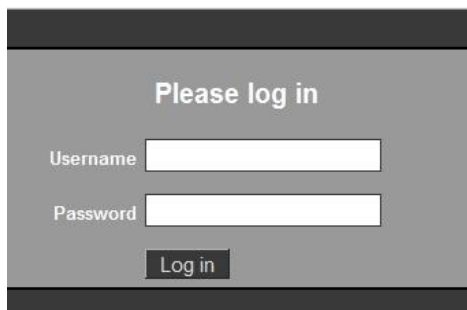


## NUCATS ASSIST WEB SUBMISSION INSTRUCTIONS

**Step 1: Log in.** Go to <https://grants.nubic.northwestern.edu> and log in with your NU netID and password.



A screenshot of the login page. It has a grey background with a dark header and footer. The text 'Please log in' is centered at the top. Below it are two input fields: 'Username' and 'Password'. At the bottom is a 'Log in' button.

**Step 2: Select an open competition.** Upon successful log-in 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 this button to start a submission.

Note that 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.



The screenshot shows the top of the NUCATS website. It includes logos for Northwestern University, NUCATS Clinical and Translational Sciences Institute, Northwestern Memorial Hospital, Northwestern University Feinberg School of Medicine, and Northwestern Memorial Foundation. Below the logos is a navigation bar with links: Home, Actions, Admin, Edit your profile, and logout. On the right side of the navigation bar are links for Help, Jim Bray, and logout. Below the navigation bar is a yellow banner that reads 'NUCATS Center for Education and Career Development - Fall 2010 KL2 Award'.

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.

### Listing of current and recent competitions

Sponsor	Competition	Status	More information
<a href="#">Apply</a> NUCATS Center for Education and Career Development	Fall 2010 KL2 Award <a href="#">info</a>	Open for Applications	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
<a href="#">Apply</a> Northwestern Memorial Foundation and NUCATS	2011 Alvin H. Baum Clinical Simulation Research Grants Initiative <a href="#">info</a>	Open for Applications	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Priority Research Initiative Award <a href="#">info</a>	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Innovation Award <a href="#">info</a>	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Young Investigator Award <a href="#">info</a>	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
NU Office of Research	Spring 2010 Core Facilities Equipment Funding <a href="#">info</a>	Completed	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Center for Translational Innovation	Fall 2009 Pilot Grant competition <a href="#">info</a>	Completed	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>

RFA document: [Fall 2010 KL2 Award](#)  
 Docs: [Application template](#) [Application instructions](#) [Budget Template](#) [Budget instructions](#)

[New project](#)



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

**Step 3: 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 - Fall 2010 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	jab155	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
PI NAME	Jim Bray	Full name, from LDAP
PI EMAIL	j-bray@northwestern.edu	Email, from LDAP
ERA COMMONS	JBray	Please enter your NIH eRA Commons name. eRA Commons registration is required. Please see more information at <a href="http://www.research.northwestern.edu/osr/commons.html">http://www.research.northwestern.edu/osr/commons.html</a>
PI DEGREE(S)		Please enter your advanced degrees such as PhD or MD. Use a comma to separate multiple degrees.
BUSINESS PHONE	+1 312 503 1941	Please enter your best contact phone number.
TITLE	Assistant Director Center for Trans	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="button" value="Browse..."/> <a href="#">PI biosketch</a> Biosketch uploaded.	
PLEASE FILL IN THE FOLLOWING ONLY IF YOU HAVE AN OFF-CAMPUS ADDRESS		
ADDRESS		Please enter your mailing address if off-campus.
CITY, POSTAL CODE, STATE		Please enter your mailing address city, postal code, state.
COUNTRY		Please enter country, if not USA
<input type="button" value="Update"/>		

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

Done

**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 - Fall 2010 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	jab155	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
PI NAME	Jim Bray	Full name, from LDAP
PI EMAIL	j-bray@northwestern.edu	Email, from LDAP
ERA COMMONS	JBray	Please enter your NIH eRA Commons name. eRA Commons registration is required. Please see more information at <a href="http://www.research.northwestern.edu/osr/commons.html">http://www.research.northwestern.edu/osr/commons.html</a>
PI DEGREE(S)		Please enter your advanced degrees such as PhD or MD. Use a comma to separate multiple degrees.
BUSINESS PHONE	+1 312 503 1941	Please enter your best contact phone number.
TITLE	Assistant Director Center for Trans	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.

**Step 4: Fill out the grant application title page.** Please fill in all the requested information. Depending on the competition, your business or research administrator and cost-share approver netIDs may be required. 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.

**Applicant was successfully updated.**

Northwestern Memorial Foundation and NUCATS - 2011 Alvin H. Baum Clinical Simulation Research Grants Initiative

**Application Process - Step 2**  
**Create the Title Page for this proposal**  
 Please fill in each of the following items and submit.

TITLE OF PROJECT	<input type="text"/>	81	Please make the title between 6 and 81 characters, including spaces and punctuation
PRINCIPAL INVESTIGATOR	Jim Bray		<a href="#">Go back to Principal Investigator form to edit</a> Enter a submission for a different PI
ABSTRACT	<div></div>		Please include an abstract of your proposal, not to exceed 200 words.
Dates of the proposed period of support: From 2011-01-01 through 2011-12-31.			
Direct project cost	<input type="text"/>		Please enter the Direct project cost requested for the proposed period of support. Amount should be between \$10000.0 and \$50000.0
<a href="#">Save Application</a>			

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

**Step 5: Navigate to the document management page.** After saving the application data, you will be taken to the main competition page, which now lists the submission you just created. From here click on “Manage documents for this submission” to upload documents for your proposal.

**Submission was successfully created.**

Northwestern Memorial Foundation and NUCATS - 2011 Alvin H. Baum Clinical Simulation Research Grants Initiative

Competition	Sponsor	Status	Announcement	Submission Period	Review Closes	Project Period (Award Period)
2011 Alvin H. Baum Clinical Simulation Research Grants Initiative	Northwestern Memorial Foundation and NUCATS	Open for Applications	09/10/2010	09/10/2010 to 10/25/2010	11/22/2010	01/01/2011 to 12/31/2011

[Create a new submission](#)  
[Edit information about the 2011 Alvin H. Baum Clinical Simulation Research Grants Initiative](#)  
**Can't delete - submissions exist**

**Submissions you are associated with for this competition**

Applicant	Submitter	Title	Sponsor	Competition	Status	Documents
Jim Bray	Jim Bray	test application	Northwestern Memorial Foundation and NUCATS	2011 Alvin H. Baum Clinical Simulation Research Grants Initiative	Pending	

[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](#)

RFA document: [2011 Alvin H. Baum Clinical Simulation Research Grants Initiative](#)  
 Docs: [QSR-1 Form Template](#) [Baum Biosketch Template](#) [Baum Budget Template](#) [Baum Other Support Template](#)  
[Create new competition \(admins only\)](#)

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



**Step 6: Upload 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.

The screenshot shows the NUCATS application management interface. At the top, there are logos for Northwestern University, NUCATS Clinical and Translational Sciences Institute, Northwestern Memorial Hospital, Northwestern University School of Medicine Feinberg, and Northwestern Memorial Foundation. Below the logos is a navigation bar with links: Home, Actions, Admin, Edit your profile, and logout. On the right, there is a user profile section with 'Help', 'Jim Bray', and 'logout'.

The main heading is 'Northwestern Memorial Foundation and NUCATS - 2011 Alvin H. Baum Clinical Simulation Research Grants Initiative'. Below this, it says 'Manage Documents for test application by Jim Bray'.

The 'Manage documents for this submission below' section contains a table with four rows:

PI Biosketch Document	<input type="text"/>	<input type="button" value="Browse..."/>	Biosketch uploaded. Filename: nmapscan_011409.bdt.
Application Document	<input type="text"/>	<input type="button" value="Browse..."/>	Please upload your application document
Budget Document	<input type="text"/>	<input type="button" value="Browse..."/>	Please upload your budget document
NIH Other Support Document	<input type="text"/>	<input type="button" value="Browse..."/>	Please include your NIH Other Support document. You can download a sample NIH Other Support document <a href="#">here</a> .

Below the table is the 'Enter key personnel below' section. It has a 'Key Personnel' label and a button labeled 'Add key personnel' which is circled in red. At the bottom of this section is a 'Submit/Update documents for this application' button.

At the bottom left, there is a 'List of submissions' link and a 'nubio' logo with the text '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.

This screenshot shows the same NUCATS application management interface as the previous one, but with the 'Add key personnel' form expanded. The form has the following fields:

- Please enter NetID for NU people or an email address for non-NU people (gmail or yahoo preferred)
- First Name
- Last Name
- Please select a role
- Add Biosketch.
- Download the NIH Biosketch template as a [MS Word document](#) or [PDF document](#)
- [remove this key individual](#)

Below the form is an 'Add more key personnel' link and a 'Submit/Update documents for this application' button.

At the bottom left, there is a 'List of submissions' link and a 'nubio' logo with the text 'If you have comments, issues, critiques, please send me an email'.

**Step 7: 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 8: 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.

The screenshot shows the website for the Northwestern Memorial Foundation and NUCATS. The header includes logos for Northwestern University, NUCATS Clinical and Translational Sciences Institute, Northwestern Memorial Hospital, Northwestern University Feinberg School of Medicine, and Northwestern Memorial Foundation. A navigation bar contains links for Home, Actions, Edit your profile, and logout. A yellow banner reads "Northwestern Memorial Foundation and NUCATS - 2011 Alvin H. Baum Clinical Simulation Research Grants Initiative".

Below the banner, a message states: "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."

**Listing of current and recent competitions**

Sponsor	Competition	Status	More information
<a href="#">Apply</a> NUCATS Center for Education and Career Development	Fall 2010 KL2 Award	Open for Applications	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
<a href="#">Apply</a> Northwestern Memorial Foundation and NUCATS	2011 Alvin H. Baum Clinical Simulation Research Grants Initiative	Open for Applications	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Priority Research Initiative Award	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Innovation Award	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
Northwestern Memorial Foundation and NUCATS	FY 2011 Dixon Translational Research Grants Young Investigator Award	Under Review	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>
NU Office of Research	Spring 2010 Core Facilities Equipment Funding	Completed	<a href="#">Sponsor</a> <a href="#">Competition RFA</a>

**All your submissions**

Applicant	Submitter	Title	Sponsor	Competition	Status	Documents
Center for Translational Innovation	Center for Translational Innovation	Fall 2009 Pilot Grant competition	Completed	<a href="#">View title page for this submission</a> <a href="#">View as PDF</a>	<a href="#">View reviews for this submission</a>	

RFA document: [2011 Alvin H. Baum Clinical Simulation Research Grants Initiative](#)  
 Docs: [OSR-1 Form Template](#) [Baum Biosketch Template](#) [Baum Budget Template](#) [Baum Other Support Template](#)

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

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.

## Sample review:

### Applicant: [REDACTED]

Project:	[REDACTED]
Competition:	Fall 2009 Pilot Grant competition
Sponsor:	Center for Translational Innovation
Submission deadline:	2009-12-07
Application status:	Completed
Submission created at:	2009-11-02
Submitter:	[REDACTED]

### Application reviews

#### 1. Significance.

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]

#### 2. Investigator(s).

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]

#### 3. Innovation.

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]

#### 4. Approach.

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]

#### 5. Environment.

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]

### Overall review comments

**Reviewer 1:** [REDACTED]

**Reviewer 2:** [REDACTED]



Please report any problems with the submission tool to Warren Kibbe at [wakibbe@northwestern.edu](mailto:wakibbe@northwestern.edu).