



Quick Reference: Research Award Application Portal Instructions

Diversity Research Supplement Awards

September 2022

Dermatology Foundation
847-328-2256
dermatologyfoundation.org
DFRAP@dermatologyfoundation.org

Shaping the Future of Dermatology



Quick Reference: DRSA Application Portal Instructions

Introduction	2
Sign Up and Create a Profile	2
Application Support	3
Application Portal Considerations	3
Diversity Research Supplement Award Application Instructions	4
Applicant Information	4
Applicant Institution	5
Medical Student Information.....	5
Medical Student Eligibility	5
Project Information.....	6
File Uploads.....	6
Mark Your Application as Complete and Submit.....	6
Application Changes.....	8

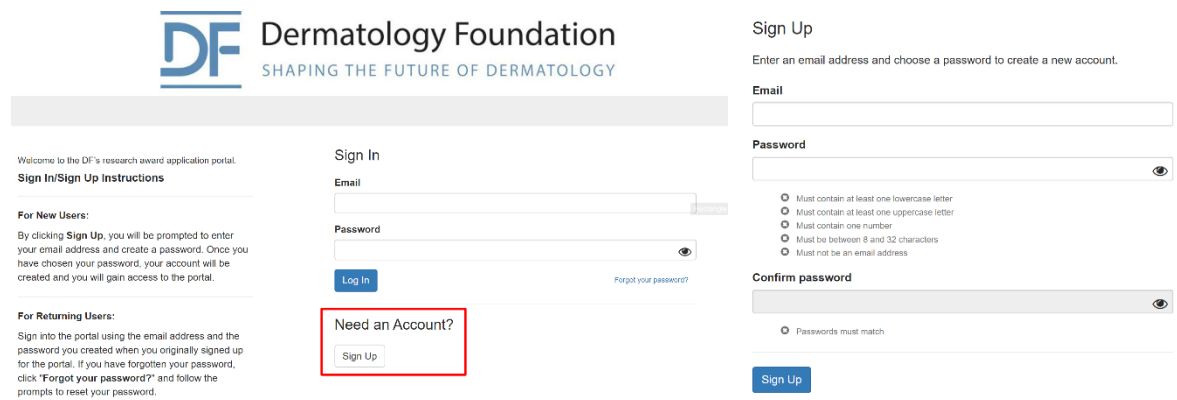
Introduction

This guide was developed to assist first-time users of the DF Research Awards Application Portal. For detailed award eligibility and proposal requirements, please reference the DRSA Applicant Instructions on [the DF website](#).

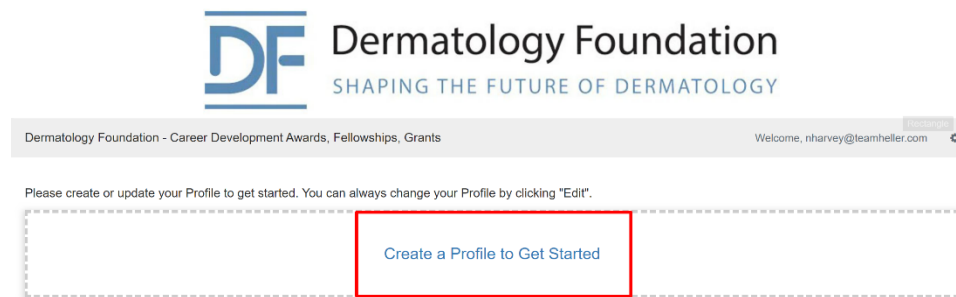
Sign Up and Create a Profile

To complete an application for the Dermatology Foundation’s Research Awards you will need to sign up and create a Profile on the DF Research Award Application Portal. This Profile can be used to submit all Dermatology Foundation research award applications. Please note that each research award category will have a unique link, [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’.



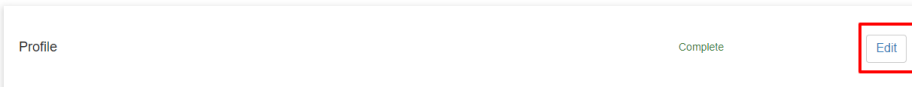
To complete your Profile, the following fields are required:

- 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".



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. See the DRSA Applicant Instructions on the [DF website](#) for detailed format and content requirements for all application information.

- 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 [DF website](#).
- Click the 'Save Draft' button at the bottom of the page as you enter information prior to completing your application.
- For file uploads, please upload PDF 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.

Diversity Research Supplement Award Application Instructions

To sign in, [follow this link](#) to complete your Profile and access the Diversity Research Supplement Award Application. Select 'Get Started' to begin your application.

The screenshot shows the Dermatology Foundation website interface. At the top, the logo and name "Dermatology Foundation" are displayed with the tagline "SHAPING THE FUTURE OF DERMATOLOGY". Below this, a navigation bar includes the text "Dermatology Foundation - Diversity Research Supplement Award" and a user greeting "Welcome, nharvey@teamheller.com". The main content area contains a message: "Please create or update your Profile to get started. You can always change your Profile by clicking 'Edit'". Below this message is a card with the text "Profile" on the left, "Complete" in the middle, and an "Edit" button on the right. Further down, there is a section titled "To create a new application, click '+' below." followed by instructions on how to interpret submission status bars: gray for under review, blue for action required, and red for error. A red dashed box highlights a "Get Started" button with a blue plus sign icon.

After you select 'Get Started' you can begin your Diversity Research Supplement Award application. Select 'Open' under Application Intake to open the application.

The screenshot shows the "Application Intake" section of the website. It features a header with a minus sign icon and the text "Application Intake", and a "Submit" button in the top right corner. Below the header is a card with the text "Application" on the left, "Action Required" in the middle, and an "Open" button on the right. The "Open" button is highlighted with a red box. Below the card, there is a note: "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.

Applicant Information

The Applicant Information section requires the following fields:

- Applicant Name – Last Name, First Name, Middle Initial

- Year of Career Development Award
- Amount Requested – Share your requested award amount up to \$5,000
- Beginning Period Date – The project must occur within a 6–12-week period
- Ending Period Date
- Human Subjects Research IRB Approval Documentation – Indicate if you have human subject research approval
- Title of Project
- Duration of Project in Weeks – Share the anticipated duration of your project in weeks

Applicant Institution

The following information is required for your Dermatology Department Chair/Chief and Fiscal Officer:

- First Name
- Last Name
- Title
- Address
- Phone
- Email Address

Medical Student Information

- Medical Student Name
- Medical Student Email
- Degree(s)
- Year of Birth
- Medical School/Institution
- Expected Date of Graduation
- Current Mailing Address
- Phone
- US Citizen

Medical Student Eligibility

The Diversity Research Supplement Award (DRSA) is to be used to support the in-depth participation of a full-time medical student identified with a group underrepresented in biomedical research including, but not limited to, racial and ethnic minorities, sexual and gender minorities and underserved/disadvantaged populations, as defined by the NIH.

The following information is to be collected from the medical student via the Medical Student Eligibility Form available on the [DRSA website page](#) and provided to the DF to determine the medical student's eligibility. The information will also be aggregated with other applications to monitor the effectiveness of the DRSA program over time. Providing the following information is optional for the medical student. However, the application may be declined if insufficient information is provided to confirm eligibility.

- Race and Ethnicity (check all that apply): Black or African American; Hispanic or Latino; American Indians or Alaska Natives; Native Hawaiian or Pacific Islander; White; Asian; Prefer not to disclose
- Identifies with the sexual and gender minority population
- Meets the criteria for underserved/disadvantaged population

- Medical Student Eligibility Form – Download this form from the [DF website](#).

Project Information

- Category – Select your Project Category from three options: Basic, Clinical, and Surgical. Based on your selection, a required subcategories field will appear for you to select a Project Sub-category.
- Description of Project – Provide a description of the research project the medical student will be working on, up to 150-200 words.
- Length of Project and Weekly Schedule – Share the span of the project and the weekly schedule for the medical student’s involvement within 100-150 words.
- Budget – Provide a simple, itemized budget of how the award funds will be utilized.
- Applicant Certification – Confirm that the contents of the application are not falsified.

File Uploads

- IRB Approval Documentation (if needed)
- Letter of Good Standing & Certification – Provide a letter of good standing from the medical student’s institution (registrar or other admin office).
- Letter of Support from Applicant's Chair
- Applicant NIH Biosketch – Applicants should download, complete, and upload their completed [NIH biographical sketch form](#).
- Medical Student CV
- Short Project Summary – Briefly describe your project for use in the DF’s printed award announcements. Do not exceed 50 words. Place your name and institution in the top right corner.
- Headshot – Black and white photo preferred in JPG format.

Mark Your Application as Complete and Submit

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

The screenshot shows a form with three sections, each with a file upload field:

- Medical Student CV ***: Provide a current copy of the medical student's CV. File: dermatologyfoundation_drса.pdf
- Short Project Summary ***: Briefly describe your project for use in the DF's printed award announcements. Do not exceed 50 words. Place your name and institution in the top right corner. File: dermatologyfoundation_drса.pdf
- Headshot ***: High resolution photo may be in .tiff or .jpg file types. File: dermatologyfoundation_cdatfg.jpg

At the bottom right, there are three buttons: "Save Draft", "Mark Complete" (highlighted with a red box), and "Close".

Last saved at 12:53:53 PM

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

Natalie Harvey - Diversity Research Supplement Award

When you have completed every section of the application, the "Submit" button will turn green on this page. 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

Natalie Harvey - Diversity Research Supplement Award

When you have completed every section of the application, the "Submit" button will turn green on this page. 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.

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

The status of your application will be visible when you are logged into the application portal.

Natalie Harvey -
Diversity Research
Supplement Award

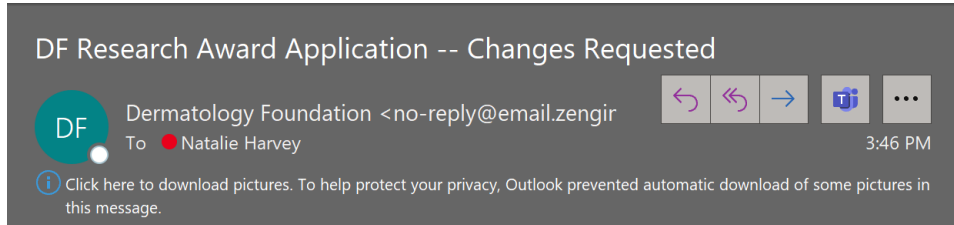
Created on 08/12/2022

Under Review

If additional information is needed or changes are required, you will receive an email with next steps. Review the Application Changes section 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 required by a reviewer, 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,

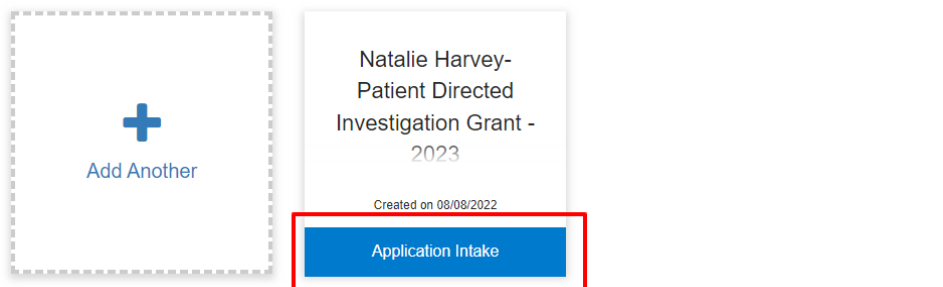
Dermatology Foundation

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.

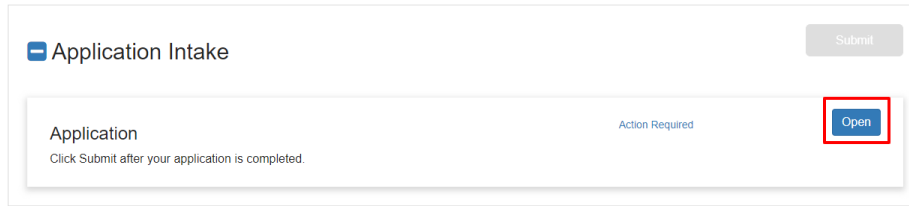


You will then be taken to the application page, select 'Open' to make the requested changes to your application.

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.



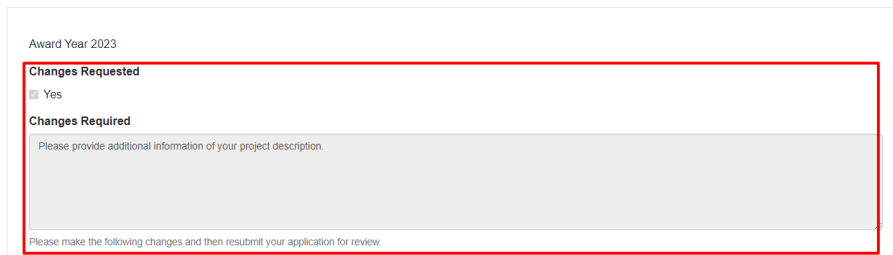
The screenshot shows the 'Application Intake' header with a 'Submit' button. Below it, an application card is displayed with the title 'Application' and the status 'Action Required'. A blue 'Open' button is highlighted with a red box. The card also contains the text 'Click Submit after your application 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.



The screenshot shows the 'Award Year 2023' section. A red box highlights the 'Changes Requested' section, which includes a checked 'Yes' radio button and a 'Changes Required' text area. The text area contains the instruction 'Please provide additional information of your project description.' Below the text area, it says 'Please make the following changes and then resubmit your application for review.'

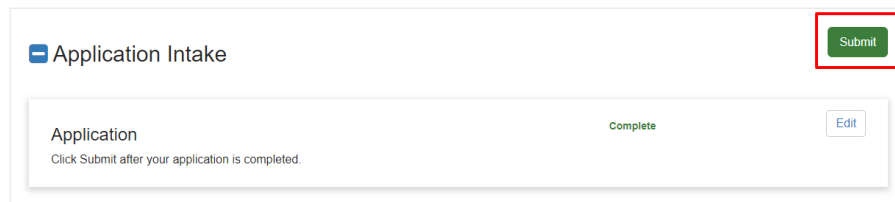
Once you have completed the requested changes, scroll down to the bottom of the page and select 'Mark Complete'. Remember to save your work with the 'Save Draft' button as you work if you are not ready to complete the changes to your application.

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

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.



The screenshot shows the 'Application Intake' header with a green 'Submit' button highlighted in red. Below it, an application card is displayed with the title 'Application' and the status 'Complete'. An 'Edit' button is visible on the right side of the card. The card also contains the text 'Click Submit after your application is completed.'

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

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

DF Research Award Application Confirmation

DF Dermatology Foundation <no-reply@email.zenginehq.com>
To: Natalie Harvey

Reply Reply All Forward

Wed 8/10/2022 10:53 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Natalie Harvey,

Thank you for submitting your application for a DF research award. It is now under review. We will be in touch if additional information is needed.

Sincerely,

Dermatology Foundation

Should you have any questions regarding submission of your application, please contact dfrap@dermatologyfoundation.org.