NUCATS

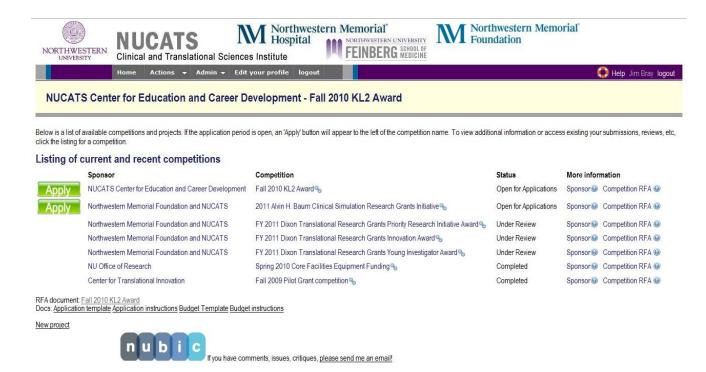**Clinical and Translational Sciences Institute**

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.

Please log in

Username [ ]
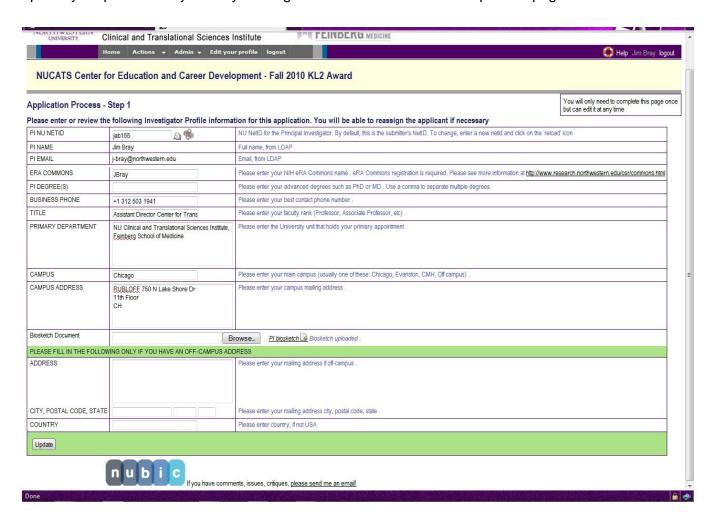
Password [ ]

[Log in]

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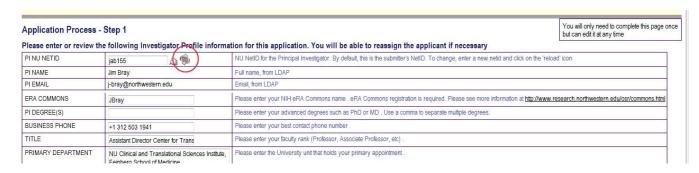
Note that you can return to the page displaying all competitions at any time by using the drop down menu at the top of the page. Click "Actions" and select "All competitions." The "Home" link in the menu bar will take you to the home page for the competition you have most recently selected.

NUCATS   Northwestern Memorial Hospital   NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE   Northwestern Memorial Foundation

Clinical and Translational Sciences Institute

| Home | Actions ▾ | Admin ▾ | Edit your profile | logout | Help Jim Bray logout

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

RFA document: Fall 2010 KL2 Award
Docs: Application template Application instructions Budget Template Budget instructions

New project

n u b i c   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.

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.
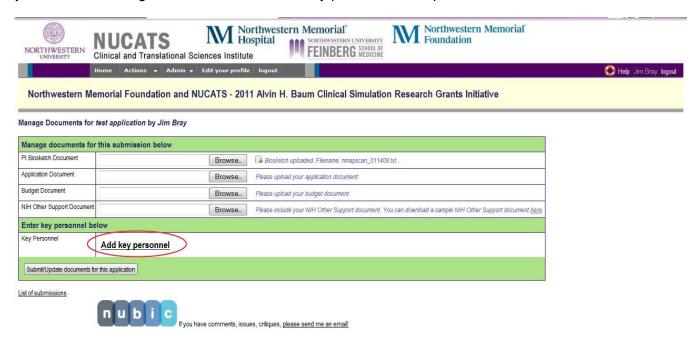
Step 4: Fill out the grant application title page. Please fill in all the requested information. Depending on the competition, your business or research administrator and cost-share approver netIDs may be required. Click on the directory lookup icon to look them up in the NU directory (you must be using 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.
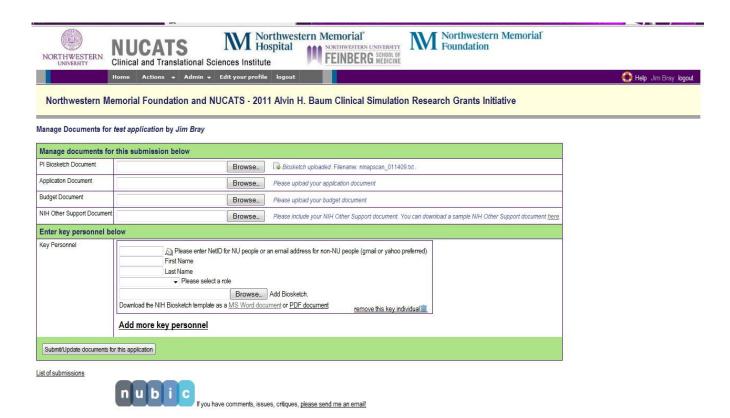

Step 5: Navigate to the document management page. After saving the application data, you will be taken to the main competition page, which now lists the submission you just created. From here click on "Manage documents for this submission" to upload documents for your proposal.

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.

Note: Biosketches should be in the current NIH format and not exceed 4 pages.
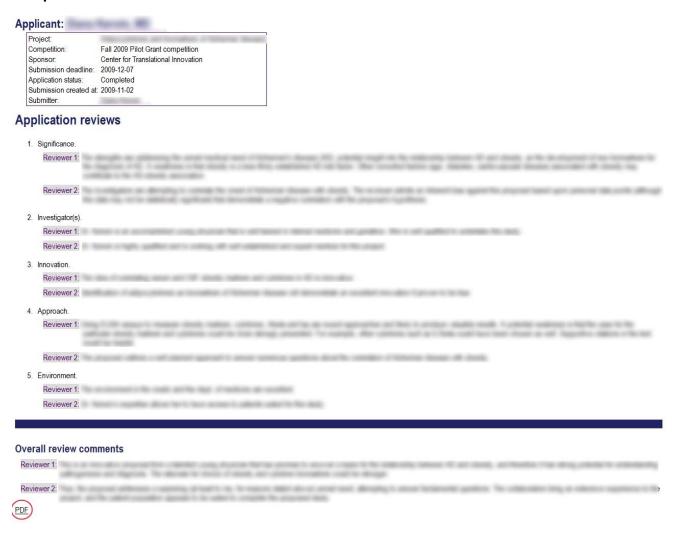
Step 7: Finalizing your application. Once the deadline for a competition has passed, your application is considered complete. You may be notified by the competition administrator of deficiencies in uploaded documents in the days following submission. If necessary you may be asked to provide corrections/updates.

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.

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: ▓▓▓▓▓▓▓▓

Project:	▓▓▓▓▓▓▓▓▓▓▓
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:	▓▓▓▓▓▓

Application reviews

1. Significance.

   Reviewer 1: ▓▓

   Reviewer 2: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

2. Investigator(s).

   Reviewer 1: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

   Reviewer 2: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

3. Innovation.

   Reviewer 1: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

   Reviewer 2: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

4. Approach.

   Reviewer 1: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

   Reviewer 2: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

5. Environment.

   Reviewer 1: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

   Reviewer 2: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

Overall review comments

Reviewer 1: ▓▓

Reviewer 2: ▓▓

PDF

Please report any problems with the submission tool to Warren Kibbe at wakibbe@northwestern.edu.