Quick Reference: Research Award Application Portal Instructions

Career Development Award, Fellowship, Grant

August 2022

Dermatology Foundation
847-328-2256
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Shaping the Future of Dermatology

DF Quick Reference: CDAFG Application Portal Instructions

Introduction

This guide was developed to assist first-time users of the DF Research Award Application Portal. For detailed award eligibility and proposal requirements, please reference the CDAFG Applicant Instructions on the DF website.

Sign Up and Create a Profile

To complete an application for a Dermatology Foundation research award you will need to sign up and create a Profile on the DF Research Award Application Portal. This Profile can be used to submit applications in all funding categories. Please note that each research award category will have a specific link, so check the DF website to ensure you are applying for your desired award.

If you do not yet have an account or Profile, under "Need an Account", click the "Sign Up" button. On the Sign Up page, enter an email address and password. The password should contain more than 8 characters that include upper- and lower-case letters and at least one number.

Once signed in, click on "Create a Profile to Get Started". Fill out all the fields in Profile. If you need to revisit your Profile before submitting, click "Save Draft". Once you have completed filling out Profile information, click "Create Profile".
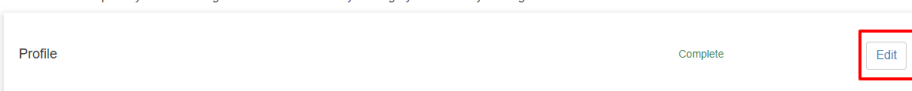

To complete your Profile, the following fields are required:

- First Name
- Middle Initial
- Last Name

- Degrees
- Date Completed Terminal Degree
- Current Position Title
- Position at the Time of Funding
- Current Mailing Address
- Telephone number – Telephone number should be formatted as 555-555-5555
- Email address
- US Citizenship
- Dermatology Residency Training
- Current Institution

Once Profile information has been completed, the application process can begin. You will use this Profile to apply for all Dermatology Foundation research awards. Your Profile information can be updated at any time by selecting "Edit" next to the Profile section when logged into the portal.

Please create or update your Profile to get started. You can always change your Profile by clicking "Edit".

| Profile | Complete | Edit |

Application Support

For all application support, please contact the Dermatology Foundation at dfrap@dermatologyfoundation.org.

Application Portal Considerations

The application portal instructions below provide steps on how to complete your application as well as required fields that will be needed for submission.

- To apply for your desired award, make sure to follow the correct link to that award portal. To ensure you are applying for the correct award check the individual award pages on the DF website.
- Click the "Save Draft" button at the bottom of the page as you enter information prior to completing your application.
- Additional required fields will vary depending on your award type and selections.
- For file uploads, please use a PDF file format.
- When signed in, you can review the status of your application(s) by the colored status bar – gray indicates that your submission is being reviewed, blue indicates that follow-up is required, and red indicates that there is an error with your application. If there is an error, contact dfrap@dermatologyfoundation.org for support.

Career Development Award, Fellowship, Grant Application Instructions

To sign in, follow this link to complete your Profile and to enter an application for a career development award (CDA), fellowship, or grant. Select "Get Started" to begin your application.

Please create or update your Profile to get started. You can always change your Profile by clicking "Edit".

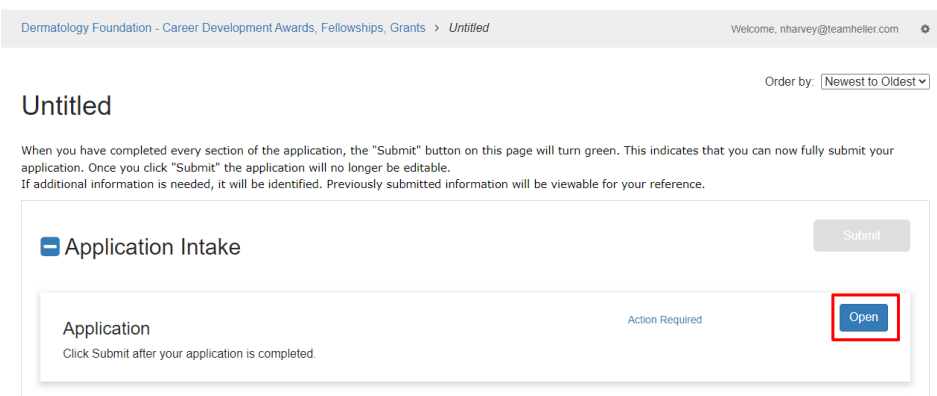| Profile	Complete

To create a new application, click **"+"** below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

+
Get Started
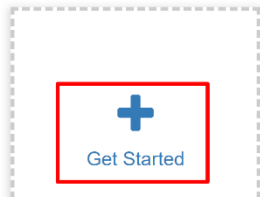
After you select "Get Started" you can begin your career development awards, fellowship or grant Application. Select "Open" under Application Intake to open the application form.

Dermatology Foundation - Career Development Awards, Fellowships, Grants > *Untitled*

Welcome, nharvey@teamheller.com ⚙

Order by: Newest to Oldest ⌄

Untitled

When you have completed every section of the application, the "Submit" button on this page will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.
If additional information is needed, it will be identified. Previously submitted information will be viewable for your reference.

□ Application Intake   Submit

Application	Action Required	Open
Click Submit after your application is completed.		

The application will remain open until it is submitted. As changes and updates are made to your application, please periodically click "Save Draft" at the bottom of the application page to save your work.

Application Information

The Application Information section requires the following fields:

- Application Type – The specific award you are applying for
- Project Title
- Project Categories – The Dermatology Foundation seeks to categorize all research applications received for program review and planning purposes
  - Project Subcategory

Contacts

Be prepared to provide the following information for your institution's Dermatology Department Chair or Division Chief, Mentor *(only applicable to select award applications),* Institutional Officer (Dean or designated official), Fiscal Officer, and Grant Administrator:

- First Name
- Last Name
- Address
- Phone Number
- Email Address

Application Documents/Files

Below are the required application documents for all CDA, fellowship, and grant submissions. Based on the award selected, there are additional documents needed to complete your application. Be sure to upload all files in a PDF format. The Applicant Instructions on the DF website provide detailed format and content requirements for each of the documents below.

- Research Proposal
- Applicant Biosketch – (use NIH's biographical sketch form)
- Short Project Summary – Do not exceed 65 words.
- Long Project Summary – Do not exceed one page.
- Headshot – Black and white photo preferred in JPG format.

CDA and Fellowship Application Documents (additional documents)

- Department Chair's Comment of Support Form (on DF website)
- Letter of Support from Mentor
- Two Additional Letters of Support

Grant Application (additional documents)

- Budget
- Letter of Support from Immediate Supervisor
- Letter of Support from Department Chair

Certification

You will be required to certify your application.

> *I certify that the statements in this application are true to the best of my knowledge. In the event that I receive a grant, as a Principal Investigator, from any federal agency, as defined in the award eligibility requirements, I understand that my Dermatology Foundation award will be terminated as of the day I begin to receive such funds. I agree to immediately notify the Foundation in writing upon notification of another award. I agree that salary/research funds awarded to me will only be used for the project/purpose stated in my application. Any unused funds will be returned to the Foundation. I hereby agree to provide a written progress report and financial report to the Foundation within 60 days of the termination of the award.*

Mark Your Application as Complete and Submit

This is a two-step process. Once all required sections are completed, select "Mark Complete".

Certification

I certify that the statements in this application are true to the best of my knowledge. In the event that I receive a grant, as a Principal Investigator, from any federal agency, as defined in the award eligibility requirements, I understand that my Dermatology Foundation award will be terminated as of the day I begin to receive such funds. I agree to immediately notify the Foundation in writing upon notification of another award. I agree that salary/research funds awarded to me will only be used for the project/purpose stated in my application. Any unused funds will be returned to the Foundation. I hereby agree to provide a written progress report and financial report to the Foundation within 60 days of the termination of the award. *

☑ Yes

Last saved at 12:27:10 PM

Save Draft   **Mark Complete**   Close

After you have marked your application as complete, you will still be able to make edits until you Submit the application. Your application will not be final and submitted for review until you select the green "Submit" next to Application Intake.

Click on the green "Submit" button to submit your final application. Once the application has been submitted it will no longer be editable but can be viewed for your reference.

Order by: Newest to Oldest ⌄

Harvey , Natalie-Patient Directed Investigation Grant -

When you have completed every section of the application, the "Submit" button on this page will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.
If additional information is needed, it will be identified. Previously submitted information will be viewable for your reference.

➖ Application Intake   **Submit**

Application   **Complete**   Edit
Click Submit after your application is completed.

Order by: Newest to Oldest ⌄

Harvey , Natalie-Patient Directed Investigation Grant -

When you have completed every section of the application, the "Submit" button on this page will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.
If additional information is needed, it will be identified. Previously submitted information will be viewable for your reference.

➖ Application Intake   **This has been submitted.**
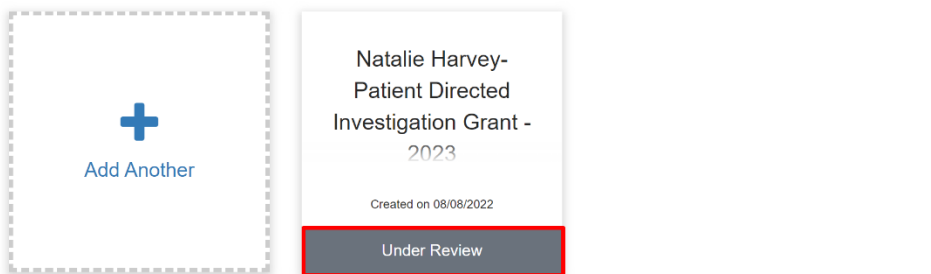Thank you for submitting.
Your submission is now under review and you will be contacted if any additional information is needed.

Application   View
Click Submit after your application is completed.

The status of your application will be visible in the application portal.

To create a new application, click **"+"** below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.


After pressing "Submit" you will receive an email confirming the submission of your application.
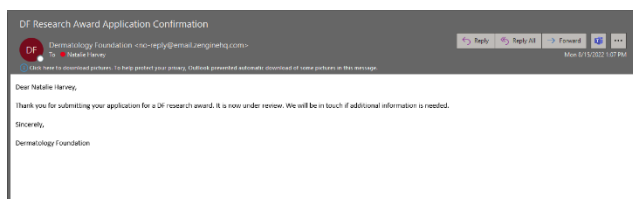
If additional information is needed or changes are required, you will receive an email with next steps. Review the Application Changes section shown below for instructions on how to address any needed changes.

Application Changes

While your application is under review, if additional information is needed or changes are needed to meet DF requirements, you will receive an email notifying you of the requested updates.
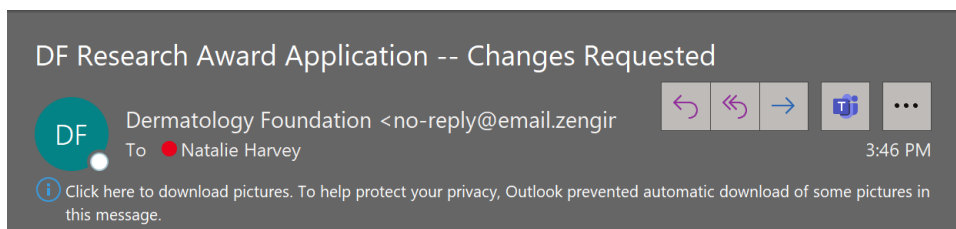
Dear Natalie,

Changes have been requested to your recent research award application. Please see below and provide the required updates as soon as you are able:

Please make the following changes:
1. Headshot must be B/W and not color.
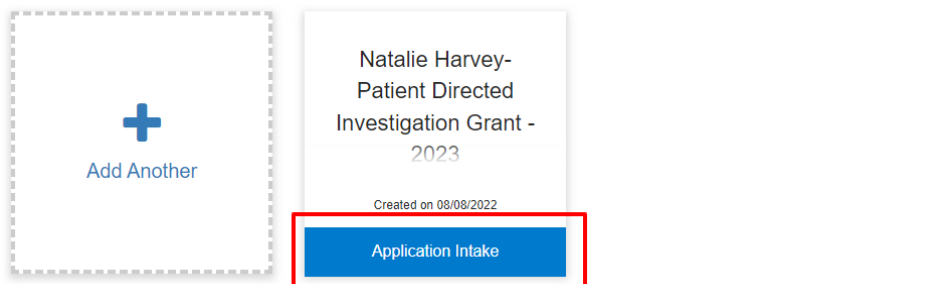2. Add sponsoring institution.

Best,

Dermatology Foundation

Login to DF Research Award Application Portal and you will see that the status of the application has changed from gray (Under Review) to blue (Application Intake). Select the blue "Application Intake" button to make the requested changes.

To create a new application, click **"+"** below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.
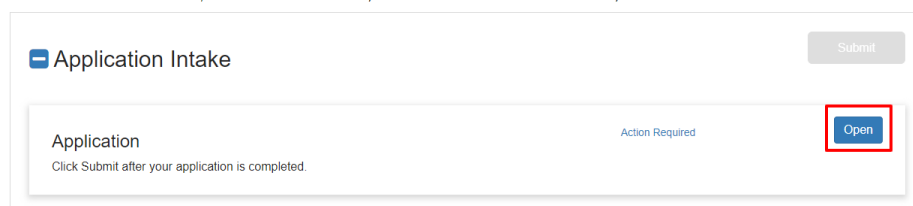
+
Add Another

Natalie Harvey-
Patient Directed
Investigation Grant -
2023

Created on 08/08/2022

Application Intake

You will then be taken to the application page, select "Open" to make the requested changes to your application.

Order by: Newest to Oldest ▾

Natalie Harvey-Patient Directed Investigation Grant - 2023

When you have completed every section of the application, the "Submit" button on this page will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.
If additional information is needed, it will be identified. Previously submitted information will be viewable for your reference.

▬ Application Intake   Submit

Application   Action Required   Open
Click Submit after your application is completed.

Your application will have a check mark in the "Changes Requested" check box and any requested changes will be listed at the top of your open application form in the "Changes Required" box.
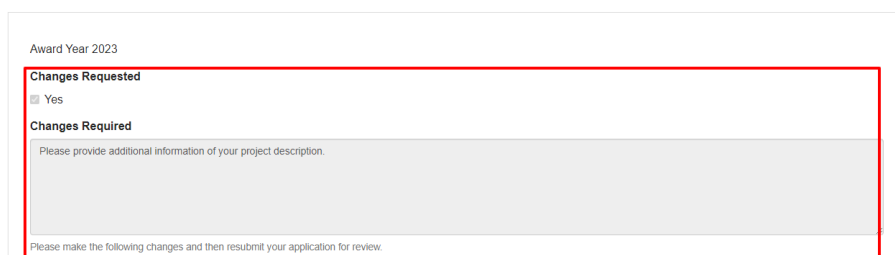
Application ▾   Save Draft   **Mark Complete**   Close

Please complete all required fields.
You can save as a draft and return later to complete by clicking "Save Draft".
When you are ready to submit this step, click the blue "Mark Complete" button.
To print a copy of your application, click on the blue arrow above.

Award Year 2023

Changes Requested
☐ Yes
Changes Required
Please provide additional information of your project description.

Please make the following changes and then resubmit your application for review.

8

Once you have completed the requested changes, scroll down to the bottom of the page and select "Mark Complete". Remember to save your work with the "Save Draft" button as you work if you are not ready to complete the changes to your application.

You will be taken back to the application intake page, click the green "Submit" button to resubmit your application.

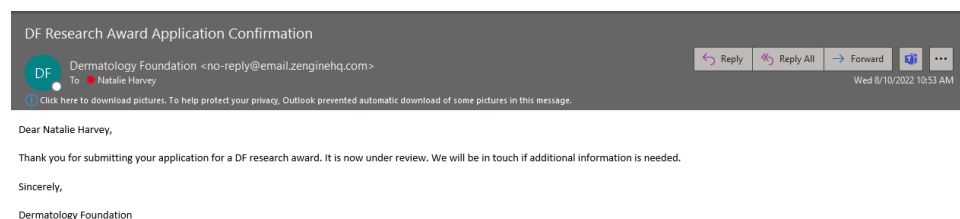The Submit button will update to show that you have successfully completed the application.

You will also receive an email confirming the completion of your application.

Application Renewal

When it is time to request renewal of your career development award, you will receive an email with a link from the Dermatology Foundation to the DF Research Award Application Portal. A draft Profile (if needed) and application has been added to the system for you to update and submit.
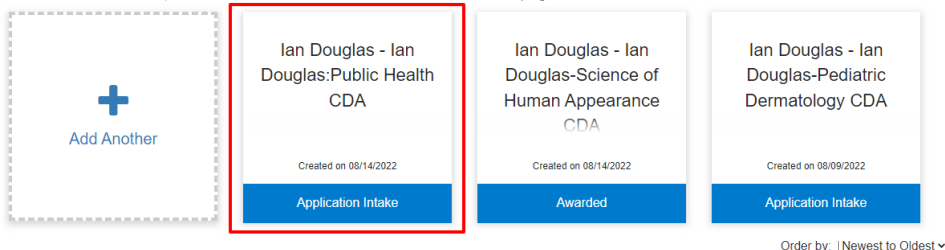
Once logged in, select the renewal application you wish to complete. On the application intake page select the blue "Open" button.

You will need to create (or update) your Profile.

To create a new application, click "**+**" below.

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

| **+**
Add Another | Ian Douglas - Ian Douglas:Public Health CDA

Created on 08/14/2022
Application Intake | Ian Douglas - Ian Douglas-Science of Human Appearance CDA

Created on 08/14/2022
Awarded | Ian Douglas - Ian Douglas-Pediatric Dermatology CDA

Created on 08/09/2022
Application Intake |

Order by: | Newest to Oldest ✔ |

Ian Douglas - Ian Douglas:Public Health CDA

When you have completed every section of the application, the "Submit" button on this page will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.
If additional information is needed, it will be identified. Previously submitted information will be viewable for your reference.

🔲 Application Intake		Submit
Application Click Submit after your application is completed.	Action Required	Open
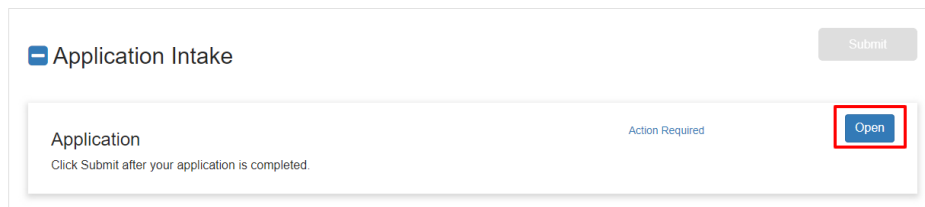
The "Renewal Year" field will show if your renewal is for the first or second year. Renewal applications are only available for two years.

Review the information on your application to confirm that the information is correct.

To complete your renewal request, review and confirm that all institutional contact information is correct and your award type. You will need to upload the five items noted below. Visit DF website and view the Applicant Instructions for details regarding the format and content of these documents.

- Submit your Research Progress Report
- Submit your Chair's Letter of Support for Renewal
- Submit your List of Articles and Abstracts
- Submit an updated NIH Biosketch
- Upload any articles, abstracts, presentations you wish to share

You will then be asked to certify the information contained in the renewal request.

There are two fields at the bottom of your renewal application that are for administrators only and do not require any updates.

Once you have updated your application, complete your application by selecting "Mark Complete". Click on the green "Submit" button to submit your renewal application.

Once the application has been submitted it will no longer be editable but can be viewed for your reference.

After pressing "Submit" you will receive an email confirming the submission of your application.