, Room 205
BUSM Test Institute
Boston, MA

Phone number(s): 33333333

Work e-mail: jstuart@bu.edu

Alternate e-mail:

eRA commons username: jstuart [More info](#)

Gender: Female Male

The United States Department of Education and the NIH require us to report on the racial/ethnic composition of its student body. The NIH also requires us to report on the number of awardees with disabilities or from disadvantaged backgrounds. Applicants are strongly encouraged to provide this information, however declining to do so will in no way affect their appointments.

Applicant's ethnicity: Unknown or not reported

Applicant's race: (check all that apply)

American Indian/ Native Alaskan
 Asian
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 More than one race
 Unknown or not reported

Other applicant data: (check all that apply)

Applicant is disabled
 Applicant is from disadvantaged background

Mentees

[\(add mentee\)](#)
Please list all of your mentees here.

Action	Name	Degree(s)	Current Institution	Department	E-Mail/Phone	eRA Commons Username (More info)
(edit) (del)	Doe, John		Boston University School of Medicine (BUSM)	BUSM Radiology	jdoe@bu.edu 8201451	jdoe
(edit) (del)	Newman, Rick					
(edit) (del)	Oei, Nicolas					
(edit) (del)	Rachman, James		BU Medical Campus	Department of Health	sammyfr@bu.edu 3333333	

- a. You will also be able to add any additional investigators, contributors, mentees, or administrators, if any, by clicking 'add role' and typing each individuals 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.

INVESTIGATORS

[\[change lead PI\]](#)
[\[add other PI\]](#)
[\[add co-investigator\]](#)

Action	Role	Name	Degree(s)	Current Institution	Department	Division	Title	Area of Expertise For This Project	Basic/Clinical	E-Mail/Phone	eRA Commons Username (More info)	Status at Study Initiation
[edit]	Lead PI	Brown, Jane Test	ASN	BU Medical Campus	GCRU	Administration	Coordinator	3660: Mind-Body Studies	BASIC	tawatson@bu.edu 617-638-9999	janebrown	

OTHER CONTRIBUTORS/STAFF [\(More info\)](#)

[\[add other contributor/staff\]](#)
None specified.

ADMINISTRATORS AND OTHERS NEEDING ACCESS [\(More info\)](#)

[\[add administrator\]](#)

Action	Name	Degree(s)	Current Institution	Department	Division	Title	Area of Expertise For This Project	Basic/Clinical	E-Mail/Phone	eRA Commons Username (More info)	Status at Study Initiation
[edit] [del]	Coughlin, Tasha C	SPEC	Boston University School of Medicine (BUSM)	BUSM Clinical and Translational Science		Data Manager	8000: OTHER, Predominantly Clinical Research	CLINICAL	tawatson@bu.edu 617-414-1965	tawatson	

[add mentee]
Please list all of your mentees here.

If you do not have any mentees, leave this field blank.

Action	Name	Degree(s)	Current Institution	Department	E-Mail/Phone	eRA Commons Username More Info
[edit] [del]	Doe, John	BS	Boston University School of Medicine	BUSM Radiology	jdoe@bu.edu 8201451	jdoe

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.
 - a. Supporting Documents: The following documents will need to be uploaded to your online application, for approval and the implementation process:
 1. **Preliminary Forms, Required Before Submission**
 1. Certification of Acceptance
 2. Study Application
 3. Study Protocol
 2. **Secondary Forms, Required Prior to the Implementation Process (Implementation Meeting WILL NOT be scheduled until these required forms have been uploaded or waived by GCRU staff)**
 1. Informed Consent
 2. Investigator Brochure (if applicable)
 3. IRB and/or WIRB/HIRB Letter of Approval
 4. Lab Manual or [GCRU Lab Template](#) (if applicable)
 5. [Nursing Flowsheet](#)
 6. [Billing and Scheduling Worksheet](#)

Application Sections

- [Application Status Page](#)
- [Protocol Summary Page](#)
- [Supporting Documents](#)

APPLICATION STATUS PAGE

David Ortiz, MD:
Boston Red Sox
 General Clinical Research Unit (GCRU) Application
New application (in development)
[Application Type Setup](#)

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 BU CTSI administration for assistance.

Section	Status
General Protocol Information (Summary Page)	INCOMPLETE
Applicant Demographics	INCOMPLETE
Supporting Documents	INCOMPLETE
Review Summary Page (not visible to study team)	COMPLETE

[\[Run Detailed Completeness Check\]](#)

[\[Run Completeness Check\]](#)

- [User Access Rights](#)
- [Protocol History](#)
- [Transfer to Census](#)

- Print selected section
- Cancel current application
- Return to List
- Return to Main Menu
- Log Out

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 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. 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>.
9. If you need to amend your application after Review, you may access your application by visiting <https://webcamp.bumc.bu.edu/webcamp>, select [\[View/Edit\]](#) application, and select Amend current protocol.

Application Sections

- [Application Status Page](#)
- [Protocol Summary Page](#)
- [Supporting Documents](#)
- [Review \(8/31/2017\)](#)
- [Administrative Notes](#)
- [Review Summary Page](#)
- [Post-Approval Followup](#)



[\[Run Completeness Check\]](#)

- [User Access Rights](#)
- [Protocol History](#)
- [View Permanent Record](#)
- [Update Permanent Record](#)

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

[\[View Details of Completeness Check\]](#)

- [Print selected section](#)
- [Amend current protocol](#)
- [Return to List](#)
- [Return to Main Menu](#)
- [Log Out](#)

