

NUCATS ASSIST SUBMISSION INSTRUCTIONS

Step 1: Follow the link. Go to <https://grants.nubic.northwestern.edu>.

Step 2: Select open competition. Upon clicking on the link you will see the central projects page with all competitions listed and information about whether they are open or closed, as well as a list of your previous submissions to any competitions. Open competitions will have an “Apply” button next to them. Click “Spring 2012 KL2 Award” to open the Spring 2012 KL2 Competition.

Note: You can return to the page displaying all competitions at any time by using the drop down menu at the top of the page. Click “Actions” and select “All competitions.” The “Home” link in the menu bar will take you to the home page for the competition you have most recently selected.



NUCATS
Clinical and Translational Sciences Institute



NUCATS Competition and Awards Application Site

Welcome to NUCATS Assist

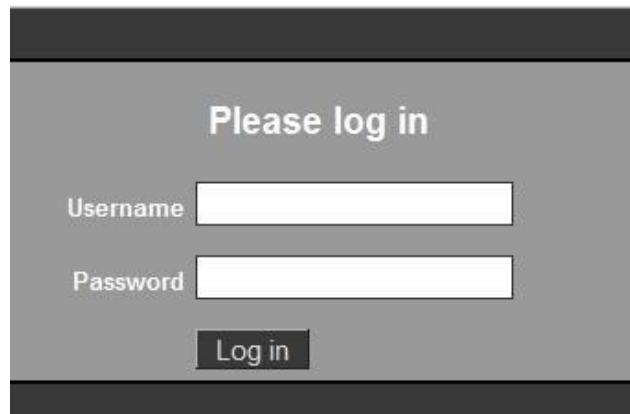
NUCATS Assist provides tools for investigators, reviewers and administrators to run various types of reviews and competitions including pilot projects, research awards, and reviews.

Below is a list of available competitions and projects. If the application period is open, an 'Apply' button will appear to the left of the competition name. To view additional information or access existing your submissions, reviews, etc, click the listing for a competition. You will be prompted to login. After logging in, you will be presented with more options.

Listing of current and recent competitions

Competition	Submission Period	Status	More information
 Spring 2012 KL2 Award	12/01/2011 to 04/30/2012	Open for Applications	Sponsor ⓘ Competition RFA ⓘ
 TRIP Biostatistics, Epidemiology, and Research Design Experience	05/01/2011 to 04/30/2012	Open for Applications	Sponsor ⓘ Competition RFA ⓘ
2012 Alvin H. Baum Clinical Simulation Research Grants Initiative	12/01/2011 to 01/23/2012	Under Review	Sponsor ⓘ Competition RFA ⓘ
CBITs Pilot Grant 2012	10/17/2011 to 01/10/2012	Under Review	Sponsor ⓘ Competition RFA ⓘ
Fall 2011 Core Facilities Equipment Funding	09/29/2011 to 10/19/2011	Completed	Sponsor ⓘ Competition RFA ⓘ
2012 DeBoer Family Sarcoma Research Grants Initiative	07/19/2011 to 10/10/2011	Completed	Sponsor ⓘ Competition RFA ⓘ
2012 Paul Ruby Foundation for Parkinson's Research Grants Initiative	06/23/2011 to 10/03/2011	Completed	Sponsor ⓘ Competition RFA ⓘ
FY 2012 Dixon Translational Research Grants Priority Research Initiative Award	07/11/2011 to 08/31/2011	Completed	Sponsor ⓘ Competition RFA ⓘ

Step 3: Login. Once you've clicked on the correct competition "*Spring 2012 KL2 Award*," login with your NU net-ID and password.




Please log in

Username

Password

Step 4: Required Documents All required documents including the RFA, Application template and budget template can be found near the bottom of the competition name. Please click on each one to see each document.



NUCATS Center for Education and Career Development - Spring 2012 KL2 Award

Competition	Sponsor	Status	Announcement	Submission Period	Review Closes	Project Period (Award Period)
Spring 2012 KL2 Award	NUCATS Center for Education and Career Development	Open for Applications	11/15/2011	12/01/2011 to 04/30/2012	05/31/2012	06/01/2012 to 05/31/2013

[Create a new submission](#)

[Edit information about the Spring 2012 KL2 Award](#)

Can't delete - submissions exist

Docs: [Competition RFA](#) [Application template](#) [Budget instructions](#)

Step 5: Create new Submission. Once you have double check that you have all the required materials and followed all the templates correctly, please click on "Create a new submission" to begin your application submission.



NUCATS Center for Education and Career Development - Spring 2012 KL2 Award

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Spring 2012 KL2 Award	NUCATS Center for Education and Career Development	Open for Applications	11/15/2011	12/01/2011 to 04/30/2012	05/31/2012	06/01/2012 to 05/31/2013




[Create a new submission](#)

[Edit information about the Spring 2012 KL2 Award](#)



Can't delete - submissions exist

Docs: [Competition RFA](#) [Application template](#) [Budget instructions](#)

Step 6: Update your profile. The first page you will see after clicking “apply” is your profile page (below). Your name, title and contact information will be pre-populated from the Northwestern directory. Please correct any inaccurate information and update blank fields. An [NIH Commons ID](#) may be required – click on the link to find directions about how to easily obtain an ID through NU OSR. Click on “update” to save your profile and move to the competition application page. You can come back and update your profile at any time by clicking the link in the menu at the top of the page.

NUCATS Center for Education and Career Development - Spring 2012 KL2 Award		
Application Process - Step 1		You will only need to complete this page once but can edit it at any time
Please enter or review the following Investigator Profile information for this application. You will be able to reassign the applicant if necessary		
PI NU NETID	sag287 	NU NetID  for the Principal Investigator. By default, this is the submitter's NetID. To change, enter a new netid and click on the 'reload' icon
NAME	Sharence Griffin	Full name, from LDAP
EMAIL	sharence-griffin@northwestern.edu	Email, from LDAP
ERA COMMONS	SHARENCEGRIFFIN	Please enter your NIH eRA Commons name. eRA Commons registration is required. Please see more information at http://www.research.northwestern.edu/osr/commons.html
DEGREE(S)		Please enter your advanced degrees such as PhD or MD. Use a comma to separate multiple degrees.
BUSINESS PHONE	+1 312 503 3284	Please enter your best contact phone number.
TITLE	Research Coord 2	Please enter your faculty rank (Professor, Associate Professor, etc).
PRIMARY DEPARTMENT	NU Clinical and Translational Sciences Institute, Feinberg School of Medicine	Please enter the University unit that holds your primary appointment.
CAMPUS	Chicago	Please enter your main campus (usually one of these: Chicago, Evanston, CMH, Off campus).
CAMPUS ADDRESS	RUBLOFF, 750 N Lake Shore Dr 11th Floor CH	Please enter your campus mailing address.
Biosketch Document	<input type="text"/> <input type="button" value="Browse..."/>	Please upload your NIH Biosketch Download the NIH Biosketch template as a MS Word document or PDF document .
PLEASE FILL IN THE FOLLOWING ONLY IF YOU HAVE AN OFF-CAMPUS ADDRESS		
ADDRESS	<input type="text"/>	Please enter your mailing address if off-campus.
CITY, POSTAL CODE, STATE	<input type="text"/> <input type="text"/> <input type="text"/>	Please enter your mailing address city, postal code, state.
COUNTRY	<input type="text"/>	Please enter country, if not USA
<input type="button" value="Continue"/>		
 If you have comments, issues, critiques, please send me an email!		

Note: You may also submit an application for someone else, which is useful for administrators. In this event, click on the directory lookup icon to look them up in the NU directory (you must be using a computer on the NU network or logged into the NU VPN to access full directory information). Once you know their netID, simply enter it into the box and hit the “refresh” button to fill out a profile page for the PI. You can also reassign the PI at a later date if necessary.

NUCATS Center for Education and Career Development - Spring 2012 KL2 Award		
Application Process - Step 1		You will only need to complete this page once but can edit it at any time
Please enter or review the following Investigator Profile information for this application. You will be able to reassign the applicant if necessary		
PI NU NETID	sag287 	NU NetID  for the Principal Investigator. By default, this is the submitter's NetID. To change, enter a new netid and click on the 'reload' icon
NAME	Sharence Griffin	Full name, from LDAP
EMAIL	sharence-griffin@northwestern.edu	Email, from LDAP
ERA COMMONS	SHARENCEGRIFFIN	Please enter your NIH eRA Commons name. eRA Commons registration is required. Please see more information at http://www.research.northwestern.edu/osr/commons.html
DEGREE(S)		Please enter your advanced degrees such as PhD or MD. Use a comma to separate multiple degrees.
BUSINESS PHONE	+1 312 503 3284	Please enter your best contact phone number.

Step 7: Fill out the grant application title page. Please fill in all the requested information. This includes the title of the KL2 Award, if Human subjects are included, IRB approval, total cost and your Research Administrator's Net Id. Click on the directory lookup icon to look them up in the NU directory (you must be using a computer on the NU network or logged into the NU VPN to access full directory information). After completing the page click the "Save Application" button. You will be notified of errors on the page – you can correct these now or at a later time.







[Home](#)
[Actions](#)
[Admin](#)
[Audit](#)
[Edit your profile](#)
[logout](#)

[Help](#)
[Sharence Griffin](#)
[logout](#)


Applicant was successfully updated.

NUCATS Center for Education and Career Development - Spring 2012 KL2 Award

Application Process - Step 2

Create the Title Page for this proposal

Please fill in each of the following items and submit.

TITLE OF KL2 PROPOSAL	<input type="text"/>	81	Please make the title between 6 and 81 characters, including spaces and punctuation
PRINCIPAL INVESTIGATOR	Sharence Griffin		Go back to Principal Investigator form to edit Enter a submission for a different PI
HUMAN SUBJECTS RESEARCH	<input type="checkbox"/> Please check if this is human subjects research		
IRB APPROVED	<input type="checkbox"/> Please check if this study has IRB approval. If so, enter the study number: <input type="text"/>		
Dates of the proposed period of support: From 2012-06-01 through 2013-05-31.			
Direct project cost	<input type="text"/>		Please enter the Direct project cost requested for the proposed period of support. Amount should be between \$50000.0 and \$125000.0
Contact NetID	<input type="text"/>	 unset	Please enter the NetID of your Research Administrator
Save Application			



If you have comments, issues, critiques, [please send me an email!](#)

Step 8: Upload all required applications to Manage Documents Here you can upload any required documents, which may include the narrative portion of your application and the budget. Please use any provided templates and carefully read instructions. Unless otherwise directed, all files should be uploaded as .pdf documents. Failure to follow instructions may delay review or be cause for rejection. From the documents management page you can also manage the biosketches for all key personnel, if required.

Application document: This should be one .pdf document that includes your PHS 398, Specific Aims, and Proposal.

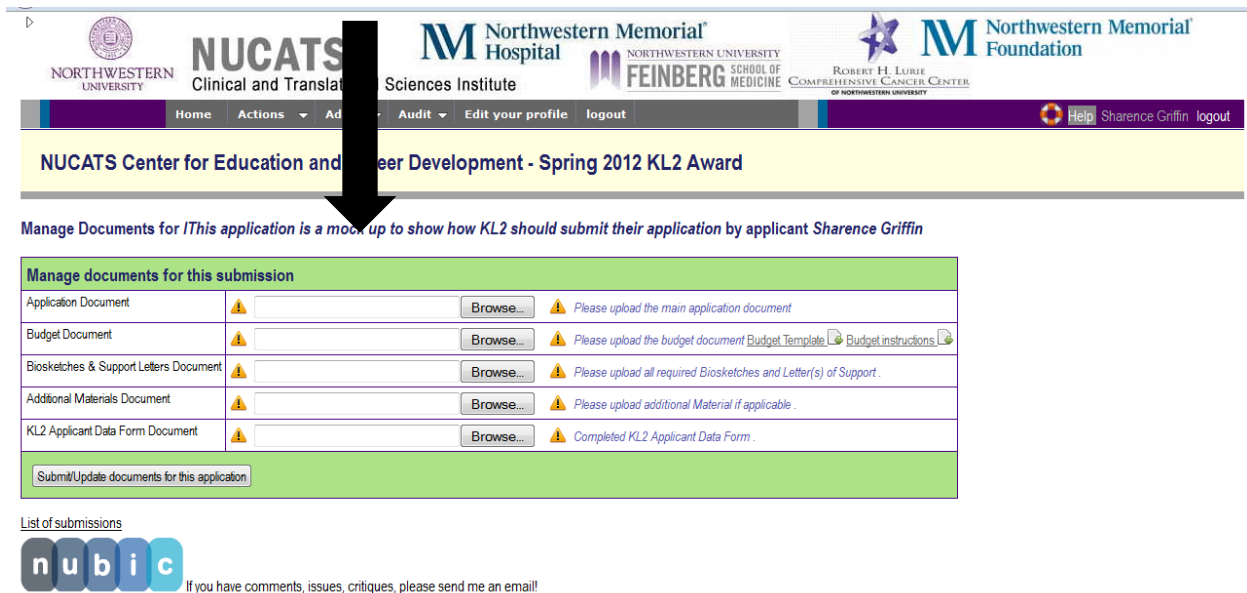
Budget document: This should be one .pdf document that includes the budget and budget justification following the template provided.

Biosketch & Letter(s): This should be one .pdf document that includes the all relevant biosketches and Letter(s) of support required for this application











Additional documents: This should be one .pdf document that includes any additional information that is relevant to the proposal. (i.e human subjects, Animals, and etc)

KL2 Applicant Data Form: This should be one .pdf document that includes the completed KL2 Applicant Data Form that can be found at the website below.

<http://www.nucats.northwestern.edu/education-career-development/grants-awards-funded-opportunities/kl2/instructions-for-proposal.html>



The screenshot shows the NUCATS (Northwestern University Clinical and Translational Sciences Institute) application portal. The header includes logos for Northwestern University, Northwestern Memorial Hospital, Northwestern University School of Medicine, and the Robert H. Lurie Comprehensive Cancer Center. The main navigation bar has links for Home, Actions, Audit, Edit your profile, and logout. The page title is 'NUCATS Center for Education and Career Development - Spring 2012 KL2 Award'. Below this, a message states: 'Manage Documents for This application is a mock up to show how KL2 should submit their application by applicant Sharence Griffin'. The 'Manage documents for this submission' section contains a table with five rows, each for a different document type. Each row has a 'Browse...' button and a warning icon with a message. A 'Submit/Update documents for this application' button is at the bottom of the table. Below the table, there is a 'List of submissions' link and a 'nubic' logo with the text 'If you have comments, issues, critiques, please send me an email!!'.

Manage documents for this submission		
Application Document	 <input type="text"/> <input type="button" value="Browse..."/>	 Please upload the main application document
Budget Document	 <input type="text"/> <input type="button" value="Browse..."/>	 Please upload the budget document Budget Template Budget instructions
Biosketches & Support Letters Document	 <input type="text"/> <input type="button" value="Browse..."/>	 Please upload all required Biosketches and Letter(s) of Support .
Additional Materials Document	 <input type="text"/> <input type="button" value="Browse..."/>	 Please upload additional Material if applicable .
KL2 Applicant Data Form Document	 <input type="text"/> <input type="button" value="Browse..."/>	 Completed KL2 Applicant Data Form .

[List of submissions](#)

nubic If you have comments, issues, critiques, please send me an email!!

Note: Biosketches should be in the [current NIH format](#) and not exceed 4 pages.

Step 9: Navigate to the document management page. After submitting the application you will be taken back to the main competition page, which now lists the submission you just created. From here you can click on “Manage documents for this submission” at any time before the deadline to re-upload materials and make corrections.

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[Create a new submission](#)
[Edit information about the Spring 2012 KL2 Award](#)
Can't delete - submissions exist
[Docs: Competition RFA](#) [Application template](#) [Budget instructions](#)

Submissions you are associated with for this competition

Applicant	Submitter	Title	Sponsor	Competition	Status	Documents
Sharence Griffin	Sharence Griffin	This application is...	NUCATS Center for Education and Career Development	Spring 2012 KL2 Award	Incomplete	⚠⚠⚠⚠

[Manage documents for this submission](#)
[Edit title page for this submission](#)
[View title page for this submission](#) - [View as PDF](#)
[Reassign submission to another investigator](#)
[Delete this submission](#)

Step 10: Finalizing your application. Once the deadline for a competition has passed, your application is considered complete. You may be notified by the competition administrator of deficiencies in uploaded documents in the days following submission. If necessary you may be asked to provide corrections/updates.

Step 11: View reviewer comments. If the competition provides access to reviewer comments, you should receive an email notifying you when the review period is finished and you can view comments. After you log in you should see your submission listed. Click on “View Reviews for. . .” to be taken to the reviews page.

You will have the option of downloading a .pdf version of the reviewer comments to save for your records. Grant applications and reviewer comments will remain on the system until the user deletes them. NUCATS will provide ample advance notice to all users if this policy changes.

Note: This will happen at the end of the application process.