

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.

Boston University Clinical & Translational Science Institute
www.bu.edu/ctsi



Initiate New Submission: DDCF COVID Fund to Retain Clinical Scientists

Principal investigator's name:
last *first*

Continue

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

- 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.

Boston University Clinical & Translational Science Institute
www.bu.edu/ctsi



Initiate New Submission: DDCF COVID Fund to Retain Clinical Scientists

Please provide data in all fields, then press Continue.

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

Continue

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

- 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 hs Wong@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/>.

WebCAMP v.5.2v
Software Tools for Research

[Contact Us](#)

Please log in.

Session timeout: minutes
 Save user info across sessions

Last name:
 First name:
 Password:

[Change Password](#)

[Troubleshooting](#)

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 ctsiivcs@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)

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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.

Application Sections
[Application Status Page](#)
[Protocol Summary Page](#)
[Biographical Sketches](#)
[Supplemental Documents](#)
[Administrative Notes](#)
[Review Summary Page](#)

PROTOCOL SUMMARY PAGE
Jane Smith:
DDCF COVID Fund to Retain Clinical Scientists Application
DDCF COVID Fund to Retain Clinical Scientists
New application (in development)
[change type of application](#)

Rec 5955: Last mod by N Trombley on 11/24/21 at 11:54AM

INITIATOR OF APPLICATION: [Jane Smith Administrator](#)
PRIMARY CONTACT PERSON: (not specified)

BRIEF NAME: DDCF COVID Fund to Retain Clinical Scientists Application
FULL TITLE:

INVESTIGATORS

Role	Name	Degree(s)	Current Institution	Department	Division	Title	Basic/Clinical	E-Mail/Phone	#RA Commons Username	Status at Study Initiation
Lead PI	Smith, Jane		Boston University Clinical & Translational Science Institute (CTSI)	CTSI Operations Management Team		Administrator		jessica@bu.edu 617 123 4567	None Info	

OTHER CONTRIBUTORS/STAFF [More Info](#)
None specified.

ADMINISTRATORS AND OTHERS NEEDING ACCESS [More Info](#)
None specified.

1. FACULTY RANK

Instructor
 Assistant Professor
 Associate Professor [More Info](#)

2. TERMINAL DEGREE

MD or MD-PhD [More Info](#)
 DO [More Info](#)
 FMO [More Info](#)
 PhD [More Info](#)

[\[Run Completeness Check\]](#)
[User Access Rights](#)
[Protocol History](#)
[Transfer to Census](#)

[Print selected section](#)
[Cancel current application](#)
[Return to List](#)
[Return to Main Menu](#)
[Log Out](#)

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.

Application Sections
[Application Status Page](#)
[Protocol Summary Page](#)
[Biographical Sketches](#)
[Supplemental Documents](#)

BIOGRAPHICAL SKETCHES
Jane Smith:
DDCF COVID Fund to Retain Clinical Scientists Application
DDCF COVID Fund to Retain Clinical Scientists
New application (in development)

Rec 10773: Last mod by N Trombley on 11/24/21 at 12:35PM

Selected Investigator:

Name: Smith, Jane [Click to fix name if mis-spelled or incorrect.](#) Position Title:

A biosketch has already been uploaded for the current investigator.
The current biosketch was uploaded on **11/24/2021**.

[View/Print biosketch](#)
[Upload a revised biosketch](#)

All uploaded biosketches must adhere to the CURRENT NIH biosketch format.
Click [here](#) for instructions and/or to download the current template.

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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).

Application Sections
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[Supporting Documents](#)

[Help](#)

SUPPORTING DOCUMENTS
Jane Smith:
DDCF COVID Fund to Retain Clinical Scientists Application
DDCF COVID Fund to Retain Clinical Scientists
 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 NOT marked as REQUIRED IN HARDCOPY, then the document is not currently due. Uploadable documents that you are unable to upload can be submitted in hardcopy; in this case, administrative staff of the BU CTSI 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. In this case, BU CTSI administrative staff must mark the document as "except" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:

hswong@bu.edu, nsf5775@bu.edu

X Budget/Budget Justification <small>[Upload]</small>	Not yet received
X Letter from Department Chair/Section Chief More Info <small>[Upload]</small>	Not yet received
X Research Summary More Info <small>[Upload]</small>	Not yet received

Required Before Approval

X Personal Statement More Info <small>[Upload]</small>	Not yet received
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Other Supporting Documents
You may include below any documents you consider relevant to the current application.

[Add a document]

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.

Application Sections
[Application Status Page](#)
[Protocol Summary Page](#)
[Biographical Sketches](#)
[Supporting Documents](#)

APPLICATION STATUS PAGE
Jane Smith:
DDCF COVID Fund to Retain Clinical Scientists Application
DDCF COVID Fund to Retain Clinical Scientists
 New application (in development)

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, Biosketches	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

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

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

[User Access Rights](#)
[Protocol History](#)