



## ILCCO-INTEGRAL Proposal Form


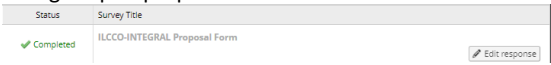
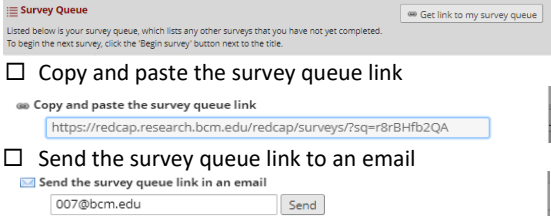

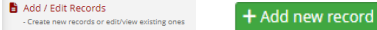

### Instructions & Frequently Asked Questions (FAQs)

Thank you for participating in the ILCCO-INTEGRAL project. We're moving forward to use REDCap [ILCCO-INTEGRAL Proposal Form](#) for proposal submissions. The following step by step instruction will serve as a guide for you to fill in and submit your project proposal.

#### New Proposal Submission Instructions

- STEP 1: Go to [ILCCO-INTEGRAL Proposal Form](#).  
 STEP 2: Enter the required information. (\* must provide value).  
 STEP 3: Upload the relevant project documents.  
 STEP 4: Submit your proposal form.  
 STEP 5: Download your proposal submission PDF.

#### Frequently Asked Questions (FAQs)

Questions	Answers
1. How do I submit a new proposal?	<ul style="list-style-type: none"> <li>Go to <a href="#">ILCCO-INTEGRAL Proposal Form</a>, enter the required(* must provide value) information, upload the relevant project documents, submit the proposal form.</li> </ul>
2. Is it possible to download a PDF of my proposal submission?	<ul style="list-style-type: none"> <li>Yes. You can download a PDF copy upon your submission of the proposal. When you click on Submit (button), you're given the option to download a PDF copy.</li> </ul> <p>Download your survey response (PDF):  Download</p>
3. May I edit the proposal after submission*? Note: <ul style="list-style-type: none"> <li>The proposal submission is available for edits/changes till the ILCCO-INTEGRAL Steering Committee reviews.</li> <li>Once the proposal is updated to Proposal Status: Approved or Approved w/Comments, the proposal will no longer be editable – i.e. view/read only.</li> <li>To access your proposal that was submitted, you can use the respective link saved. Login requires: Project Lead's Last Name and Email.</li> </ul>	<ul style="list-style-type: none"> <li>Click on Edit response (button) to update and/or make changes upon proposal submission.</li> </ul>  <ul style="list-style-type: none"> <li>You can copy/email (save) the Link of your proposal form by click on Get link to my survey queue (button).</li> </ul>  <p><input type="checkbox"/> Copy and paste the survey queue link</p> <p><input checked="" type="checkbox"/> Copy and paste the survey queue link</p> <p><a href="https://redcap.research.bcm.edu/redcap/surveys/?sq=r8rBHfb2QA">https://redcap.research.bcm.edu/redcap/surveys/?sq=r8rBHfb2QA</a></p> <p><input type="checkbox"/> Send the survey queue link to an email</p> <p><input checked="" type="checkbox"/> Send the survey queue link in an email</p> <p>007@bcm.edu </p>
4. How do I access and review my previous proposal submissions? Note: <ul style="list-style-type: none"> <li>Each proposal submitter will be granted access to the respective ILCCO-INTEGRAL project Data Access Group (DAG).</li> <li>A proposal submitter who is in multiple DAGs can use DAG Switcher (button) to access and review the previously submitted proposals.</li> <li>After you log in to REDCap ILCCO-INTEGRAL project, you may use 'Add/Edit Records' to 'Add new record' (submit the new proposal) as an alternative to submit proposal via REDCap Project: <a href="#">ILCCO-INTEGRAL Proposal Form</a> (requires REDCap Login).</li> </ul>	<ul style="list-style-type: none"> <li>You will be granted access to ILCCO-INTEGRAL project upon your proposal submission.</li> </ul> <p><input type="checkbox"/> Go to: <a href="https://redcap.research.bcm.edu/">https://redcap.research.bcm.edu/</a></p> <p>Username: email as entered in your proposal</p> <p>Password: There's a system generated link for you to set up your password per REDCap support team.</p> <p><input type="checkbox"/> In case you missed the system generated email link, you can use 'Forget the password word?' to change/setup/re-set your password.</p> <ul style="list-style-type: none"> <li>In REDCap ILCCO-INTEGRAL project, you can review your previously submitted proposals and submit new proposal as needed.</li> </ul> 
5. Can I make the Text Box for the required fields bigger to the full view?	<ul style="list-style-type: none"> <li>Click on Expand (button) below the Text Box to expand and get the full text view.</li> </ul> 

If you have additional questions, please reach out to: [ILCCO-INTEGRAL.Support@bcm.edu](mailto:ILCCO-INTEGRAL.Support@bcm.edu)  
 Please refer to [ILCCO/INTEGRAL Proposal Management Workflow](#) for process as outlined.