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.
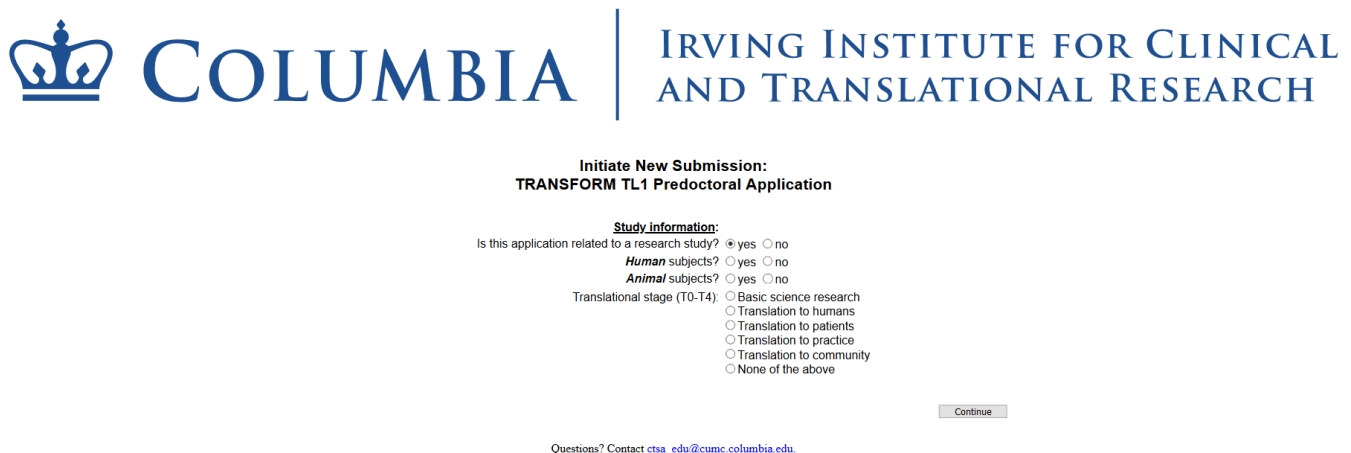
Link to TL1 Predoctoral Application:
https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=4&DSN=1&RootURL=https$$webcamp.irvinginstitute.columbia.edu$WebCAMP$SourceCode$

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.
  - o 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

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: [I-II ⌄]

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

Initiate New Submission:
TRANSFORM TL1 Predoctoral Application

PI's name: [_____] , [_____]
                   last   *first*

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 exists in our database. As such, when you click "continue" you will be taken to a screen to enter your demographic information.

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.

COLUMBIA | 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 ctsa_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

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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 ctsa_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

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

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

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.

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"

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

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.

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

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.

7. 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

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	0	0	0	0	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	0	0	0	0	0
White	0	0	0	0	0
More than one race	0	0	0	0	0
Total	0	0	0	0	0

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

8. After you have competed 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

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	P.I.	Kind	Grantee Organization or Agency	Title	Total Funds	Approval Status	Directly Supports Current Study?
				(none specified)			

9. 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)

10. Next click "Supporting Documents" link in the left hand navigation bar
    - Upload all required documents (pdf only)

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.
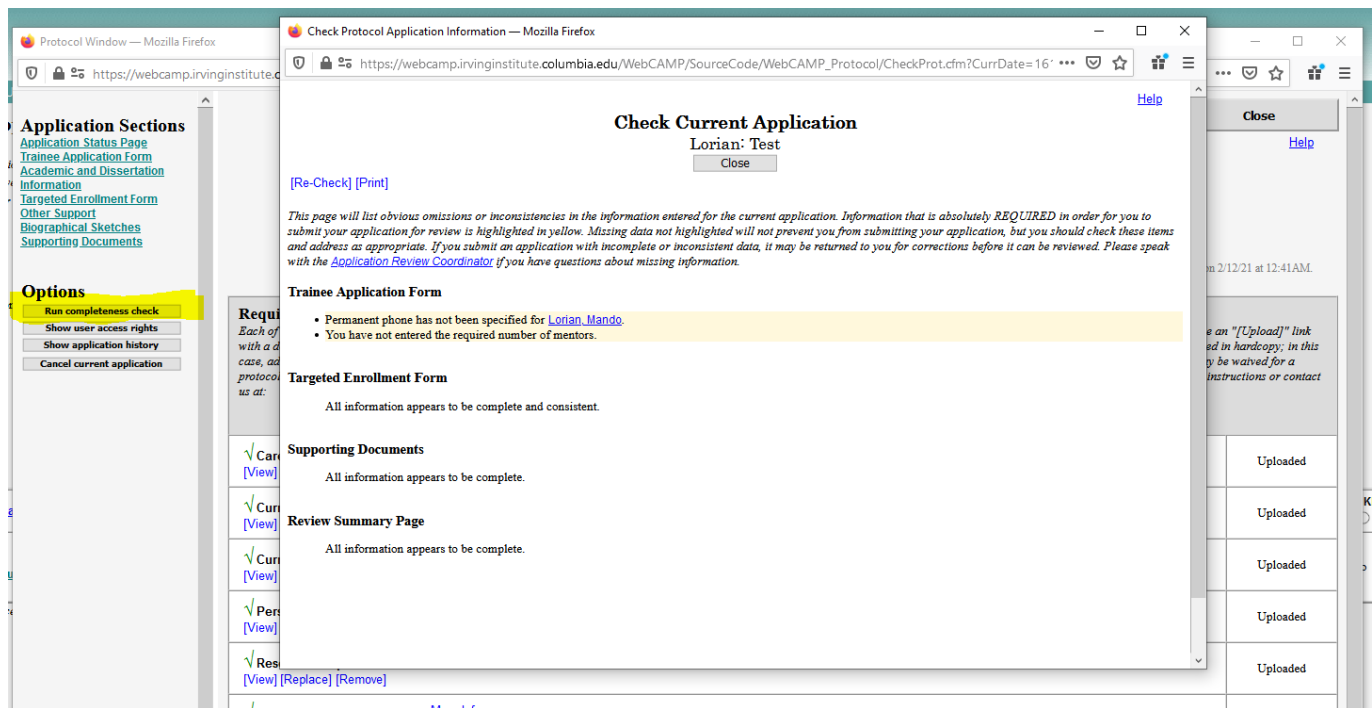
12. When you are sure that all of the missing information has been completed run the completeness check again and/or navigate back to the "Application Status Page" to ensure that all sections are complete
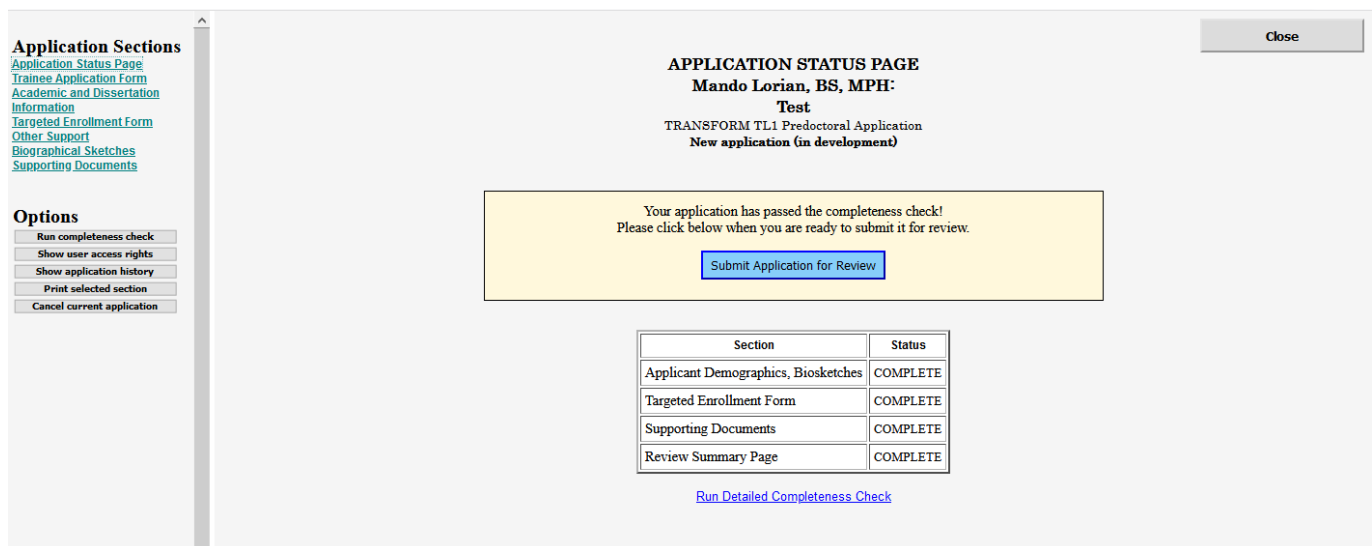
13. Submit application. You will receive a confirmation email.

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

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.

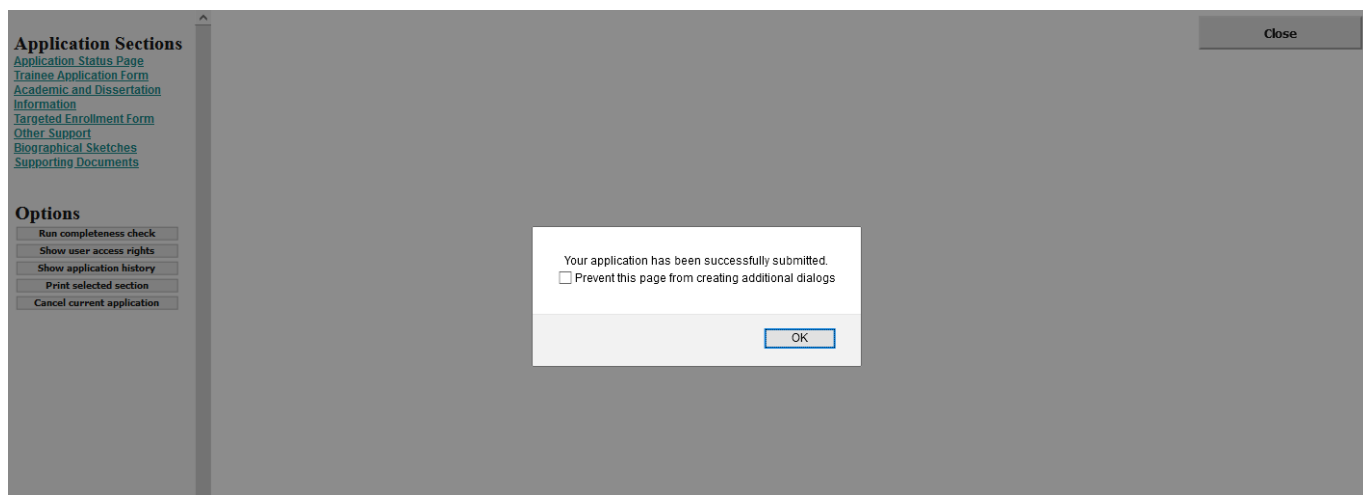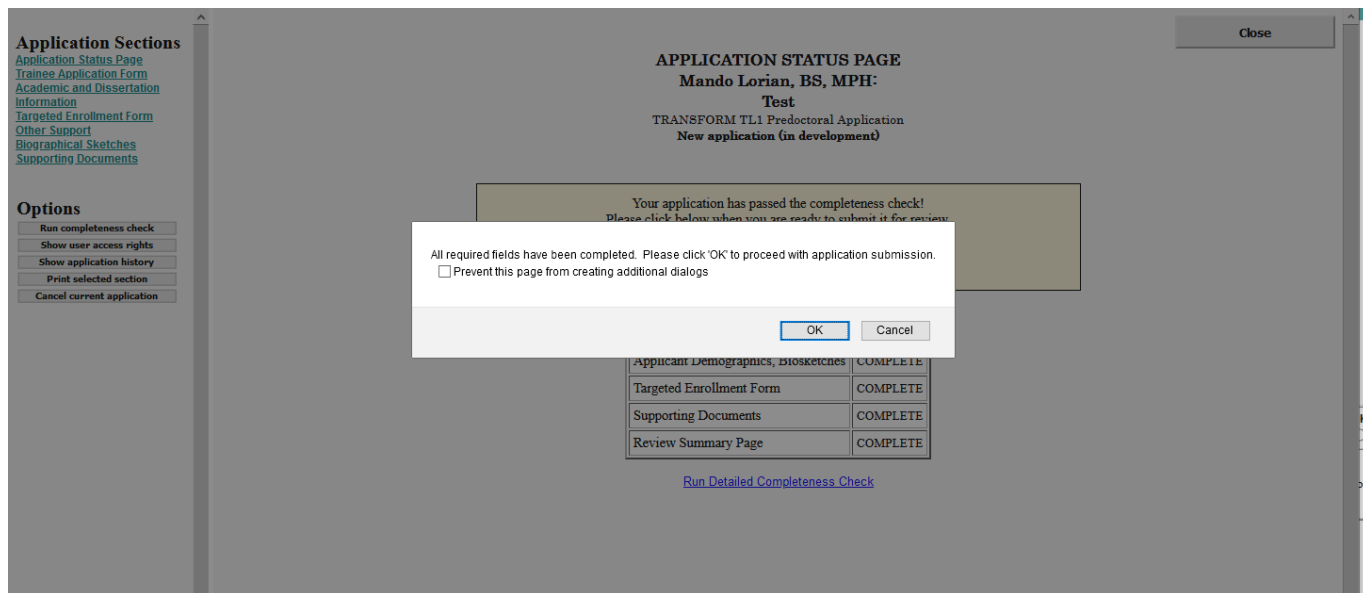Your application will now be checked for completeness. Please click 'OK' to proceed.
☐ Prevent this page from creating additional dialogs

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.