MyResearchProposal

Duke Clinical & Translational Science Institute

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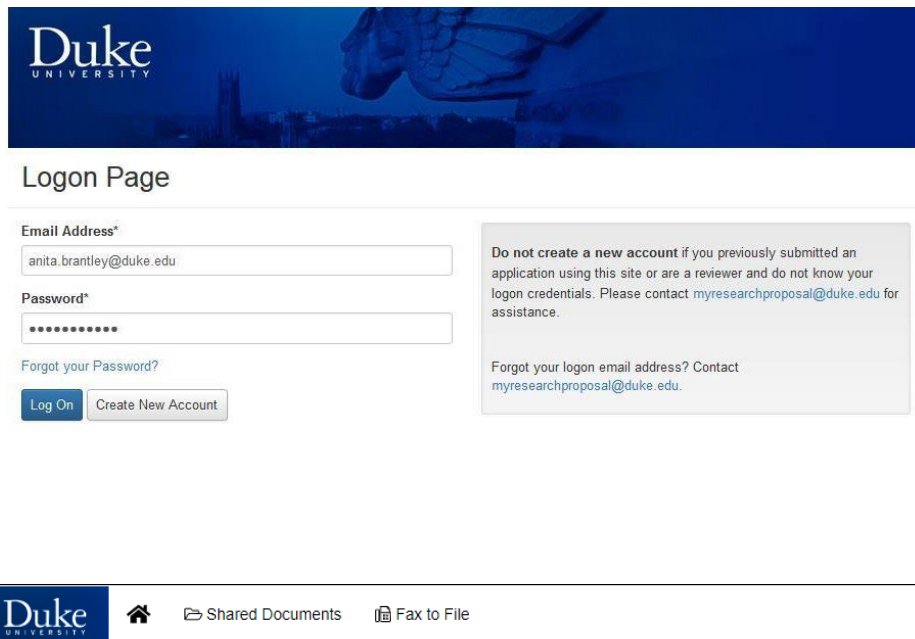
After logging into the system, you will be directed to the Applicant Dashboard Page. If you have a dual role, you will need to **change** the role **from** 'Reviewer' **to** 'Applicant'.

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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.

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.

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:
1. Once you have clicked Apply to the desired grant proposal
   - Select 'Copy Previous Answers' in the upper right of form [button: Copy Previous Answers]

   - 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

   - 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.
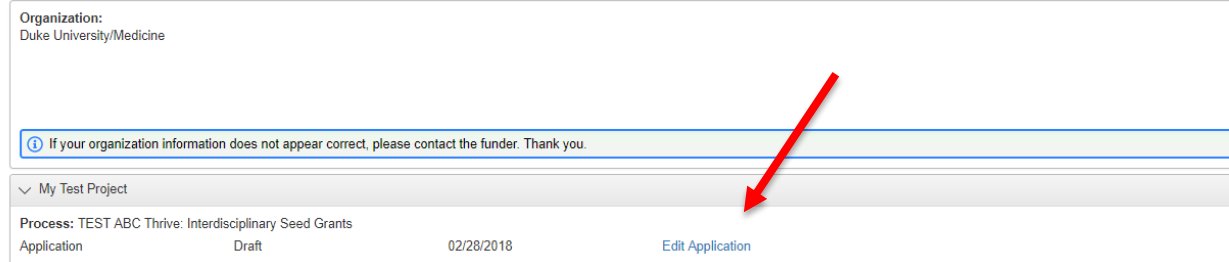
Saving & Editing

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:

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.

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.