



Quick Reference: Research Award Application Portal Instructions

Medical Student Research Supplement Awards

May 2025

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

Shaping the Future of Dermatology



Quick Reference: MSRSA Application Portal Instructions

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

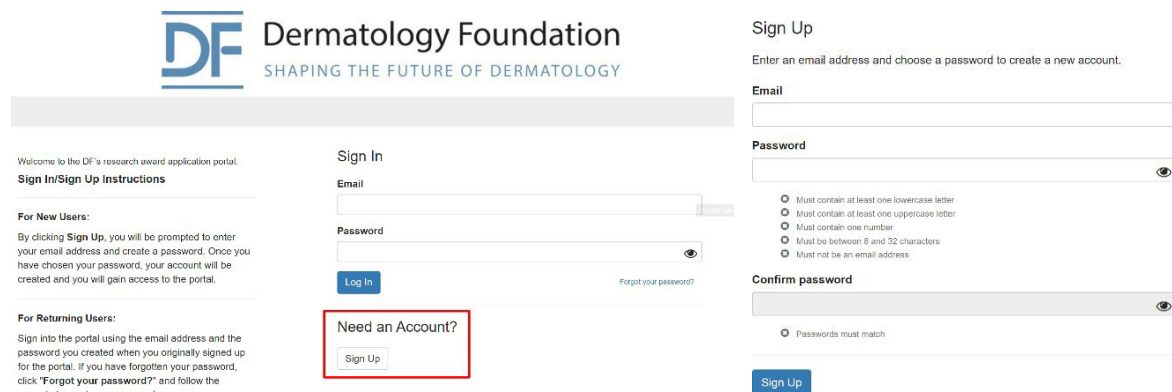
Introduction

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

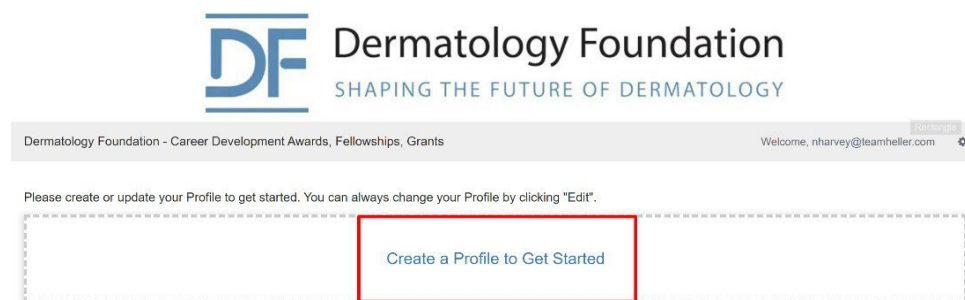
Sign Up and Create a Profile

To complete an application for the Dermatology Foundation's Research Awards the mentor 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 eight characters, including upper- and lowercase 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
- Alternative 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".

A horizontal bar representing a user profile. On the left, the word "Profile" is displayed. In the center, the word "Complete" is shown. On the right, there is a button labeled "Edit" which is highlighted with a red rectangular border.

Application Support

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

Application Portal Considerations

The application portal instructions below outline the steps to complete your application, as well as the required fields needed for submission. See the MSRSA Applicant Instructions on the [DF website](#) for detailed format and content requirements for all application information.

- To apply for your desired award, ensure you follow the correct link to the 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, before 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 an error occurs, please [contact dfrap@dermatologyfoundation.org](mailto:dfrap@dermatologyfoundation.org) for support.

Medical Student Research Supplement Award Application Instructions

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



Dermatology Foundation - Medical Student Research Supplement Award

Welcome, petraprins426@gmail.com

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

Profile

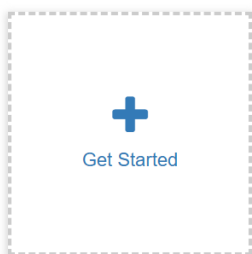
Complete

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 Medical Student Research Supplement Award application. Select 'Open' under Application Intake to open the application.

Application Intake

Submit

Application

Action Required

Click Submit after your application is completed.

Open

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 Medical Student Research Supplement Award (MSRSA) is to be used to support the in-depth participation of a full-time medical student *who may be a member of the following groups, but not limited to*, racial and ethnic minorities, sexual and gender minorities, and underserved/disadvantaged populations.

The medical student must meet all the following requirements:

- **Be a full-time student pursuing an MD or DO degree at an accredited U.S. medical or osteopathic school.**
- Be in **good standing** at their academic institution.
- Will be able to complete the research plan **before graduation**.

As part of the application, the medical student must complete and upload the medical student demographics form, which can be found on our website.

- Medical Student Demographics 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, allowing you to select a Project Subcategory.
- Description of Project – Describe 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 application contents are not falsified.

File Uploads

- IRB Approval Documentation (will need to be uploaded in case IRB approval is necessary. In case of exempt status, a copy is also required)
- 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. Please limit your description to 50 words. Place your name and institution in the top right corner.
- Headshot of Medical student– 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 web form with three main sections: 'Medical Student CV *', 'Short Project Summary *', and 'Headshot *'. Each section has a 'Select a file' button and a text input field. The 'Medical Student CV' section has a file named 'dermatologyfoundation_drsga.pdf'. The 'Short Project Summary' section has a file named 'dermatologyfoundation_drsga.pdf'. The 'Headshot' section has a file named 'dermatologyfoundation_cdafig.jpg'. At the bottom of the form, there are three buttons: 'Save Draft', 'Mark Complete' (highlighted with a red box), and 'Close'. Below the form, it says '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 submitted, the application will no longer be editable but can be viewed for your reference.

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

Application Complete [Edit](#)

Click Submit after your application is completed.

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

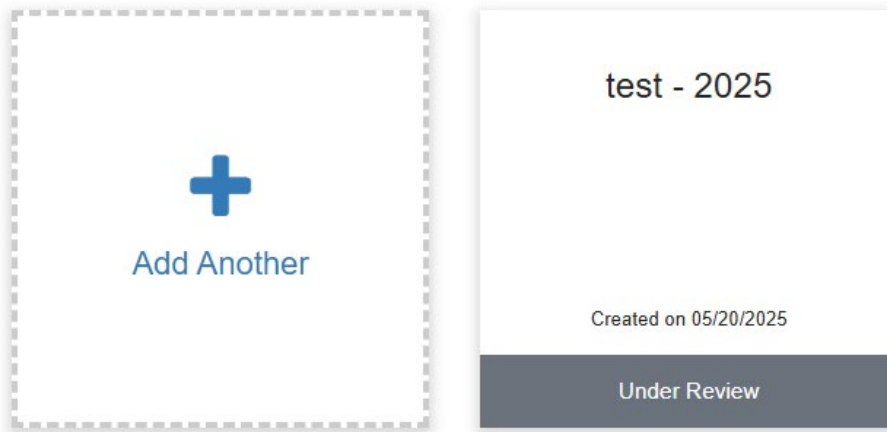
Thank you for submitting.
Your submission is now under review and you will be contacted if any additional information is needed.

Application [View](#)

Click Submit after your application is completed.

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

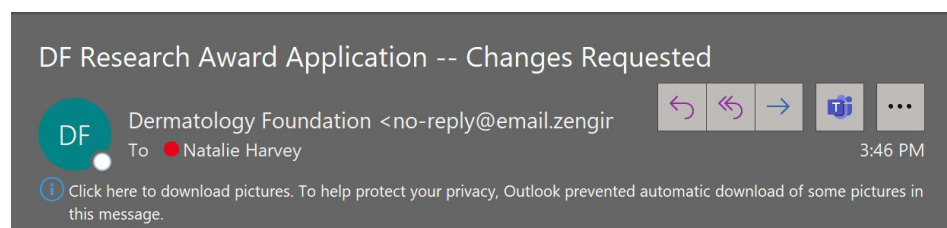
The status of your application will be visible when you are logged into the application portal.



If additional information is needed or changes are required, you will receive an email with the next steps. Please review the Application Changes section below for instructions on how to address any necessary changes.

Application Changes

While your application is under review, if additional information is required or a reviewer requests changes, you will receive an email notifying you of the necessary 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,

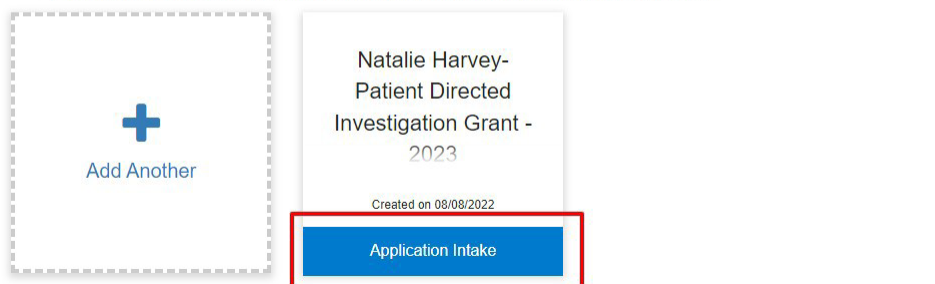
Dermatology Foundation

Log in to the 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-Patient Directed Investigation Grant - 2023

Order by: Newest to Oldest

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.

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

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

Natalie Harvey-Patient Directed Investigation Grant - 2023

Order by: Newest to Oldest

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.

The Submit button will be updated to show that you have completed the application.

Natalie Harvey-Patient Directed Investigation Grant - 2023

Order by: Newest to Oldest ▾

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**

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted.


Application






Click Submit after your application is completed.

View

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

DF Research Award Application Confirmation

 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.