How to complete the Irving Institute's KL2 Application

The KL2 application is available only on the CUIMC campus or via VPN. It is firewall-protected. Once you are connected to the CUIMC network click on the link below that will take you to the application interface (WebCAMP) and follow the steps-by-step instructions provided below.
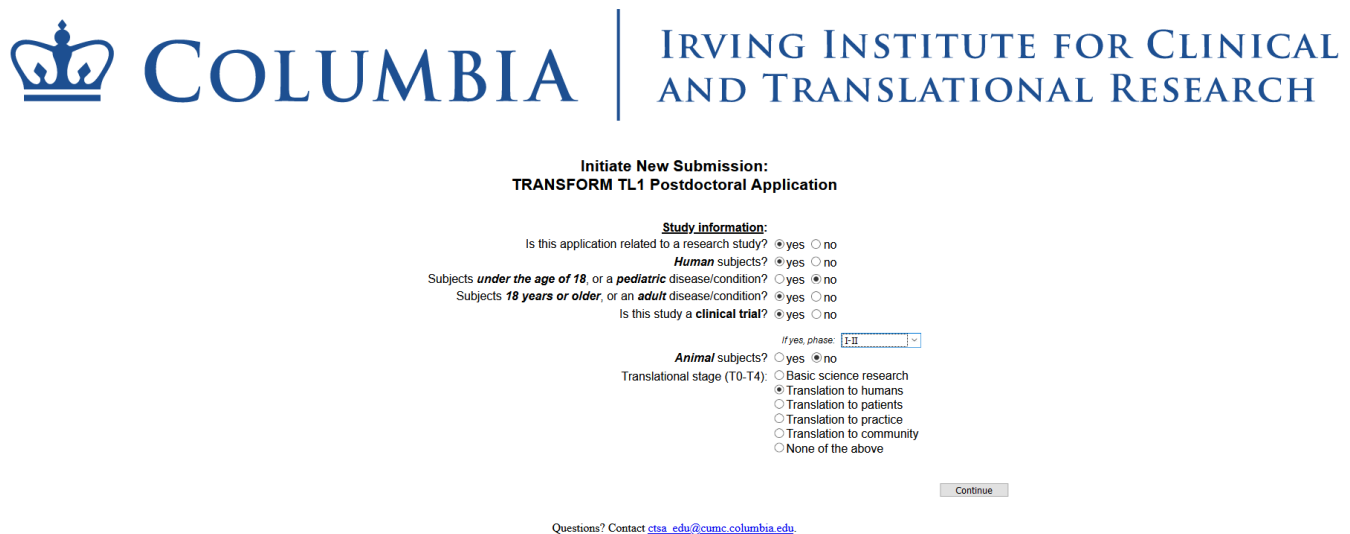
Link to KL2 Postdoctoral Application:

https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=7&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.
  - 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
3. Note, if you select yes for animal subjects, you will not be asked additional questions at this time

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

COLUMBIA | IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission:
TRANSFORM TL1 Postdoctoral Application

PI's name: Lorian , Mando
        last   *first*

Short name for study (80 chars or less): Test Post-Doc

[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.

COLUMBIA | 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.

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

Initiate New Submission:
TRANSFORM TL1 Postdoctoral Application
"Test Post-Doc"

The PI name you specified is already in the IrvingInst database with the following information:

PI's name: Lorian, Mando
Institution or Organization: Columbia University
Department: None
Academic/Institutional Title: Predoc
Phone: 404-123-4567
E-mail: km2749@cumc.columbia.edu

Is this the correct person[1]? ○ Yes ○ No

[Continue]

[1] *You will be given a chance to correct institution, dept, phone and e-mail in a later screen.*

Questions? Contact ctsa_edu@cumc.columbia.edu.

Initiate New Submission:
TRANSFORM TL1 Postdoctoral Application
"Test Post-Doc"

Please check the following data, correcting any inaccuracies and entering any missing data, then press Continue.

PI's name: Lorian, Mando
Institution or Organization: Columbia University
If other, specify:
Department: None
Academic Title or Job Title: Postdoc fellow
Phone: 404-123-4567
E-mail: km2749@cumc.columbia.edu

[Continue]

Questions? Contact ctsa_edu@cumc.columbia.edu.

Initiate New Submission:
TRANSFORM TL1 Postdoctoral Application
Test Post-Doc

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 run a completeness check to confirm that you have successfully answered all of the questions on the Trainee Application Form.

- Note that a 3rd window will pop up with the results of the completeness check. It will include links to the exact questions you are missing and/or have incomplete information.

7. After you have completed the "Trainee Application Form" and saved all changes click on the "Targeted Enrollment Form" link in the left hand navigation bar. The enrollment form may be left blank if you have no human subjects research.

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

8. After you have completed the "Targeted Enrollment Form" form run another completeness check.
9. After you have completed the "Targeted Enrollment Form" form click on the "Other Support"" 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

10. 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)
    - Upload and save biographical sketches for each of your mentors

11. Next click "Supporting Documents" link in the left hand navigation bar
    - Upload all required documents (pdf only)
    - Letters of recommendation may be uploaded directly by the applicant or sent by mentors/dept chair to ctsa_edu@cumc.columbia.edu

Close

Help

SUPPORTING DOCUMENTS
Mando Lorian, BS, MPH:
Test Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (in development)

Last mod by M Lorian on 2/23/21 at 2:12AM.

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 Curriculum Vitae [Upload]	Not yet received
X Personal statement More Info [Upload]	Not yet received
X Research Proposal More Info [Downloadable Form or Instructions] [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.

Application Sections
Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents ←

Options

| Run completeness check |
| Show user access rights |
| Show application history |
| Cancel current application |

SUPPORTING DOCUMENTS
Mando Lorian, BS, MPH:
Test Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (in development)

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ctsa_edu@cumc.columbia.edu

√ **Curriculum Vitae** [View] [Replace] [Remove]	Uploaded
√ **Personal statement** More Info [View] [Replace] [Remove]	Uploaded
√ **Research Proposal** More Info [Downloadable Form or Instructions] [View] [Replace] [Remove]	Uploaded
√ **Training and mentoring plan** More Info [View] [Replace] [Remove]	Uploaded

Other Supporting Documents
You may include below any documents you consider relevant to the current application.

| [Add a document] |

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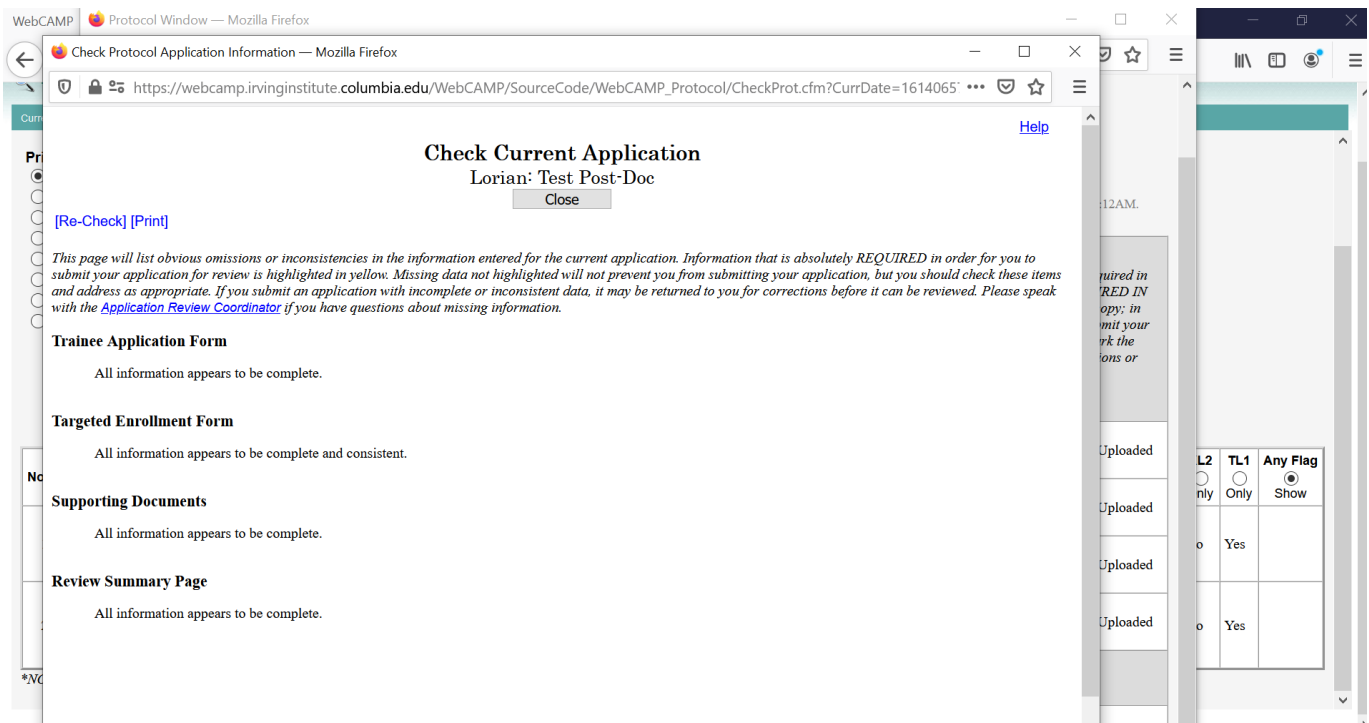
13. When you are sure that all of the missing information has been completed run the completeness check again and/or navigate back to the "Application Status Page" to ensure that all sections are complete

14. Submit application. You will receive a confirmation email. Note – if the blue submit button does not appear, try navigating to another tab then back to the application status page tab. Alternatively, try closing your application then opening it again.

First screen

Application Sections

Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents

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 Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (in development)

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

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

Run Detailed Completeness Check

Second screen

Application Sections

Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents

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 Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (in development)

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

☐ Prevent this page from creating additional dialogs

OK   Cancel

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

Run Detailed Completeness Check

Application Sections

Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents

Options

Run completeness check
Show user access rights
Show application history
Print selected section
Cancel current application

APPLICATION STATUS PAGE
Mando Lorian, BS, MPH:
Test Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (in development)

All required fields have been completed. Please click 'OK' to proceed with application submission.
☐ Prevent this page from creating additional dialogs

OK   Cancel

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

Run Detailed Completeness Check

Application Sections

Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents

Options

Run completeness check
Show user access rights
Show application history
Print selected section
Cancel current application

Your application has been successfully submitted.
☐ Prevent this page from creating additional dialogs

OK

Application Sections

Application Status Page
Trainee Application Form
Targeted Enrollment Form
Other Support
Biographical Sketches
Supporting Documents

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 Post-Doc
TRANSFORM TL1 Postdoctoral Application
New application (submitted for initial review)

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

View Details of 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.