

Research Partnership Scholars Grant – Application Instructions

To view full application instructions, please visit the [Research Partnership Scholars Grant webpage](#).

1. The first step of this application is to complete a [Notification of Intent \(NOI\)](#) (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: Research Partnership Scholars Grant

Applicant's name:
last first

Short name for study (80 chars or less):

Your name (if you are not Applicant):
last first

Continue

Questions? Contact 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: Research Partnership Scholars Grant *"Test Research Partnership Scholars Grant"*

Please provide data in all fields, then press Continue.

Applicant's name: Smith, Jane

Institution or Organization:

If other, specify:

Department:

Academic Title or Job Title:

Phone:

E-mail:

Continue

Questions? Contact 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.

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- 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/>. This is the link you will use to return to your application after you've begun completing it.

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



Initiate New Submission: Research Partnership Scholars Grant *Test Research Partnership Scholars Grant*

Please login to WebCAMP to complete and submit your application.
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 [Hubert Wong](#) 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 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](#)

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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 “Research Partnership Scholars Grant”.
4. Click on the Abbreviated Title or “View/Edit” to open your application.

Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Creator of Protocol	Abbreviated Title	Application Status	Current Project/Program Status (if approved)	Versions (Amendments)	First Accessed*	Last Accessed*
Smith, Jane ctsivscs@bu.edu	PI/Co-PI - BU CTSI Other (none)	(not specified)	Smith, Jane ctsivscs@bu.edu (initiated 5/20/2022)	Test Research Partnership Scholars Grant (6040) [View/Edit] [Del] [Print] [Reviews] [Inactivate] [Copy] [Cancel] [Download]	In development	N/A	(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 information on this page. 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
[Applications Status Page](#)
[Protocol Summary Page](#)
[Biographical Sketches](#)
[Submitting Documents](#)

PROTOCOL SUMMARY PAGE
 Jane Smith:
Test Research Partnership Scholars Grant
 Research Partnership Scholars Grant
 New application (in development)

Rec: 6040: Last mod by S Fils on 5/20/22 at 9:17AM.

INITIATOR OF APPLICATION: [Jane Smith Administrator](#)

PRIMARY CONTACT PERSON: (not specified) [\[Specify\]](#)

REGULATORY INFORMATION
 Human subjects? No Yes
 Animal subjects? No Yes

BRIEF NAME:

FULL TITLE:

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

Action	Role	Name	Degrees	Current Institution	Department	Division	Title	Area of Expertise For This Project	E-Mail/Phone	eRA Commons Username [More Info]	Status at Study Initiation
[edit]	Lead PI	Smith, Jane		Boston University Clinical & Translational Science Institute (CTSI)	CTSI Operations Management Team		Administrator		ctsivscs@bu.edu 617-423-4567		

OTHER CONTRIBUTORS/STAFF [\[More Info\]](#)
[\[add other contributor/staff\]](#)
 None specified.

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

[Run Completeness Check]

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

[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.
 - e. Please upload your NIH-Biosketch, CV or Resume 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.

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

BIOGRAPHICAL SKETCHES
Jane Smith:
Test Research Partnership Scholars Grant
 Research Partnership Scholars Grant
 New application (in development)

Rec: 10773; Last mod by N Tomblin on 11/24/21 at 12:39PM

Selected Investigator:
 Smith, Jane

Name: Smith, Jane [Click to see name if mis-spelled or incomplete.](#)

Position Title:
 Administrator

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

[View/print biosketch or CV](#)
[Upload a revised biosketch or CV](#)

[Run Completeness Check]

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

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

8. Supporting Documents – Upload your 3-page narrative, Letters of Support, and Budget here as a word document (.doc, .docx), a PDF file (.pdf), or an excel file (.xls, .xlsx).

Application Sections
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[Help](#)

SUPPORTING DOCUMENTS
Jane Smith:
Test Research Partnership Scholars Grant
 Research Partnership Scholars Grant
 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 documents as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:

hsworp@bu.edu ns15775@bu.edu

X 3-Page Narrative More Info [Upload]	Not yet received
X Budget [Upload]	Not yet received
X Letters of Support [Upload]	Not yet received

Other Supporting Documents
 You may include below any documents you consider relevant to the current application.

[Add a document]

Rec: 6040; Last mod by S Fils on 5/20/22 at 9:17AM

[Run Completeness Check]

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

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.
 - f. If anything still needs to be filled out, it will be highlighted in **YELLOW**.
 - g. The hyperlink will take you directly to the spot in the application in which you are missing information.

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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, MS:
Test Research Partnership Scholars Grant
Research Partnership Scholars Grant
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](#)