



Dermatology
Foundation

Quick Reference: Research Award Application Portal Instructions

Mid-Career Research Awards

September 2022

Dermatology Foundation

847-328-2256

dermatologyfoundation.org

DFRAP@dermatologyfoundation.org

Shaping the Future of Dermatology



Quick Reference: Mid-Career Research Awards Application Portal Instructions

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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 Mid-Career Research Awards 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, 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.

Welcome to the DF's research award application portal.
Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "Forgot your password?" and follow the prompts to reset your password.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

Sign Up

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

Passwords must match

Sign Up

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".

Dermatology Foundation - Career Development Awards, Fellowships, Grants

Welcome, nharvey@leamheller.com

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

Create a Profile to Get Started

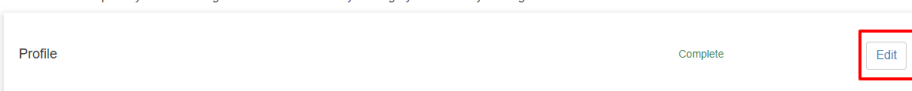
To complete your Profile, the following fields are required:

- 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”.



The screenshot shows a horizontal bar with a light gray background. On the left, the word 'Profile' is written in a small, dark font. In the center, the word 'Complete' is written in a small, green font. On the right, there is a small, rectangular button with a red border and the word 'Edit' in a small, blue font.

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 [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.

Mid-Career Research Awards Application Instructions

To sign in, [follow this link](#) to complete your Profile and access the application for the Mid-Career Research Awards Application. Select “Get Started” to begin your application.

DF Quick Reference: Mid-Career Research Awards Application Portal Instructions

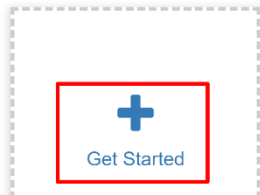
Please create or update your Profile to get started. You can always change your Profile by clicking "Edit".



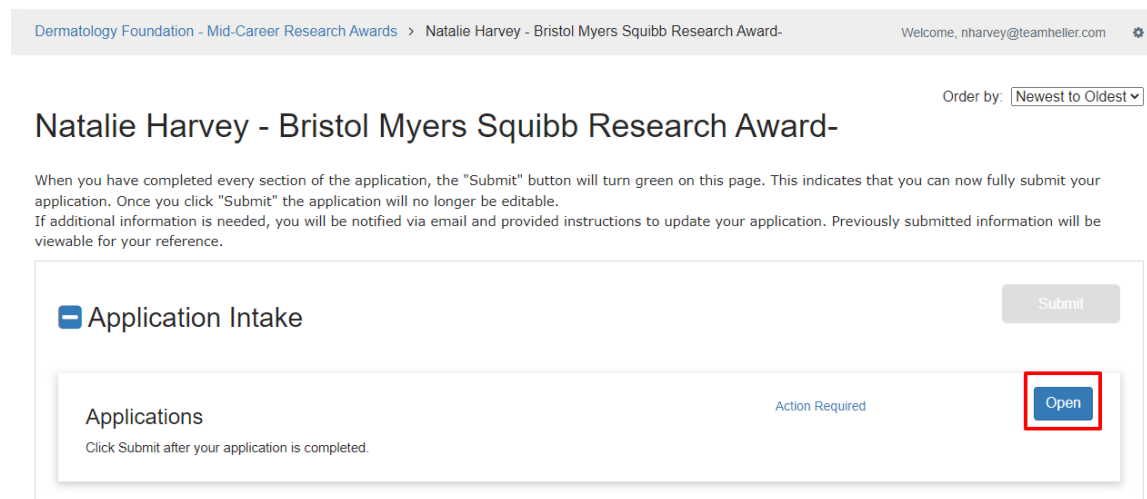
To create a new application, click "+" below.

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 you select "Get Started" you can begin your Mid-Career Research Awards Application. Select "Open" under Application Intake to open the application form.



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, Institutional Officer (Dean or designated official), Fiscal Officer, and Grant Administrator:

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

Project Summary

Below are the required application documents for Mid-Career Research Awards. Be sure to upload in PDF format. The Applicant Instructions on [the DF website](#) provide format and content requirements for each of the documents below.

- Research Proposal
- Applicant Biosketch
- Short Project Summary
- Long Project Summary
- Detailed Budget
- Letter of Support from Chair
- Headshot – Black and white photo preferred in JPG format

Certification

You will be required to certify your application, check the "Yes" checkbox to certify.

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.

DF Quick Reference: Mid-Career Research Awards Application Portal Instructions

Dermatology Foundation - Mid-Career Research Awards > Natalie Harvey - Bristol Myers Squibb Research Award- Welcome, nharvey@teamheller.com

Order by: Newest to Oldest

Natalie Harvey - Bristol Myers Squibb Research 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, you will be notified via email and provided instructions to update your application. Previously submitted information will be viewable for your reference.

Application Intake

Submit

Applications

Complete

Edit

Click Submit after your application is completed.

Dermatology Foundation - Mid-Career Research Awards > Natalie Harvey - Bristol Myers Squibb Research Award- Welcome, nharvey@teamheller.com

Order by: Newest to Oldest

Natalie Harvey - Bristol Myers Squibb Research 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, you will be notified via email and provided instructions to update your application. 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.

Applications

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.

+

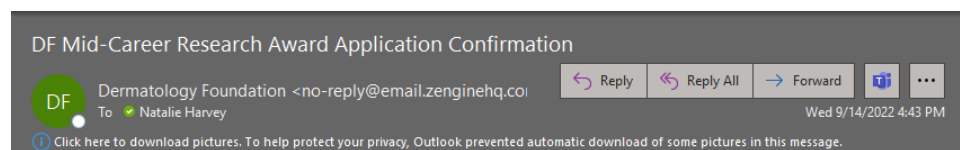
Add Another

Natalie Harvey -
Bristol Myers Squibb
Research Award-

Created on 09/13/2022

Under Review

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



Dear Dr. 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. Should you have any questions, please contact dfrap@dermatologyfoundation.org.

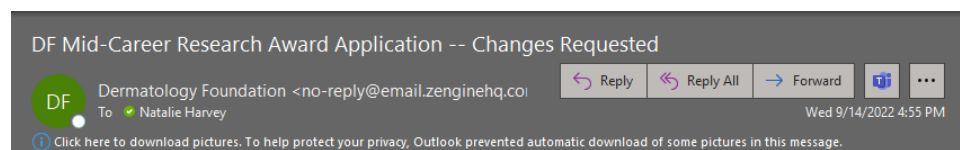
Sincerely,

Dermatology Foundation

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 required by a reviewer, you will receive an email notifying you of the requested updates.



Dear Dr. Harvey,

Thank you for your research award application. To be considered for funding, the changes noted below are needed. Please log in to the [portal](#) and locate your application. You will be able to open the application, make needed changes and then re-submit. Please provide the required updates as soon as you are able.

Please update your budget and resubmit your application.

If you have any questions, please contact the DF office at 847-328-2256 or dfrap@dermatologyfoundation.org

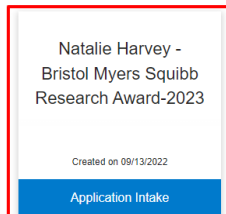
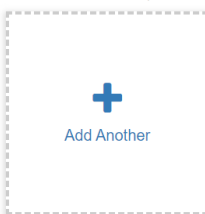
Sincerely,

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.

Natalie Harvey - Bristol Myers Squibb Research Award-2023

Order by: Newest to Oldest

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, you will be notified via email and provided instructions to update your application. Previously submitted information will be viewable for your reference.

The screenshot shows the 'Application Intake' section with a 'Submit' button in the top right. Below it, the 'Applications' section shows 'Action Required' and an 'Open' button, which is highlighted with a red rectangular box.

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.

Applications

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 preview application in print format click on the blue arrow above.

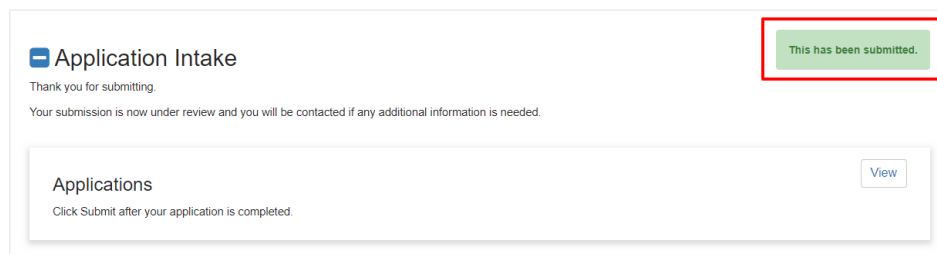
The screenshot shows the 'Changes Required' section. A red rectangular box highlights the text area containing the instruction: 'Please update your budget and resubmit your application.' At the bottom right of the box, it says 'Word Count: 8 / 300'. Below the box, a note reads: 'Please make the above 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.

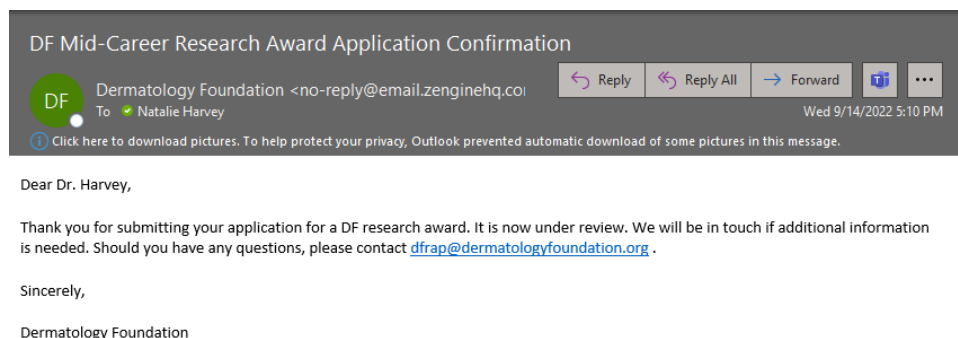
You will be taken back to the application intake page, click the green “Submit” button to resubmit your application.

The screenshot shows the 'Application Intake' section. The 'Submit' button in the top right is now green and highlighted with a red rectangular box. Below it, the 'Applications' section shows 'Complete' and an 'Edit' button.

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

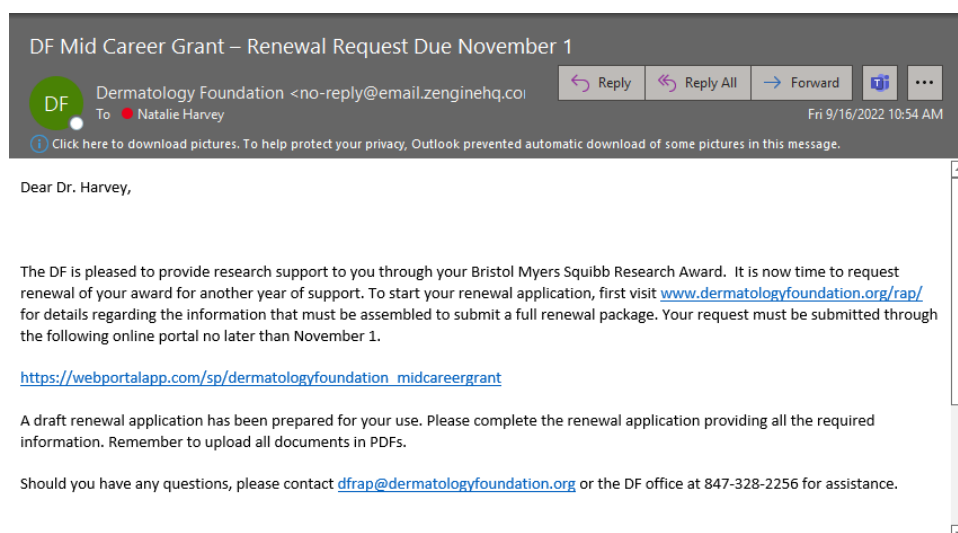


You will also receive an email confirming the completion of your application.



Application Renewal

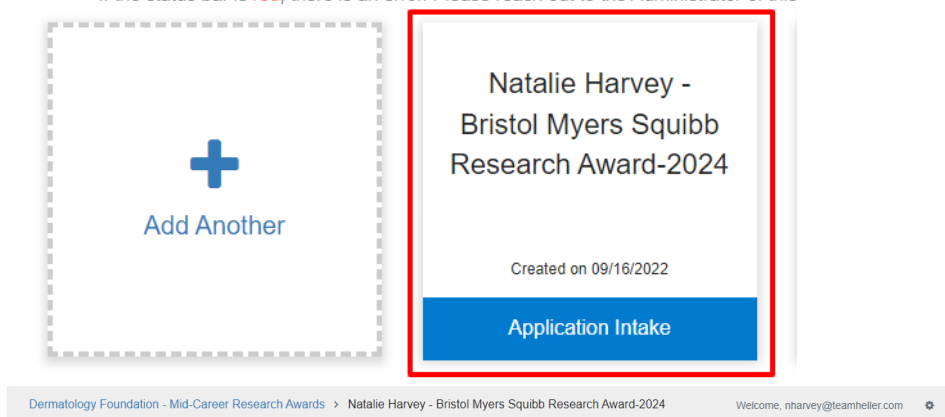
When it is time to request renewal of your Mid-Career Research Awards, you will receive an email and a link from the Dermatology Foundation. You will need to create a Profile and log in to the DF Research Award Application Portal. Visit www.dermatologyfoundation.org/rap/ for details regarding the information that must be assembled to submit a full renewal package.



A draft application has been added for you to update and submit. Once logged in, select the renewal application you wish to submit. On the application intake page select the blue "Open" button.

To create a new application, click “+” below. When you return to this Homepage, yo

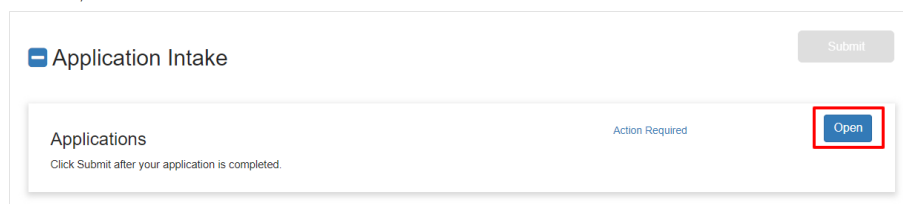
- If the status bar is gray, your submission is under review, and no action needs to be
- If the status bar is blue, there is an action required. Click on the Submission Card to
- If the status bar is red, there is an error. Please reach out to the Administrator of this



Natalie Harvey - Bristol Myers Squibb Research Award-2024

Order by: Newest to Oldest ▾

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, you will be notified via email and provided instructions to update your application. Previously submitted information will be viewable for your reference.



The “Renewal Year” field will state if your renewal is for the first or second year. Renewal applications are only available for two years.

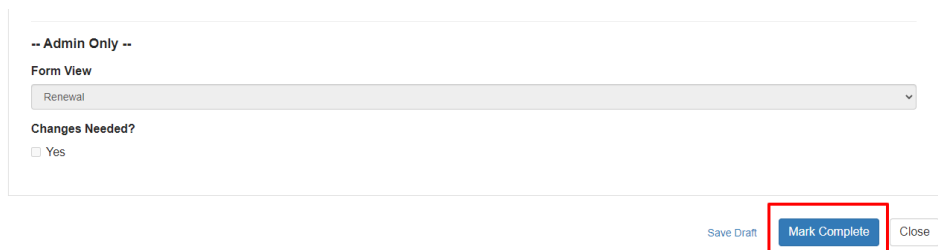
Review the information on your application to confirm that the information is correct.

Upload documents in PDF format to complete your renewal request. Do not edit or change any of the fields within your renewal application except the following:

- Submit your Interim Research Report
- Submit Publications
- Submit Copies of Publications
- Submit a Detailed Budget
- Submit a Current Applicant Biosketch
- Confirm that all contact information is correct and up to date
- Certification of application

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.



-- Admin Only --

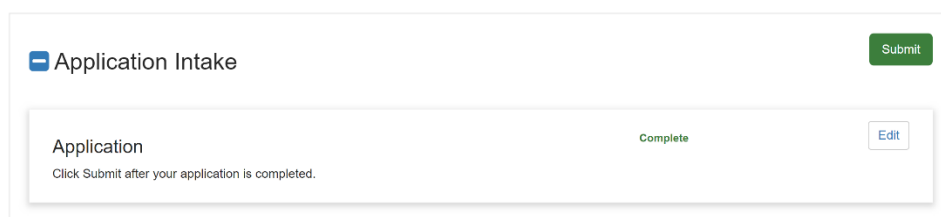
Form View

Renewal

Changes Needed?

☐ Yes

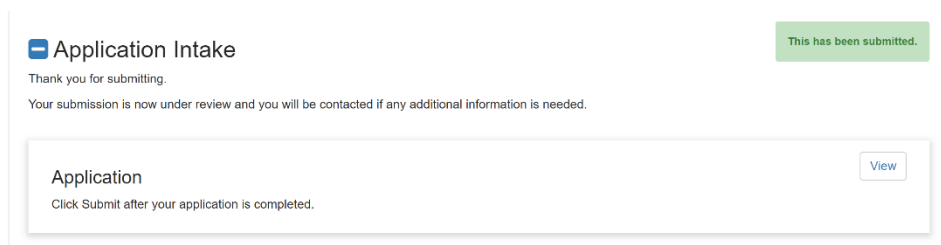
Save Draft **Mark Complete** Close



Application Intake **Submit**

Application **Complete** **Edit**

Click Submit after your application is completed.



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.