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

   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.

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

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.
   a. Supporting Documents: The following documents will need to 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Protocol Information (Summary Page)</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>Applicant Demographics</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>Supporting Documents</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>Review Summary Page (not visible to study team)</td>
<td>COMPLETE</td>
</tr>
</tbody>
</table>

[Run Completeness Check]
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](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](https://webcamp.bumc.bu.edu/webcamp), select [View/Edit] application, and select Amend current protocol.