



Indiana University

# webCAMP User Guide

## Application submission guide

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10-1-2017

webCAMP is a flexible software system that the Indiana CTSI uses for its internal pilot funding programs, as do many CTSAs across the nation.

Using this system has 3 basic steps:

1. Creating a username and password (if this is the first time logging in)
2. Uploading an application
3. Checking the application for completeness

The following pages provide a step-by-step guide through this process.

For questions please contact ICRATE at [icreate@iu.edu](mailto:icreate@iu.edu) or 317-278-2822

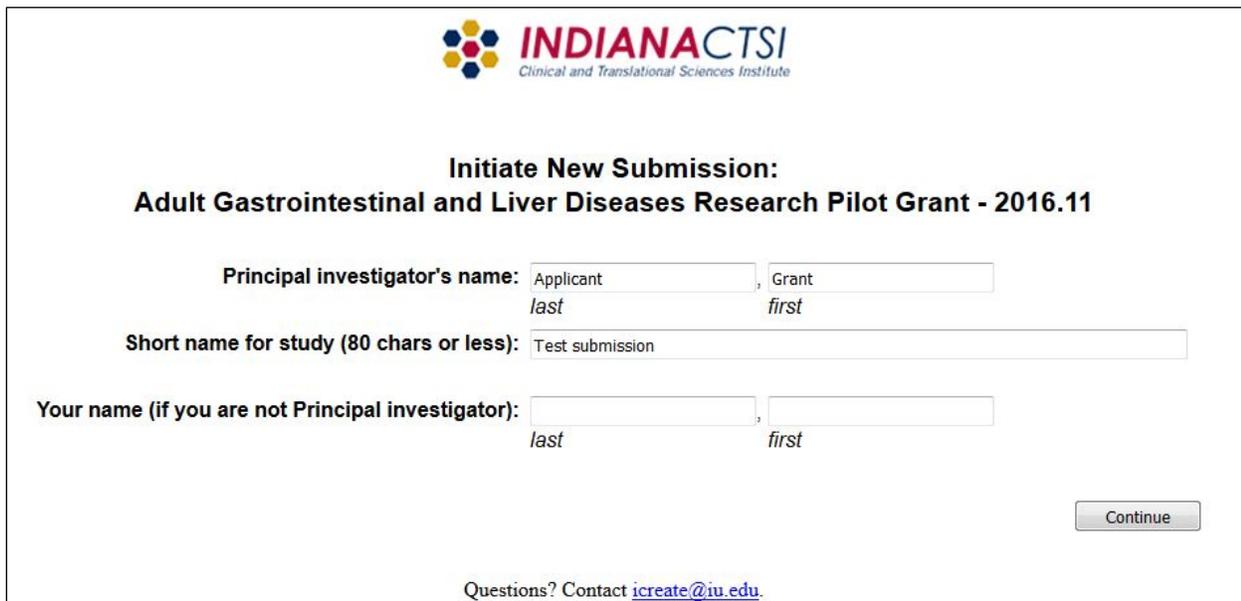
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# Instructions

## Initiation of application

1. Download all the documents you will need for this competition from <https://www.indianactsi.org/funding/all-open-rfps/>
2. Please click on the 'Start a submission link for the competition. You will be directed to the Indiana CTSI WebCAMP application site.





**Initiate New Submission:**  
**Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11**

Principal investigator's name: Applicant , Grant   
*last* *first*

Short name for study (80 chars or less):

Your name (if you are not Principal investigator): ,   
*last* *first*

Questions? Contact [icreate@iu.edu](mailto:icreate@iu.edu).

3. Fill in your last name, first name, and a short name for your study.
  - If you are submitting the application on behalf of your Principal Investigator, please enter your PI's last and first name in the space provided.
  - If you are submitting a fellowship application YOU are the Principal Investigator, not your mentor
4. If you had previously created an account on Indiana CTSI WebCAMP System, the system will recognize you, based on your first and last name. If not, you will be directed to enter basic profile information, as illustrated below.

**NOTE:** When creating an account for the first time, it is strongly encouraged that you use your institutional email address to facilitate registration.



**Initiate New Submission:  
Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
"Test submission"**

The name 'Applicant, Grant' was not found in the current CTSIGrants database.  
Please click "Continue" to proceed to entering your demographic information.

Continue

Questions? Contact [icreate@iu.edu](mailto:icreate@iu.edu).



**Initiate New Submission:  
Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
"Test submission"**

Please provide data in all fields, then press Continue.

Principal investigator's name: Applicant, Grant

Institution or Organization: Indiana University School of Medicine ▾

If other, specify:

Department: Pediatrics

Academic Title or Job Title: Student

Phone: 317-111-2222

E-mail: grantapplicant@iu.edu

Continue

Questions? Contact [icreate@iu.edu](mailto:icreate@iu.edu).

5. Next, please choose a password for your account



**Initiate New Submission:**  
**Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11**  
*Test submission*

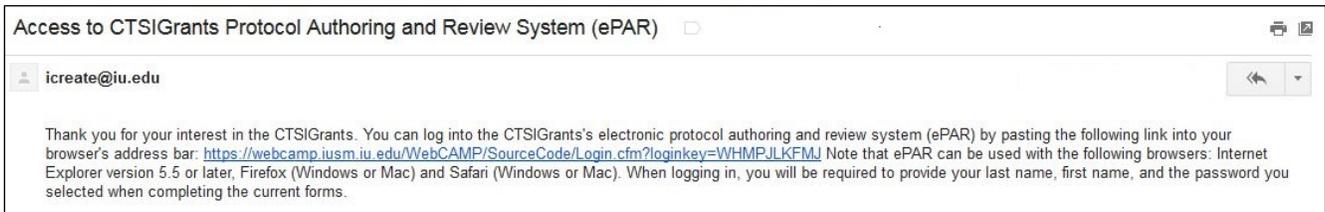
It looks as if you have not previously used the CTSIGrants protocol authoring and review system (ePAR). Please provide a password that will be used for future access to this system to submit your application: (Don't forget to make a note of the password for future reference!)

**Password:**

**Re-Type Password:**

Questions? Contact [icreate@iu.edu](mailto:icreate@iu.edu).

6. Your application is now initiated. You will receive an email from WebCAMP with a unique URL.  
**Please click on the URL to confirm your email and activate your account:**



## Logging in to WebCAMP to complete your application

7. **Please select 'Indiana CTSI Grants' for the center**, enter your last name, first name and password for your account on the login page.  
Your account is now activated.

NOTE: You may stop and return to your application at any time before you submit.

**To return to your application (once your account is activated) use this url:**

<https://webcamp.iusm.iu.edu/WebCAMP/SourceCode/Login.cfm>

**Please log in.**

Center:  

Session timeout:  minutes

Save user info across sessions

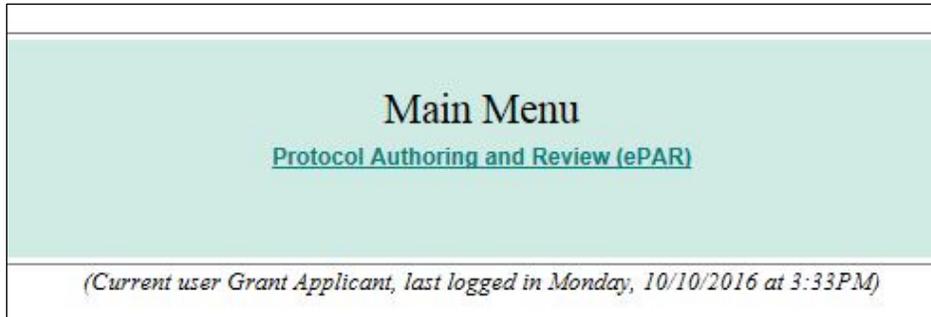
Last name:

First name:

Password:

[Troubleshooting](#)

- After successfully logging in, you will be directed to a page with a link to Protocol Authoring & Review (ePAR). Please click on it to complete your application.



- The ePAR window will list all your applications. Click on the application title, indicated by a red arrow below:

**WebCAMP v.5.1i: Electronic Protocol Authoring and Review (ePAR)**  
Indiana CTSI Grants

Log Out

**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)

[Return to menu](#)

No.	T0-T4 Stage	Principal Investigator/Applicant	Primary Contact	Application Type	Abbreviated Title	Application Status	Current Project/Program Status (if approved)	Versions (Amendments)	First Accessed*	Last Accessed*
1		Applicant, Grant <a href="mailto:ahhmatat@gmail.com">ahhmatat@gmail.com</a>	(not specified)	Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11	<a href="#">Test submission</a> [View/Edit] [Print] [Cancel] [Download]	In development	N/A	(none)	(never or unknown)	(never or unknown)

\*NOTE: "Accessed" columns include only access by study team. Access by CTSI Grants administration and/or review committee members is not shown.

- Your application will now be opened in a browser window. It will display your application status.

**WebCAMP v.5.1i: Electronic Protocol Authoring and Review (ePAR)**  
Indiana CTSI Grants

**APPLICATION STATUS PAGE**  
Grant Applicant:  
**Test submission**  
Adult Gastrointestinal and Liver Diseases Research Pilot Grant · 2016.11  
New application (in development)

**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 CTSIGrants administration for assistance.

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

[Run Completeness Check]  
[User Access Rights]  
[Protocol History]  
[Print selected section]

[Run Detailed Completeness Check]

## Enter Protocol Summary information

- Please click on the **Protocol Summary** page to enter the proposal title and abstract. On this page you may choose to enter your primary PI, any co-PIs and/or co-investigators and/or other contributors, and/or any administrators/staff who will need access to this application.

INITIATOR OF APPLICATION: [Grant Applicant, Student](#)

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

REGULATORY INFORMATION  
Grantee: [More Info](#)

BRIEF NAME: Test submission

FULL TITLE: Test submission for AGLD grant

Abstract: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean sagittis pellentesque vulputate. Ut quis risus nisi. Pellentesque cursus eros turpis, ac elementum nisi consectetur eu. Sed nulla lacus, faucibus non leo et, elementum laoreet nunc. Etiam id ullamcorper metus. Integer mollis, elit a vulputate pretium, quam sapien condimentum velit, scelerisque tempor dolor metus non lectus. Phasellus ullamcorper eros vel bibendum faucibus. Suspendisse at feugiat erat. Ut tempor erat nec dolor iaculis tincidunt. Nullam suscipit turpis quis risus congue, condimentum iaculis magna aliquet. Donec hendrerit dolor tortor, vitae lacinia enim ultricies eu.

Word count limit: 500 Current word count: 91

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

Function	Role	Name
[Lead PI]	Lead PI	Applicant, Grant

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

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

12. **REMEMBER to click on Save Changes** button once you have entered information on the Protocol Summary page-

**PROTOCOL SUMMARY PAGE**

**Grant Applicant:**  
**Test submission**  
 Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
**New application (in development)**

Last mod by G Applicant on 10/10/16 at 2:57PM.

[Cancel changes](#) [Save changes](#)



**INITIATOR OF APPLICATION:** [Grant Applicant, Student](#)

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

**REGULATORY INFORMATION**

Grantee: [More Info](#)

menu

**BRIEF NAME:** Test submission

**FULL TITLE:** Test submission for AGLD grant

**Abstract:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean sagittis pellentesque vulputate. Ut quis risus nisi. Pellentesque cursus eros turpis, ac elementum nisi consectetur eu. Sed nulla lacus, faucibus non leo et, elementum laoreet nunc. Etiam id ullamcorper metus. Integer mollis, elit a vulputate pretium, quam sapien condimentum velit, scelerisque tempor dolor metus non lectus. Phasellus ullamcorper eros vel bibendum faucibus. Suspendisse at feugiat erat. Ut tempor erat nec dolor iaculis tincidunt. Nullam suscipit turpis quis risus congue, condimentum iaculis magna aliquet. Donec hendrerit dolor tortor, vitae lacinia enim ultricies eu.

Word count limit: 500 Current word count: 91

## Upload Application Form

13. Next, click on the Supporting Documents link on the left. You should be able to download the Application Form template by clicking on the Downloadable Form or Instructions link, seen under Application Form.

**SUPPORTING DOCUMENTS**

**Grant Applicant:**  
**Test submission for AGLD grant**  
 Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
**New application (in development)**

[Help](#)

**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 CTSI Grants 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, CTSI Grants administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:*

[icreate@iu.edu](mailto:icreate@iu.edu)

<p><b>X Application Form</b></p> <p><a href="#">[Downloadable Form or Instructions]</a> <a href="#">[Upload]</a></p>	Not yet received
--	------------------

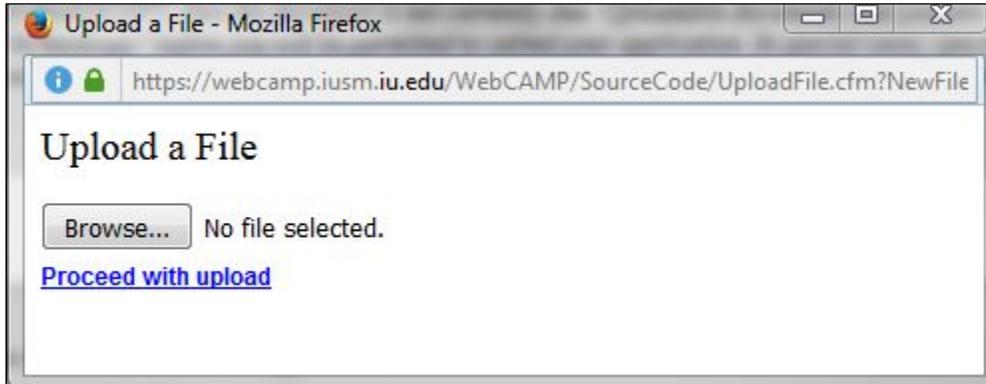
**Other Supporting Documents**

*You may include below any documents you consider relevant to the current application.*

[\[Add a document\]](#)

Last mod by G Applicant on 10/10/16 at 2:59PM.

14. To upload your completed application, Click on the Upload button seen under Application form. A new window will open to allow you to select a file from your computer. **PLEASE NOTE WHICH FILE TYPES ARE SUPPORTED. MOST REQUEST PDFS OR WORD DOCUMENTS.**



15. Once uploaded, the Application Form will bear a green tick, and the status will be changes from 'Not yet received' to 'Uploaded'.

[Help](#)

**SUPPORTING DOCUMENTS**

**Grant Applicant:**  
**Test submission for AGLD grant**  
 Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
**New application (in development)**

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**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 CTSIGrants 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, CTSIGrants administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:*

[icreate@iu.edu](mailto:icreate@iu.edu)

✓ <b>Application Form</b> <a href="#">[Downloadable Form or Instructions]</a> <a href="#">[View]</a> <a href="#">[Replace]</a> <a href="#">[Remove]</a>	Uploaded
--	----------

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

[\[Add a document\]](#)

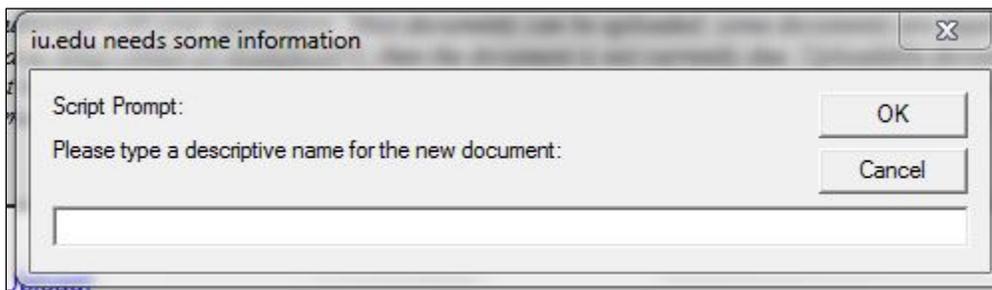
Last mod by G Applicant on 10/10/16 at 2:59PM.

## Upload Supporting Documents

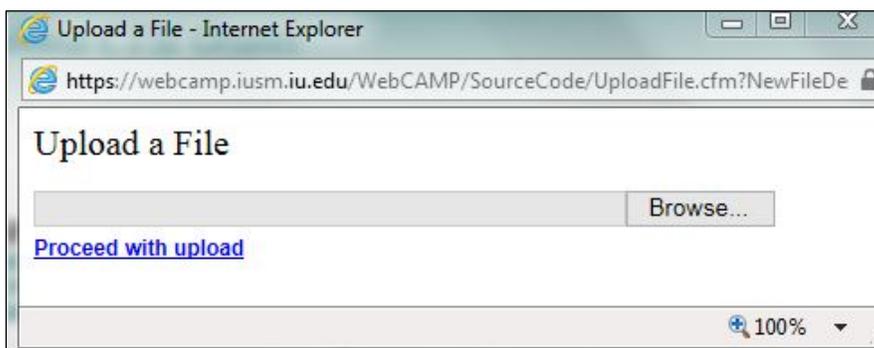
16. If your RFA requires other supporting documents, click on **[Add a document]** link seen in the Other Supporting Documents section

SU
Adult Gastrointesti
<b>Required Before Submission</b> <i>Each of the following documents must be submitted with your application. Most documents document and the document is NOT marked as REQUIRED IN HARDCOPY, then the docu administrative staff of the CTSIGrants must mark the document as "Received in hardcopy", this case, CTSIGrants administrative staff must mark the document as "exempt" before you</i>
<b>X Application Form</b> <a href="#">[Downloadable Form or Instructions]</a> <a href="#">[Upload]</a>
<b>Other Supporting Documents</b> <i>You may include below any documents you consider relevant to the current application.</i>
<a href="#">[Add a document]</a>


17. Enter a descriptive name for your supporting document



18. Upload the supporting document by clicking on the Browse button and selecting your document



19. When the document is successfully uploaded, it will be listed in the ‘Other supporting documents’ section, with links that will allow you to view the uploaded document, replace it with a new version, or remove the document

**SU**  
**7**  
 Adult Gastrointestin  
**R**

**Required Before Submission**  
*Each of the following documents must be submitted with your application. Most documents c  
document and the document is NOT marked as REQUIRED IN HARDCOPY, then the docum  
administrative staff of the CTSIGrants must mark the document as "Received in hardcopy" b  
this case, CTSIGrants administrative staff must mark the document as "exempt" before you w*

**X Application Form**  
[\[Downloadable Form or Instructions\]](#) [\[Upload\]](#)

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

1. 10/11/2016: Supporting doc.pdf [\[View\]](#) [\[Replace\]](#) [\[Remove\]](#)

[\[Add a document\]](#)

## Run Completeness Check

20. Click on the ‘Run Completeness Check’ link seen on the left. This will display the status of your application, and inform you if any **mandatory fields have been left unanswered with yellow highlight**. If completed, there will be no highlighted fields, as seen in the screenshot below:

[Help](#)

## Check Current Application

Applicant: Test submission

Close

[\[Re-Check\]](#) [\[Print\]](#)

*This page will list obvious omissions or inconsistencies in the information entered for the current application. Information that is absolutely REQUIRED in order for you to submit your application for review is highlighted in yellow. Missing data not highlighted will not prevent you from submitting your application, but you should check these items and address as appropriate. If you submit an application with incomplete or inconsistent data, it may be returned to you for corrections before it can be reviewed. Please speak with the [Protocol Review Coordinator](#) if you have questions about missing information.*

### General Protocol Information (Summary Page)

- 
- A primary contact has not been specified. [click to edit](#)
  - You have not answered all questions related to "Other Support". [click to edit](#)
  - The grantee (person officially named as award recipient by Grants and Contracts Office) has not been specified. [click to edit](#)

### Applicant Demographics

All information appears to be complete.

### Supporting Documents

All information appears to be complete.

All information appears to be complete.

**NOTE** that the statement about "Other Support" is not highlighted. If you receive this message it will not prevent you from submitting your application. You may ignore this message.

## Submit your application

21. Click on the Application Status page to submit your application. The Application status page will now show that all required sections are COMPLETE and will display a blue Submit Application for Review button. Click on the button to submit your application.

**APPLICATION STATUS PAGE**

**Grant Applicant:**

**Test submission for AGLD grant**

Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11

**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	COMPLETE
Supporting Documents	COMPLETE
COMPLETE	

[Run Detailed Completeness Check]

You have selected to submit the current application for review. An application should be submitted only after all sections have been completed, OR you have received an exemption from the Protocol Review Coordinator for certain sections. If you proceed, the application will be locked and submitted to the CTSIGrants for review. You will be prevented from making further changes until after the review process is complete. Do you wish to continue?

OK

Cancel

Submit Application for Review

**APPLICATION STATUS PAGE**  
**Grant Applicant:**  
**Test submission for AGLD grant**  
Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
**New application (in development)**

Your application will now be checked for completeness. Please click 'OK' to proceed.  
 Prevent this page from creating additional dialogs

OK Cancel

Submit Application for Review

Section	Status
General Protocol Information (Summary Page)	COMPLETE

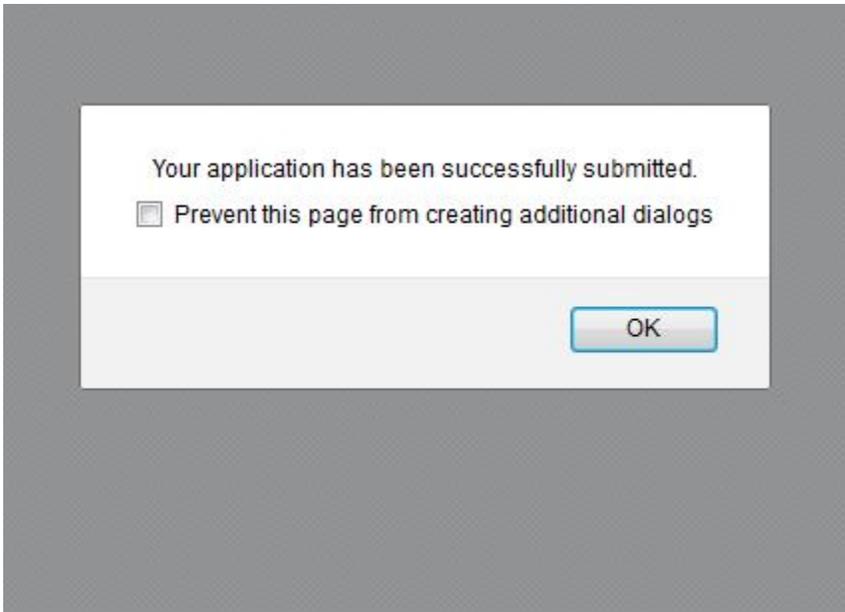
**Grant Applicant:**  
**Test submission for AGLD grant**  
Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11  
**New application (in development)**

All required fields have been completed. Please click 'OK' to proceed with application submission.  
 Prevent this page from creating additional dialogs

OK Cancel

Submit Application for Review

Section	Status
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## Check the status of your application

22. After a successful submission, the application status page will display “**Review due date not specified**” until your application has been issued a review date by the CTSI administrators. Please click on close button seen on top right to go back to ePAR main menu.

**APPLICATION STATUS PAGE**

**Grant Applicant:**

**Test submission for AGLD grant**

Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11

**New application (scheduled for initial review:**  
**agld review committee**  
**review due date not specified)**

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

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

23. To check on the status of your application, please log in to WebCAMP regularly.

**WebCAMP v.5.1i: Electronic Protocol Authoring and Review (ePAR)**  
 Indiana CTSI Grants

Log Out

**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)

Return to menu

No.	T0-T4 Stage	Principal Investigator/Applicant	Primary Contact	Application Type	Abbreviated Title	Application Status	Current Project/Program Status (if approved)	Versions (Amendments)	First Accessed*	Last Accessed*
1		Applicant, Grant <a href="mailto:abhmajal@umail.iu.edu">abhmajal@umail.iu.edu</a>	(not specified)	Adult Gastrointestinal and Liver Diseases Research Pilot Grant - 2016.11	<a href="#">Test submission</a> <a href="#">[View/Edit]</a> <a href="#">[Print]</a> <a href="#">[Cancel]</a> <a href="#">[Download]</a>	Scheduled for initial review: AGLD Review Committee <b>REVIEW DUE DATE NOT SPECIFIED</b>	N/A	(none)	10/10/2016 at 02:57pm	10/10/2016 at 02:57pm (Grant Applicant)

\*NOTE: "Accessed" columns include only access by study team. Access by CTSIGrants administration and/or review committee members is not shown.

## Contact Us

If you need help at any point in the application process, please contact Indiana CTSI Grants administrators at [icreate@iu.edu](mailto:icreate@iu.edu) or 317-278-2822. For technical assistance, please email [grants@indianactsi.org](mailto:grants@indianactsi.org).