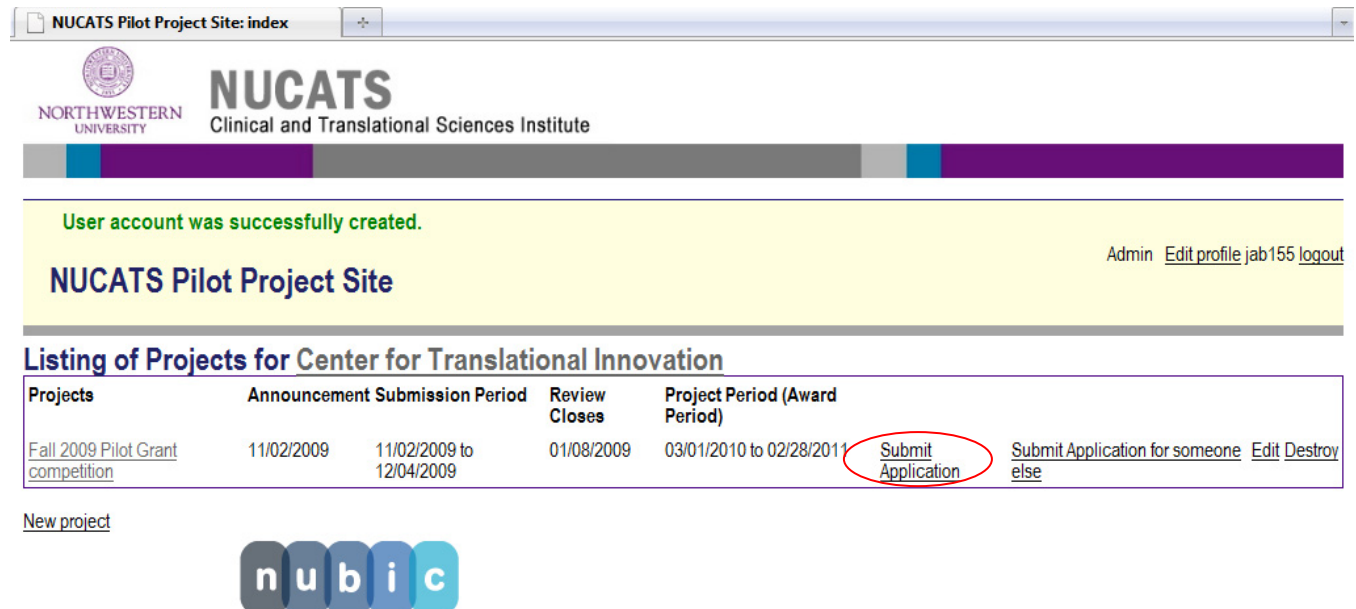


NUCATS PILOT GRANT WEB SUBMISSION INSTRUCTIONS

Step 1: Log in. Go to <https://grants.nubic.northwestern.edu> and log in with your NU netID and password. On successful log-in you will see the central projects page below. From this page you can see open grant competitions, links to submit and/or edit applications to open competitions, a link to edit your profile and information about any past grant submissions.



NUCATS Pilot Project Site: index

Northwestern University NUCATS Clinical and Translational Sciences Institute

User account was successfully created.

Admin [Edit profile](#) [jab155](#) [logout](#)

NUCATS Pilot Project Site

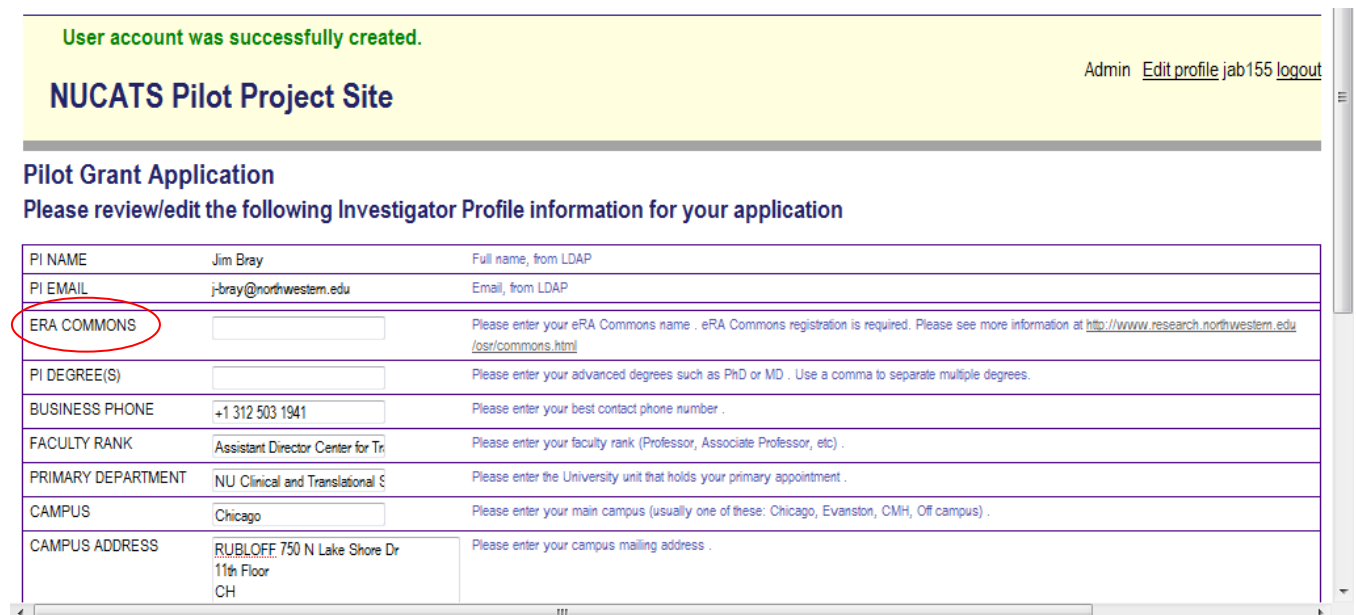
Listing of Projects for Center for Translational Innovation

Projects	Announcement	Submission Period	Review Closes	Project Period (Award Period)	
Fall 2009 Pilot Grant competition	11/02/2009	11/02/2009 to 12/04/2009	01/08/2009	03/01/2010 to 02/28/2011	Submit Application Submit Application for someone else Edit Destroy

[New project](#)

n u b i c

Step 2: Click on "Submit Application." For first time users this will bring you to 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 eCommons ID](#) is required.



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NUCATS Pilot Project Site

Pilot Grant Application

Please review/edit the following Investigator Profile information for your application

PI NAME	Jim Bray	Full name, from LDAP
PI EMAIL	j-bray@northwestern.edu	Email, from LDAP
ERA COMMONS	<input type="text"/>	Please enter your eRA Commons name . eRA Commons registration is required. Please see more information at http://www.research.northwestern.edu/osr/commons.html
PI DEGREE(S)	<input type="text"/>	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 .
FACULTY RANK	Assistant Director Center for Tr	Please enter your faculty rank (Professor, Associate Professor, etc) .
PRIMARY DEPARTMENT	NU Clinical and Translational S	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 .





NORTHWESTERN
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NUCATS

Clinical and Translational Sciences Institute

Note: You may also submit an application for someone else, which is useful for administrators. In this event you will be taken to a similar profile page that displays information associated with your netID. Simply enter in the netID of the PI and hit the “refresh” button to fill out a profile page for the PI.

Pilot Grant Application		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 your application		
PI NU NETID	<input type="text" value="j155"/>  	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	<input type="text" value="Jim Bray"/>	Full name, from LDAP
PI EMAIL	<input type="text" value="j-bray@northwestern.edu"/>	Email, from LDAP
ERA COMMONS	<input type="text" value="JBray"/>	Please enter your eRA Commons name . eRA Commons registration is required. Please see more information at http://www.research.northwestern.edu/osr/commons.html
PI DEGREE(S)	<input type="text"/>	Please enter your advanced degrees such as PhD or MD . Use a comma to separate multiple degrees.
BUSINESS PHONE	<input type="text" value="+1 312 503 1941"/>	Please enter your best contact phone number .
FACULTY RANK	<input type="text" value="Assistant Director Center for Tr"/>	Please enter your faculty rank (Professor, Associate Professor, etc) .
PRIMARY DEPARTMENT	<input type="text" value="NU Clinical and Translational S"/>	Please enter the University unit that holds your primary appointment .
CAMPUS	<input type="text" value="Chicago"/>	Please enter your main campus (usually one of these: Chicago, Evanston, CMH, Off campus) .
CAMPUS ADDRESS	<input type="text" value="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. Add link to NIH Biosketch guidelines.

Step 3: Fill out the grant application page. For returning users, clicking on “submit an application” will take you directly to the project submission page. Please fill in all the requested information. Your business or research administrator (BA) and Dept or Division Chair netIDs are 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).

Applicant was successfully updated.

Admin [Edit profile j155](#) [logout](#)

NUCATS Pilot Project Site

New Pilot Grant Application 1

TITLE OF PROJECT	<input type="text"/>	Do not exceed 81 characters, including spaces and punctuation
PRINCIPAL INVESTIGATOR	<input type="text" value="Jim Bray"/>	Go back to Principal Investigator form to correct
HUMAN SUBJECTS RESEARCH	<input type="checkbox"/> Please check if this is human subjects research	
IRB APPROVED	<input type="checkbox"/> Please check if this is study has IRB approval. If so, enter the study number: <input type="text"/>	
Use the NUCATS CRU	<input type="checkbox"/> Please check if this project will make use of the NUCATS Clinical Research Unit	
NUCATS CRU contact	<input type="text"/>	Please enter your CRU contact, if you will make use of the NUCATS CRU. If you have not made contact with the CRU, please contact Kelly Carroll at k-carroll@northwestern.edu
USE STEM CELLS	<input type="checkbox"/> Please check if this research will involve the collection, derivation or use of human stem cells	
USE EMBRYONIC STEM CELLS	<input type="checkbox"/> Please check if this project will involve embryonic human stem cells	
USE VERTEBRATE ANIMALS	<input type="checkbox"/> Please check if this project will make use of vertebrate animals	
Dates of the proposed period of support: From 2010-03-01 through 2011-02-28.		

Direct project cost	<input type="text"/>	Please enter the costs requested for the proposed period of support (direct costs only)
Is this completely new work? <input type="checkbox"/> Please check if the work is new. If not, please explain:		
Will this project require use of facilities, staff or patients at: <input type="checkbox"/> NMH <input type="checkbox"/> NMFF <input type="checkbox"/> VA <input type="checkbox"/> RIC <input type="checkbox"/> CMH		
OTHER FUNDING SOURCES	<input type="text"/>	Are there alternative sources of funding for this project? Please list current support and pending/planned applications (including other internal competitions)
CONFLICTS OF INTEREST <input type="checkbox"/> Please check if there are any conflicts of interest. If yes, please explain:		
BA NetID	<input type="text"/>	Please enter the NetID of your Department Administrator or Business Administrator
Chair NetID	<input type="text"/>	Please enter the NetID of your Department Chair or other person authorized to approve your research effort
Biosketch Document	<input type="text"/> <input type="button" value="Browse..."/>	Biosketch uploaded. You can download the NIH Biosketch template as a MS Word document or PDF document .
Application Document	<input type="text"/> <input type="button" value="Browse..."/>	Please upload your application document. Application template Application instructions
Budget Document	<input type="text"/> <input type="button" value="Browse..."/>	Please upload your budget document. Budget Template Budget instructions
Enter your key personnel below		
Key Personnel	Add key personnel	
<input type="button" value="Save Application"/> <input type="button" value="Submit Application"/>		

The main body and the budget pages of your proposal should be uploaded as .pdf documents. You can download the blank template forms by clicking the “browse” links next to the upload buttons. Please follow the instructions for these sections. Failure to do so may delay review or be cause for rejection.

Step 4: Save your application. You will be notified of any errors on the web based form (but not attachments). You can not submit the application until all errors are addressed.

Enter your key personnel below	
Key Personnel	Add key personnel
<input type="button" value="Save Application"/> <input type="button" value="Submit Application"/>	

Step 5: Submit your application. When your application is finalized, please click the “Submit Application” button. You may be notified of deficiencies in the main body or budget section of the proposal in the days following submission. If necessary you may be asked to provide corrections/updates.

Step 6: Track your application progress. You may return to the site after the submission period has closed to track the progress of your application, including when it has been accepted as complete, when it is under review, and when the review process has finished. Note: the competition may not yet be finished when your reviews are complete – it may take several weeks to finalize/notify awardees.

Applicants will also be able to view reviewer comments after announcement of awardees. All awardees will be notified by phone or email. Unsuccessful applicants will be notified by email. 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. Please report any problems with the submission tool to Jim Bray at j-bray@northwestern.edu.