

How to complete the Irving Institute's TL1 Predoctoral Application

The TL1 application is available only on the CUIMC campus or via VPN. It is firewall-protected. Once you are connected to the CUIMC network click in the link below that will take you to the application interface (WebCAMP) and follow the steps-by-step instructions provided below.

Link to TL1 Predoctoral Application:

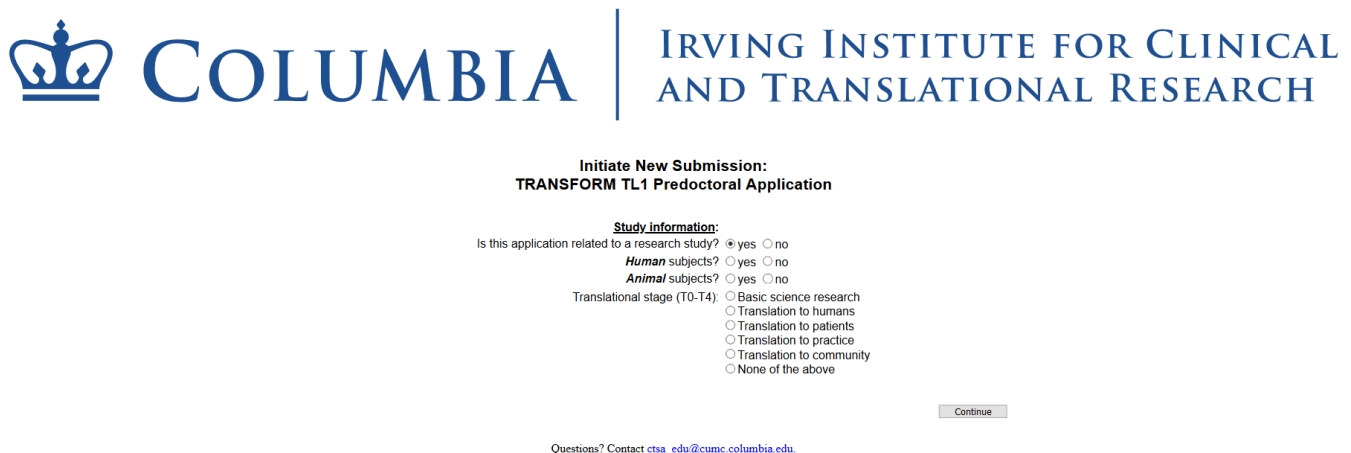
https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=4&DSN=1&RootURL=https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/SourceCode

Stage 1 | Submit Notice of Intent

1. The link provided will take you to the application initiation page. Answer yes/no and click continue



2. If you selected yes, you will be taken to a screen where you can indicate whether or not your research study has human or animal subjects.



- If you select yes to the human subjects question, additional questions will pop up asking you to specify if those human subjects are children or adults.
 - You will also be asked to indicate if your study is a clinical trial. If you select yes for clinical trial you will need to indicate the phase of the clinical trial
 - Note, if you select yes for animal subjects, you will not be asked additional questions at this time
3. Next indicate what stage of translational research best describes your study and click continue



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Predoctoral Application

Study information:
Is this application related to a research study? ☒ yes ☐ no
Human subjects? ☒ yes ☐ no
Subjects *under the age of 18*, or a *pediatric* disease/condition? ☐ yes ☒ no
Subjects *18 years or older*, or an *adult* disease/condition? ☒ yes ☐ no
Is this study a **clinical trial**? ☒ yes ☐ no
If yes, phase:
Animal subjects? ☐ yes ☒ no
Translational stage (T0-T4):
☐ Basic science research
☒ Translation to humans
☐ Translation to patients
☐ Translation to practice
☐ Translation to community
☐ None of the above

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu.

4. Enter your name and the title of your study and click continue



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Predoctoral Application

PI's name:
Short name for study (80 chars or less):
Is this a re-submission? ☐ yes ☒ no

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu.

5. Note: If you have never applied for any of our training programs/services your information will not exist in our database. As such, when you click "continue" you will be taken to a screen to enter your demographic information.



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Predoctoral Application "Test"

The name 'Lorian, Mando' was not found in the current IrvingInst database.
Please click "Continue" to proceed to entering your demographic information.

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu.

Next you will be instructed to create a password.



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission:
TRANSFORM TL1 Predoctoral Application
Test

It looks as if you have not previously used the IrvingInst application and review system (ePAR). Please provide a password that will be used for future access to this system to submit your application:

Password:
Re-Type Password:

Passwords are case-sensitive.
DON'T FORGET TO MAKE A NOTE OF YOUR CHOSEN PASSWORD AS YOU WILL NEED IT TO LOG IN!

[Continue](#)

Questions? Contact cta_edu@cumc.columbia.edu.

6. If you do exist in our database, then confirm that your information is correct by selecting yes/no and click continue

- Irrespective of whether you select yes or no, you will be given the opportunity to update your information on the next screen



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission:
TRANSFORM TL1 Predoctoral Application
test again and again

Thank you for your interest in the IrvingInst.
PLEASE DO NOT REFRESH THIS PAGE, AS THIS WILL DUPLICATE YOUR REQUEST.
You may now begin working on your application in ePAR.

[Click To Log In](#)

You may contact [Siddiq Mohamed](#) for technical assistance or if you have forgotten your ePAR password.

For more information about the IrvingInst, please visit the [IrvingInst Web site](#).

Questions? Contact cta_edu@cumc.columbia.edu.

You have now completed the notice of intent stage. You will receive an email confirmation. You can access the application from the link provided in the confirmation email.

Stage 2 | Navigation

1. Using the link provide in your confirmation email login to the WebCAMP application interface

WebCAMP v.6.0a
Software Tools for Research

[Contact Us](#)

Please log in.

Session timeout: 20 minutes

☐ Save user info across sessions

Last name:

First name:

Password:

[Change Password](#)

[Troubleshooting](#)

2. Click on the “Current/Past Applications” tab. You should see your application listed.

WebCAMP v.6.0a

WebCamp Adult and Peds

Current/Past Applications | User Tools | Log out

Current or Completed Applications

☐ Show test applications
☒ Show only latest version of each application
☐ Limit to open projects (i.e., those that have been approved AND are not closed, completed, or terminated)
☐ Show only applications I am reviewing or have reviewed

Primary Filter

☒ All applications
☐ By PI or trainee
☐ By status
☐ By investigator/contact/creator/key personnel/admin
☐ By application type
☐ By IRB or IACUC number
☐ By keyword or phrase in title
☐ By recent application type [More Info](#)

Secondary Filter

☒ All applications (no second filter)
☐ By PI or trainee
☐ By status
☐ By investigator/contact/creator/key personnel/admin
☐ By application type
☐ By keyword or phrase in abstract
☐ By recent application type [More Info](#)

No.	To-14 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Internal Project ID	Abbreviated Title	Application Status	Versions (Amendments)	First Accessed*	Last Accessed*	KL2 <input type="radio"/> Only	TL1 <input type="radio"/> Only	Any Flag <input checked="" type="radio"/> Show
1	1	Lorian, Mando km2749@cumc.columbia.edu	PI/Co-PI - Columbia Univ Other (none)	(not specified)	TRANSFORM TL1 Predoctoral Application		Test View/Edit Print Cancel Download	In development	(none)	(never or unknown)	(never or unknown)	No	Yes	

*NOTE: "Accessed" columns include only access by study team. Access by IrvingNet administration and/or review committee members is not shown.

3. Under the column “Abbreviated Title” select the “View/Edit” link associated with your application.

WebCAMP v.6.0a

WebCamp Adult and Peds

Current/Past Applications | User Tools | Log out

Current or Completed Applications

☐ Show test applications
☒ Show only latest version of each application
☐ Limit to open projects (i.e., those that have been approved AND are not closed, completed, or terminated)
☐ Show only applications I am reviewing or have reviewed

Primary Filter

☒ All applications
☐ By PI or trainee
☐ By status
☐ By investigator/contact/creator/key personnel/admin
☐ By application type
☐ By IRB or IACUC number
☐ By keyword or phrase in title
☐ By recent application type [More Info](#)

Secondary Filter

☒ All applications (no second filter)
☐ By PI or trainee
☐ By status
☐ By investigator/contact/creator/key personnel/admin
☐ By application type
☐ By keyword or phrase in abstract
☐ By recent application type [More Info](#)

No.	To-14 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Application Type	Internal Project ID	Abbreviated Title	Application Status	Versions (Amendments)	First Accessed*	Last Accessed*	KL2 <input type="radio"/> Only	TL1 <input type="radio"/> Only	Any Flag <input checked="" type="radio"/> Show
1	1	Lorian, Mando km2749@cumc.columbia.edu	PI/Co-PI - Columbia Univ Other (none)	(not specified)	TRANSFORM TL1 Predoctoral Application		Test View/Edit Print Cancel Download	In development	(none)	(never or unknown)	(never or unknown)	No	Yes	

*NOTE: "Accessed" columns include only access by study team. Access by IrvingNet administration and/or review committee members is not shown.

4. Another window will pop up entitled “Application Status Page”. This is the page you will frequently refer to, to ensure that all parts of your application are complete.

- Note the link at the bottom of the page that allows you to run a detailed completeness check to find out exactly what your application might be missing
- On the left hand side of this window you see links to the various sections of the application; the first of which is to the “application status page” you are currently on.

Application Sections
[Application Status Page](#)
[Trainee Application Form](#)
[Academic and Dissertation Information](#)
[Targeted Enrollment Form](#)
[Other Support](#)
[Biographical Sketches](#)
[Supporting Documents](#)

Options

APPLICATION STATUS PAGE
Mando Lorian:
Test
TRANSFORM TL1 Predoctoral Application
New application (in development)

Some required data are missing from your application.

You can view details of missing data by clicking the "Run Detailed Completeness Check" link below. When all required fields have been completed, you will see a "Submit for Review" button on this page. If there are extenuating circumstances that prevent you from providing all required data, please contact IrvingInst administration for assistance.

Section	Status
Applicant Demographics, Biosketches	INCOMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	INCOMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Close

Stage 3 | Completing the Application

1. Now that you understand the layout of the application window click on the “Trainee Application Form” link on the left hand side of the “application status page”

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Options

APPLICATION STATUS PAGE
Mando Lorian:
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Section	Status
Applicant Demographics, Biosketches	INCOMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	INCOMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Close

2. Select your citizenship status. Then the remainder of the application fields will appear.

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Options

TRAINEE APPLICATION FORM
 New application (in development)

Citizenship Status
 (documentation will be required)

☐ U.S. citizen [More Info](#)
☐ Non-citizen national [More Info](#)
☐ Lawfully admitted permanent resident [More Info](#)
☐ None of the above

3. Ensure that all fields of the “Demographics”, “Project Summary”, “Multidisciplinary Integration”, “Proposed Research Study”, “Mentor(s)”, and “Publications” are updated as applicable. As you make edits the “save changes” button will appear in the upper right side of the window. Click the “save changes” button after you edit each section of the application. (you might have to scroll back up to see the button after each section is updated)
 - Note that if you missed something in the section you are trying to save changes for, the system will not allow you to save until you have completed all mandatory fields in that section.

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Options

TRAINEE APPLICATION FORM
 New application (in development)

Citizenship Status
 (documentation will be required)

☒ U.S. citizen [More Info](#)
☐ Non-citizen national [More Info](#)
☐ Lawfully admitted permanent resident [More Info](#)
☐ None of the above

Demographics

Internal project ID: (to be entered by administration)

Applicant (trainee): Mando Lorian [\[change\]](#) [\[edit demographics\]](#)

Application title (<=80 chars):

Applicant's Current Institution:

Institution at Initial Application:

Department:

Current academic/position title:

Current work address:

Primary phone: [Add extension](#)

☒ mobile ☐ home (land-line) ☐ work

Work e-mail:

Alternate e-mail:

Degree(s): (none specified) [\[edit\]](#)

eRA commons username: [More Info](#)

ORCID ID (numeric portion): [More Info](#)

Gender: ☐ Female ☒ Male

Maternal language: ☒ English ☐ Other

The United States Department of Education and the NIH require us to report on the racial/ethnic composition of its student body. The NIH also requires us to report on the number of awardees with disabilities or from disadvantaged backgrounds. Applicants are strongly encouraged to provide this information, however declining to do so will in no way affect their appointments.

Applicant's ethnicity:

Applicant's race: (check all that apply)

☐ American Indian/ Native Alaskan
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American
☐ White
☐ More than one race
☒ Unknown or not reported

Other applicant data: (check all that apply)

☐ Applicant is disabled
☒ Applicant is from disadvantaged background

5. Do not click the “close” button in the upper right side of this window until you are finished all of your updates.
 - Clicking “close” will close the entire window and you will need to go back to the “view/edit” link the “abbreviated title column of the application interface to navigate back to your application window.
 - If you are regularly clicking “save changes” as you complete your application then all of your edits will be there when you do come back to the application form
6. After you have completed the “Trainee Application Form” and saved all changes click on the “Academic and Dissertation Information” link in the left hand navigation bar.

- The process here is the same as in step 3: complete each field and save as you go

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Options

Close

ACADEMIC AND DISSERTATION INFORMATION

Applicant's Doctoral Program

Title of Dissertation

Name of Program Director or Dissertation Supervisor

Director or Supervisor Academic Title

Director or Supervisor Email

Last mod by M Lorian on 2/12/21 at 12:22AM.

- After you have completed the “Academic and Dissertation Information” form click on the “Targeted Enrollment Form” link in the left hand navigation bar

- The process here is the same as in step 3: complete each field and save as you go

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Close

TARGETED ENROLLMENT FORM

Mando Lorian, BS, MPH:
Test
TRANSFORM TL1 Predoctoral Application
New application (in development)

*Please give detailed plans for ensuring appropriate representation of women and minorities.
If you need help with these tables, please contact the [Application Review Coordinator](#).*

Enrollment location:

Source:

	Not Hispanic or Latino		Hispanic or Latino		Total
	Female	Male	Female	Male	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than one race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Last mod by M Lorian on 2/12/21 at 12:40AM.

- After you have completed the “Targeted Enrollment Form”, click on the “Other Support” link in the left hand navigation bar.

- Add any other sources of support you have for this study
- The process here is the same as in step 3: complete each field and save as you go

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OTHER SUPPORT

(GRANTS TO INVESTIGATORS ON THIS STUDY)
Mando Lorian, BS, MPH:
Test
TRANSFORM TL1 Predoctoral Application
New application (in development)

[Add a source of support](#)

Grant Number	PI	Kind	Grantee Organization or Agency	Title	Total Funds	Approval Status	Directly Supports Current Study?
(none specified)							

- After adding any additional support you have, click on the “Biographical Sketches” link in the left hand navigation bar

- Upload and save your biographical sketch (pdf only)

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[Run completeness check](#)
[Show user access rights](#)
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[Cancel current application](#)

BIOGRAPHICAL SKETCHES
Mando Lorian, BS, MPH:
Test
TRANSFORM TL1 Predoctoral Application
New application (in development)

Last mod by M Lorian on 2/12/21 at 12:31AM.

Selected Investigator:
Lorian, Mando

Name: Lorian, Mando [Click to fix name if mis-spelled or incomplete.](#)

Position Title:
Predoc

This biosketch has been configured to support an uploaded file. The file must be a PDF file (with .pdf extension). A biosketch file has already been uploaded. To replace the uploaded file with a new one, please select the updated file below, then click "Proceed with upload".

[Browse...](#) No file selected. [Proceed with upload](#)

10. Next click “Supporting Documents” link in the left hand navigation bar

- Upload all required documents (pdf only)

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SUPPORTING DOCUMENTS
Mando Lorian, BS, MPH:
Test
TRANSFORM TL1 Predoctoral Application
New application (in development)

Last mod by M Lorian on 2/12/21 at 12:41AM.

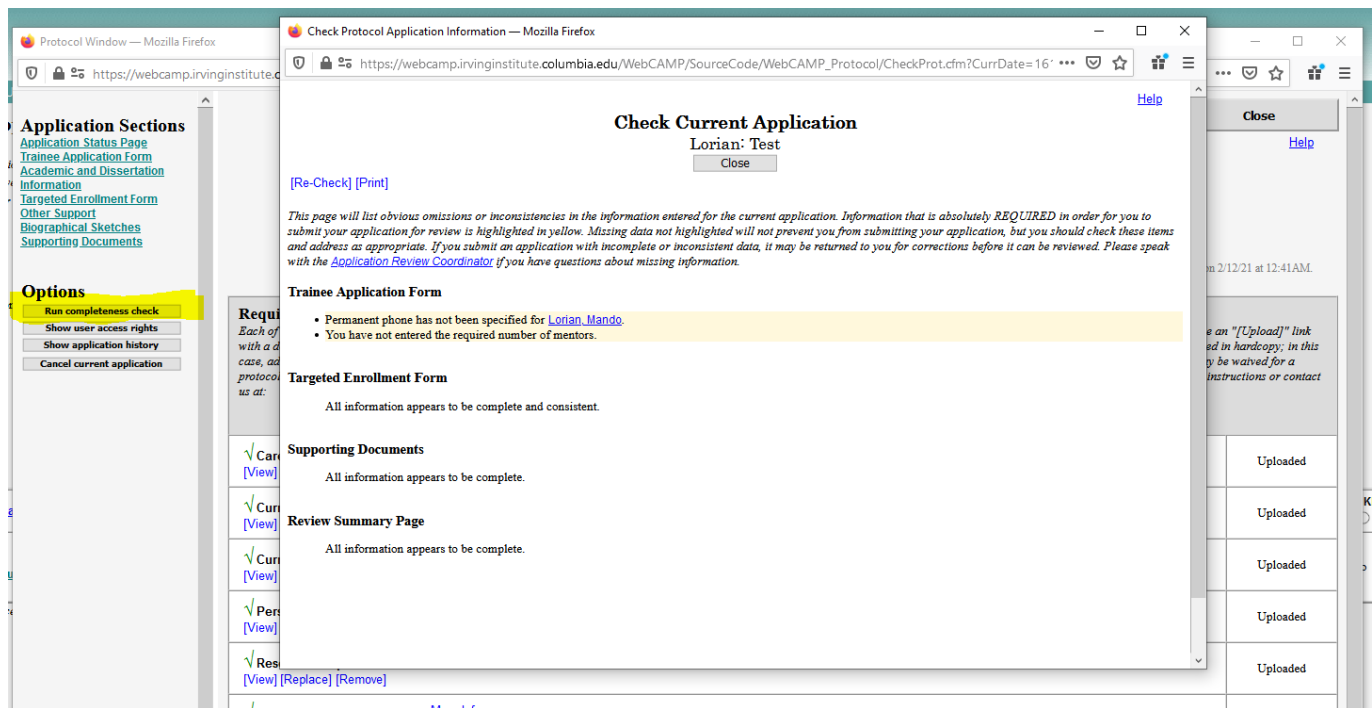
Required Before Submission
Each of the following documents must be submitted with your application. Most documents can be uploaded; some documents are required in hardcopy and are marked as such. If you do not see an "[Upload]" link with a document and the document is NOT marked as **REQUIRED IN HARDCOPY**, then the document is not currently due. Uploadable documents that you are unable to upload can be submitted in hardcopy; in this case, administrative staff of the IrvingInst must mark the document as "Received in hardcopy" before you will be permitted to submit your application. In special cases, specific requirements may be waived for a protocol. In this case, IrvingInst administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at: ctsa_edu@cumc.columbia.edu

X Career goals More Info [Upload]	Not yet received
X Current Academic Transcript [Upload]	Not yet received
X Curriculum Vitae [Upload]	Not yet received
X Personal statement More Info [Upload]	Not yet received
X Research Proposal More Info [Upload]	Not yet received
X Training and mentoring plan More Info [Upload]	Not yet received

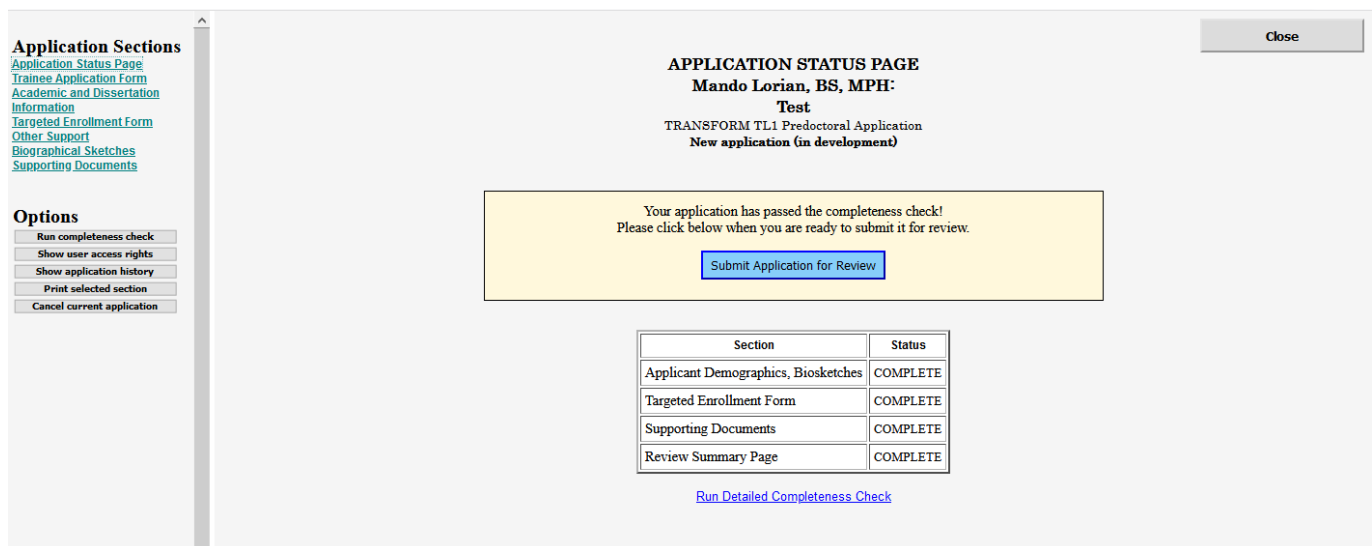
Other Supporting Documents
You may include below any documents you consider relevant to the current application.
[\[Add a document\]](#)

11. After completing all fields in all of the forms and upload your supporting documents click on “Run Completeness Check” under the “options” section in the left hand navigation bar

- A third window will pop up showing all of the sections of your application with missing items.
- This window will have links to each of the sections with missing information. Each of those links will open a new window. We suggest going through this list one link at a time, closing each window after you have made your edits and saved your changes.



- When you are sure that all of the missing information has been completed run the completeness check again and/or navigate back to the “Application Status Page” to ensure that all sections are complete



- Submit application. You will receive a confirmation email.

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Options

Run completeness check

Show user access rights

Show application history

Print selected section

Cancel current application

Close

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test

TRANSFORM TL1 Predoctoral Application

New application (in development)

Your application has passed the completeness check!

Please click below when you are ready to submit it for review.

You have selected to submit the current application for review. An application should be submitted only after all sections have been completed, OR you have received an exemption from the Protocol Review Coordinator for certain sections. If you proceed, the application will be locked and submitted to the IrvingInst for review. You will be prevented from making further changes until after the review process is complete. Do you wish to continue?

OK

Cancel

Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

Run Detailed Completeness Check

Application Sections

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Options

Run completeness check

Show user access rights

Show application history

Print selected section

Cancel current application

Close

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test

TRANSFORM TL1 Predoctoral Application

New application (in development)

Your application has passed the completeness check!

Please click below when you are ready to submit it for review.

Your application will now be checked for completeness. Please click 'OK' to proceed.

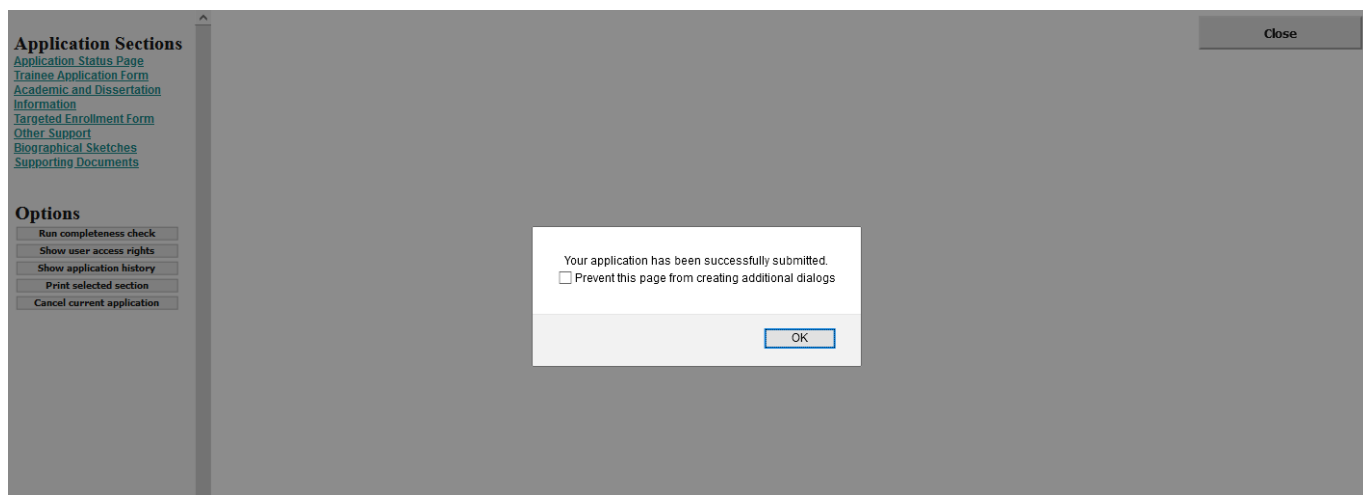
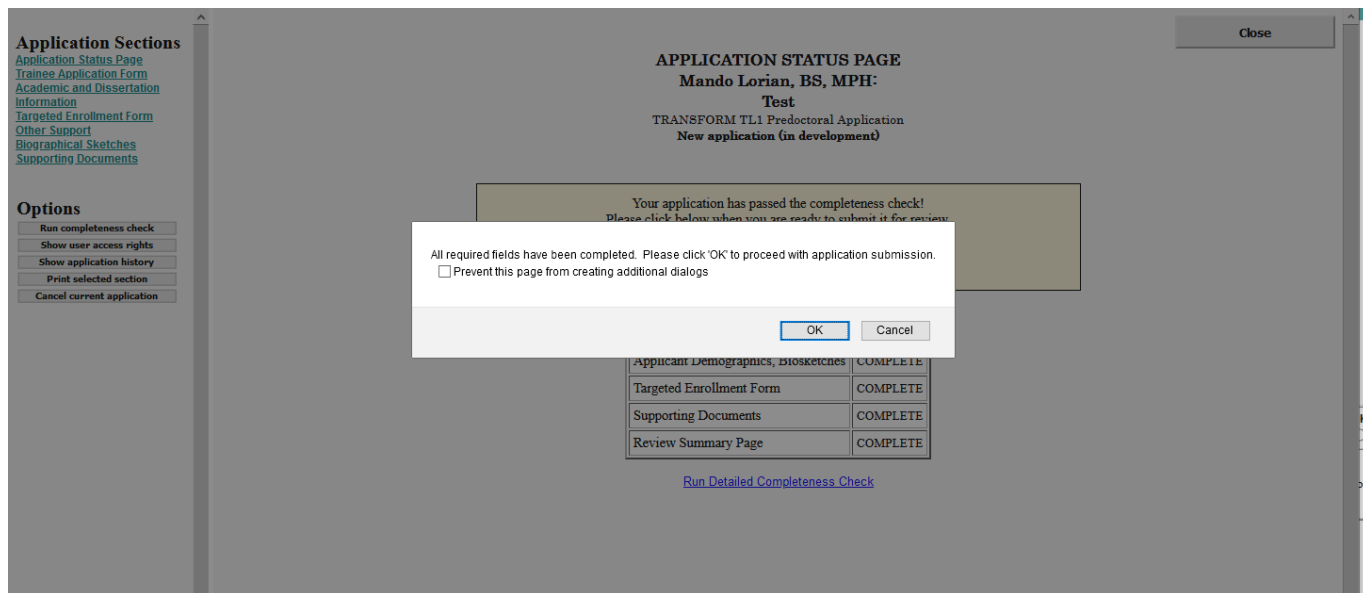
☐ Prevent this page from creating additional dialogs

OK

Cancel

Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

Run Detailed Completeness Check



Any questions about the application process can be directed Harley Lynch hal2140@cumc.columbia.edu .

If you experience technical issues, please contact iisupport@columbia.edu.