

For the best user experience when accessing the MRP system, we suggest using one of the following browsers: Google Chrome, Firefox, or Safari. It is fine to use Internet Explorer, but you may encounter some minor technical issues. MRP is not mobile friendly.

Applicant Instructions

This tutorial will outline the steps required to complete an application.

Please use this link to access My Research Proposal: <http://bit.ly/myresearchproposal>

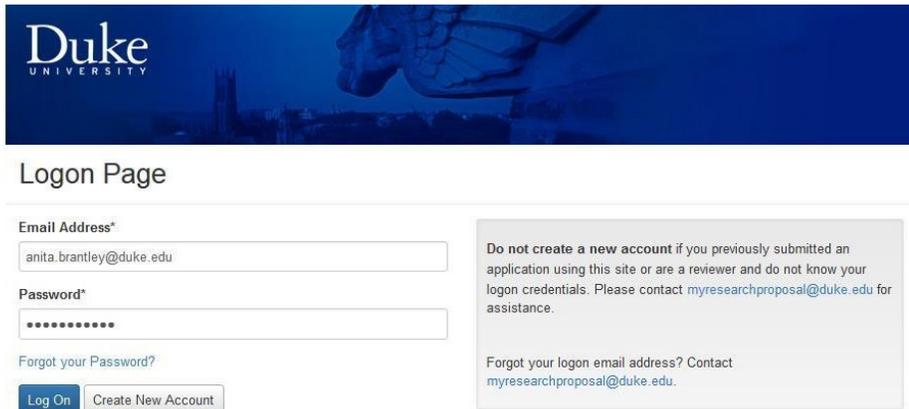
If you already have an account MyResearchProposal;

1. Enter your e-mail address, in the e-mail address field
2. Enter the password you were given by the foundation.
3. Press the “Log On” button.

If you have forgotten your password;

1. Click the Forgot Your Password link
2. It will then ask for your email address. Type your email address and click Send Reminder.
(Email: myresearchproposal@dm.duke.edu for any unresolved technical issues.)

If you do not have an existing account, click on Create New Account and follow instructions.

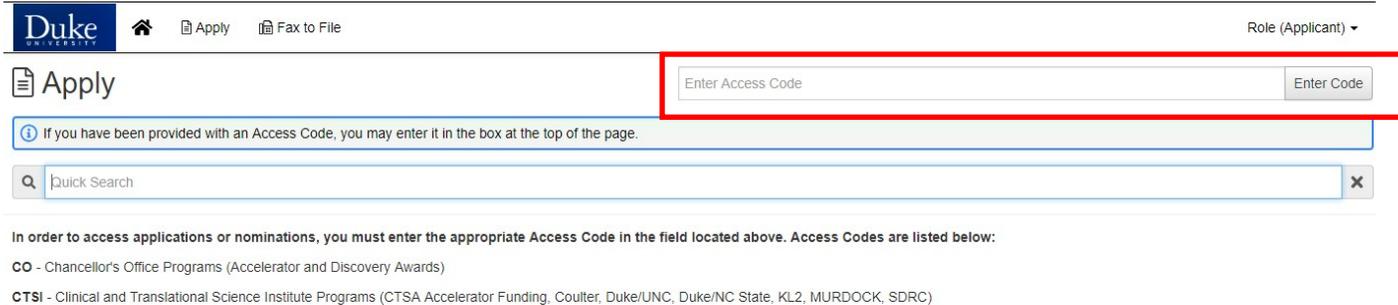


The screenshot shows the 'Logon Page' of the MyResearchProposal system. At the top is the Duke University logo. Below it, there are two input fields: 'Email Address*' with the text 'anita.brantley@duke.edu' and 'Password*' with masked characters. Below the password field is a link 'Forgot your Password?'. At the bottom left are two buttons: 'Log On' and 'Create New Account'. On the right side, there is a grey box with text: 'Do not create a new account if you previously submitted an application using this site or are a reviewer and do not know your logon credentials. Please contact myresearchproposal@duke.edu for assistance.' Below this box is another link: 'Forgot your logon email address? Contact myresearchproposal@duke.edu'.

After logging into the system, you will be directed to the Applicant Dashboard Page. If you have a dual role, you will need to **change** the role **from** ‘Reviewer’ **to** ‘Applicant’.



You will be directed to the Applicant Dashboard. Click the Apply. Enter Access Code in the upper right hand box and click on Enter Code or the 'Enter' key on your keyboard. Scroll down.

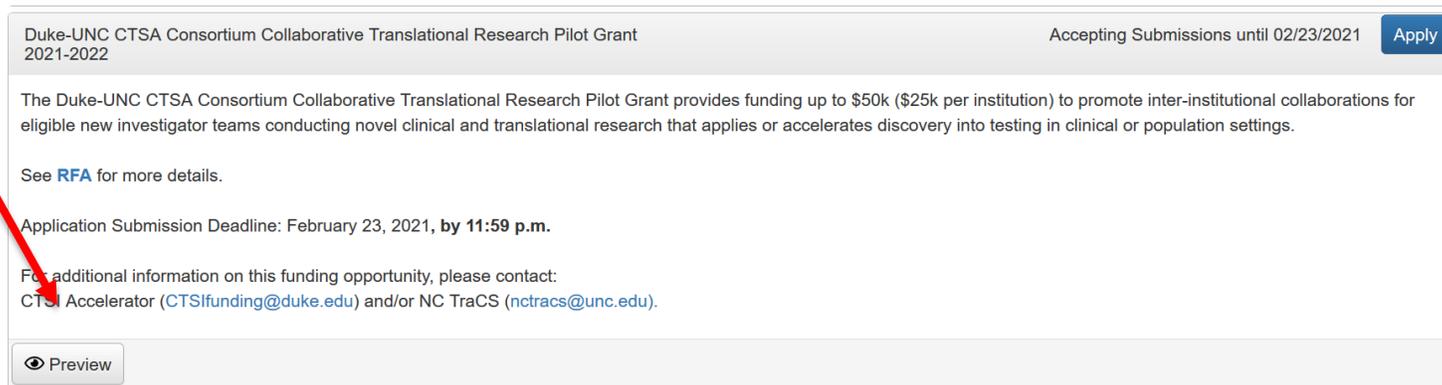


The screenshot shows the top navigation bar with the Duke University logo, a home icon, and buttons for 'Apply' and 'Fax to File'. On the right, there is a 'Role (Applicant)' dropdown. Below the navigation bar is a large 'Apply' button. To its right is a text input field labeled 'Enter Access Code' with an 'Enter Code' button next to it, which is highlighted with a red rectangular box. Below this is a blue information banner that reads: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Underneath is a search bar with the text 'Quick Search' and a magnifying glass icon on the left and an 'x' icon on the right. Below the search bar, there is a section titled 'In order to access applications or nominations, you must enter the appropriate Access Code in the field located above. Access Codes are listed below:' followed by two bullet points: 'CO - Chancellor's Office Programs (Accelerator and Discovery Awards)' and 'CTSI - Clinical and Translational Science Institute Programs (CTSA Accelerator Funding, Coulter, Duke/UNC, Duke/NC State, KL2, MURDOCK, SDRC)'.

All applications under the code you enter will be listed with a short description of the award along with who to contact for program specific questions and generally a link to the full RFA.

Scroll down to find the award you wish to apply. If you wish to preview the application prior to applying, you may do so by clicking the 'Preview' button in the bottom left corner.

To apply, click the blue 'Apply' button to the right of the program. This will launch the application.



The screenshot shows a program listing card. At the top left, it says 'Duke-UNC CTSA Consortium Collaborative Translational Research Pilot Grant 2021-2022'. At the top right, it says 'Accepting Submissions until 02/23/2021' and a blue 'Apply' button. The main text of the card reads: 'The Duke-UNC CTSA Consortium Collaborative Translational Research Pilot Grant provides funding up to \$50k (\$25k per institution) to promote inter-institutional collaborations for eligible new investigator teams conducting novel clinical and translational research that applies or accelerates discovery into testing in clinical or population settings.' Below this, it says 'See [RFA](#) for more details.' Then, 'Application Submission Deadline: February 23, 2021, by 11:59 p.m.' and 'For additional information on this funding opportunity, please contact: CTSI Accelerator (CTSIifunding@duke.edu) and/or NC TraCS (nctracs@unc.edu).' At the bottom left of the card is a 'Preview' button with an eye icon. A red arrow points to the 'Preview' button, and another red arrow points to the 'Apply' button.

Copy Application:

When applicable, an applicant may copy answers from a previously submitted application. The application will not be automatically submitted – it will be in draft until the applicant submits the new application.

Note: This will also copy ‘file uploads’ from previous years application. Old file uploads will need to be deleted and new ones uploaded (if applicable).

Instructions:

- Once you have clicked Apply to the desired grant proposal
 - Select ‘Copy Previous Answers’ in the upper right of form 
 - The table will show a list of your previous existing Requests with answers that can be copied. (EXAMPLE Below)
 - Note the number of matching answers and the date the request was created. You may have multiple requests as a returning applicant so please make your selection carefully.
 - Any questions that have already been answered on the current form will NOT be overwritten by a copied answer, nor will the copied answer be added to the existing answer.

EXAMPLE TABLE

Copy Previous Answers x

i The table below shows a list of your previous existing Requests with answers that can be copied.
Select the radio button next to the request you want to copy answers from

PROCESS	MATCHING ANSWERS	REQUEST CREATED
<input type="radio"/> test	3	12/29/2016 04:42:34 PM
<input type="radio"/> test	3	06/02/2016 09:45:21 AM
<input type="radio"/> test	3	11/03/2015 09:31:49 AM
<input type="radio"/> G4G Example	1	09/30/2016 03:41:36 PM
<input type="radio"/> test	0	04/26/2016 05:06:47 PM

Cancel Copy Answers

- Select the radio button next to the request you want to copy answers from
- Select Copy Answers
- A pop up will appear requesting that you confirm that you want to copy.
- Click OK
- Clicking 'OK' will copy the answers from the selected request into the form you are currently working on.
- You may edit existing answers and answer new questions (if they exist).

*** Ensure your file uploads are correct for the new application ***

- At the bottom of the page, you can Save the form and return to it at a later date, or you can answer all of the questions and select Submit.
- After selecting Submit you will see the confirmation page and you can always select Applicant Dashboard to return to your dashboard view.

Saving & Editing

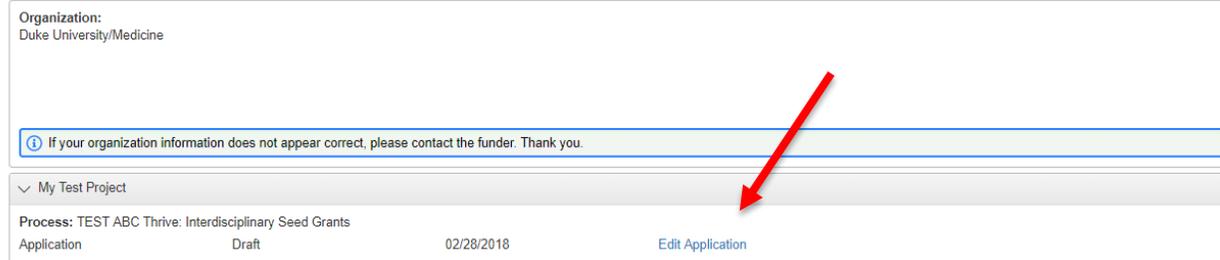
You are able to save your application & come back to it if you are not ready to submit. Scroll to the bottom of the page and click 'Save Application'.

When you log back into the system after saving an application, you will see the following:

Applicant Dashboard

View the status of your applications below

If you have questions please contact myresearchproposal@duke.edu



Organization:
Duke University/Medicine

ⓘ If your organization information does not appear correct, please contact the funder. Thank you.

My Test Project

Process: TEST ABC Thrive: Interdisciplinary Seed Grants			
Application	Draft	02/28/2018	Edit Application

Click on Edit Application and then continue filling out the information and uploading requested documents.

You can download a copy of your completed application packet by clicking on Application Packet in the upper right hand side of the screen. Then scroll to the bottom of the screen and click Submit Application.



Save Application Submit Application

Once you have 'Submitted' the application, you can no longer go back and make changes without contacting the system administrator and requesting your application will be returned to Draft status.

For all questions, please contact MyResearchProposal at myresearchproposal@dm.duke.edu or 919-668-4774.