DDCF COVID Fund to Retain Clinical Scientists – Application Instructions

[DDCF COVID Fund to Retain Clinical Scientists Notification of Intent](#)

1. The first step of this application is to complete a Notification of Intent (NOI) by clicking on the hyperlink above (this is the link also on the CTSI website). By completing the steps of this NOI you will verify your demographic information and submit an intent to apply for this application.

   a. If you have never used WebCAMP before, you will be prompted for some demographic information and to choose a password. Your new password should be a minimum of 8 characters, including an upper and lower case character and number.
      i. At the end of this request to apply, you will be sent an email with a link that directs you to WebCAMP login page, where you will be able to log in with your name and password. You must use this link for your first login.

   b. If you have used WebCAMP before, you will be asked to verify your existing information. On the "Initiate New Submission" confirmation page, you can click on the "Click to Log In" button to log into WebCAMP and begin your application.
      i. You can also use the URL below at any time to take you to the WebCAMP homepage
      https://webcamp.bumc.bu.edu/WebCAMPv5/SourceCode/

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Initiate New Submission:
DDCF COVID Fund to Retain Clinical Scientists

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 To Log In

You may contact WebCAMP Support for technical assistance or if you have forgotten your ePAR password.
For more information about the BU CTSI, please visit the BU CTSI Web site.

Questions? Contact hswong@bu.edu; nst5775@bu.edu.

2. At the login screen, please insert your name and password, and consider increasing the session timeout length to 90 minutes. Once you log into WebCAMP go to "Protocol Authoring and Review (ePAR)" to find your application. Here, all of your previous and current applications will be listed.
   a. If you forgot your password, please click the contact us button in the top right corner and request a password reset. Please do not use the "change password" option since it requires your prior password to complete the action.
   b. Upon receiving the new password, please log in directly to WebCAMP via https://webcamp.bumc.bu.edu/WebCAMPv5/SourceCode/.

3. Once in WebCAMP, if you do not see your application initially, click the "All applications" radio button under the Primary Filter and click the Apply Filters button. If you have multiple items, scroll down until you see the "Application Type" named "DDCF COVID Fund to Retain Clinical Scientists".
4. Click on the Abbreviated Title or "View/Edit" to open your application.

Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Abbreviated Title	Application Status	Versions (Amendments)	First Accessed*	Last Accessed*
Smith, Jane ctsisvcs@bu.edu	PI/Co-PI - BU CTSI **Other** (none)	(not specified)	DDCF COVID Fund to Retain Clinical Scientists	DDCF COVID Fund to Retain Clinical Scientists Application [View/Edit] [Print] [Cancel] [Download]	In development	(none)	(never or unknown)	(never or unknown)

5. Click on the Protocol Summary Page in the navigation bar on the left.
6. Protocol Summary Page
    a. Please complete all of the requested eligibility and demographic information. If you make any changes, you will be asked to click the "Save" button in the top right corner.
    b. Full Title can be left blank.
    c. Other contributors/staff can also be added here, but is not required to submit your application.
    d. All of the remaining fields must be completed.

7. Biographical Sketches - click 'Biographical Sketches' in the menu on the top left side of the screen.
    a. Please upload your NIH-Biosketch here as a word document (.doc, .docx) or a PDF file(.pdf). Ensure you are selecting the correct person when uploading the Biosketch by checking the 'Selected Investigator' dropdown menu. If the applicant has uploaded a Biographical Sketch for a previous application, it will automatically be attached with the date it was uploaded.

8. Supporting Documents – Upload your Budget/Budget Justification for the $40K from Doris Duke and for the $5K CTSI voucher (one upload is sufficient), Letter of Support from your Department Chair or Section Chief, Personal Statement, and Research Summary here as a word document (.doc, .docx) or a PDF file (.pdf).

9. When you are finished with your application, click the "[Run Detailed Completeness Check]" button in the navigation bar on the left to get a step-by-step Checklist of your application for fields that are not completed.
   a. If anything still needs to be filled out, it will be highlighted in YELLOW.
   b. The hyperlink will take you directly to the spot in the application in which you are missing information.

10. Once all required fields are completed, click the "Application Status Page" button on the left-hand side of the screen. Then click on the blue "Submit for Review" button to finish your application. You will receive an email confirmation that your application has been successfully submitted.