Quick Reference: CDAFG Research Award Portal Instructions

For DF Career Development Award, Fellowship, and Grant Applications

July 2025

Dermatology Foundation
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Shaping the Future of Dermatology

DF **Quick Reference: CDAFG Research Award Portal Instructions**

Introduction

This guide was developed to assist first-time users in submitting **Dermatology Foundation career development, fellowship, or grant applications** via the CDAFG Research Award Portal. For detailed award eligibility and proposal requirements, please reference the Research Award Program 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. This Profile can be used to submit and view award applications in all three DF portals (CDAFG, Medical Student Research Award, and Early Career/ Mid-Career Portals). Please note that each portal has a specific link; therefore, check the DF website to ensure you have the correct link for your desired award.

If you do not yet have an applicant account or profile, click the "Need an Account" section and then select the "Sign Up" button. On the Sign-Up page, enter an email address and a password. The password should be longer than 8 characters and include uppercase and lowercase letters, as well as at least one number.

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

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

Profile		Complete	Edit

Once you have completed your Profile information, you can begin the application process. You will use this Profile to apply for all Dermatology Foundation research awards, including the Medical Student Research Supplement and Early/ Mid-Career Awards. You can update your Profile information at any time by clicking "Edit" next to the Profile section when logged into the portal.

Application Support

For all application support, please get in touch with the Dermatology Foundation at dfrap@dermatologyfoundation.org.

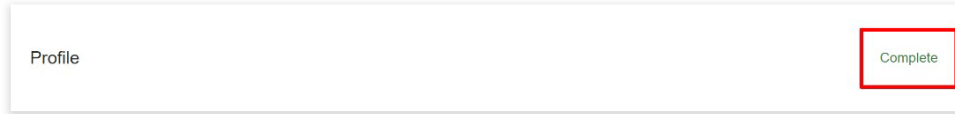## Application Portal Considerations

The application portal instructions below outline the steps to complete your application, as well as the required fields needed for submission.

- 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 check the status of your application(s) using the colored status bar – gray means your submission is being reviewed, blue indicates that follow-up is needed, and red shows 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, enter the CDAFG Research Award Portal, and complete your Profile. To initiate an application for a career development award (CDA), fellowship, or grant. Select "Get Started".

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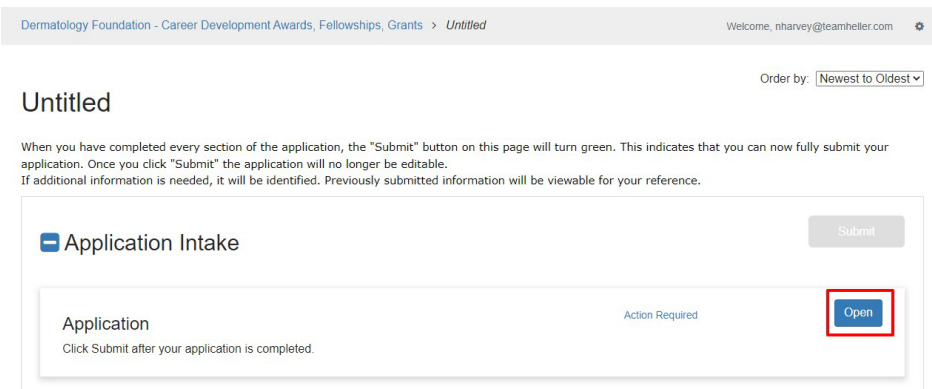
Profile   Complete

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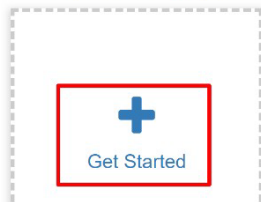
After you select "Get Started," you can begin your career development award, fellowship, or grant application. Select "Open" under Application Intake to open the application form.

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.

Submit

□ Application Intake

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

The application remains open until you submit it. As you make changes and updates to your application, remember to periodically click "Save Draft" at the bottom of the 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
  - o 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. Keep in mind that the address you enter for your Fiscal Officer is where the DF will send payments for your research award.

- 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, additional documents are required to complete your application. Be sure to upload all files in a PDF. The Research Award Program 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 (template 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".

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 you can view it for your reference.
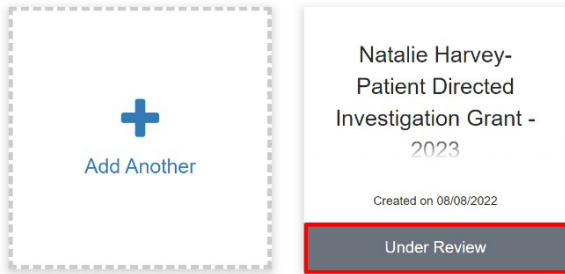

The status of your application will be visible in the application portal.

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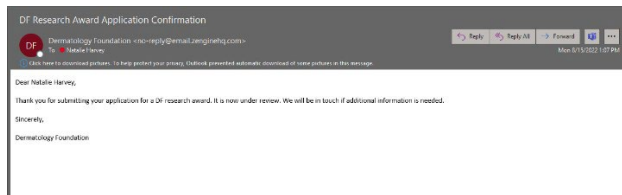
If additional information is needed or changes are required, you will receive an email with the next steps to take. Review the **Application Changes section** shown below for instructions on how to address any needed changes.

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.
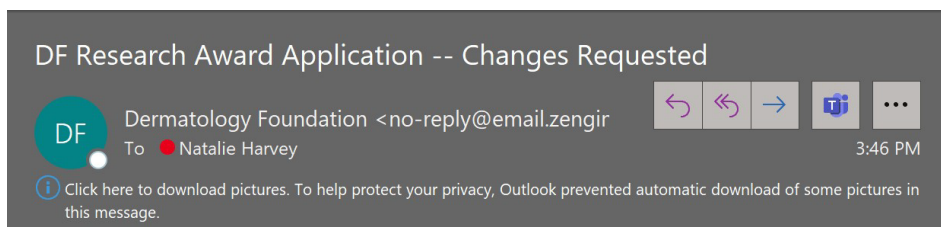
Dear Natalie,

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

Log in to the CDAFG Research Award 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.
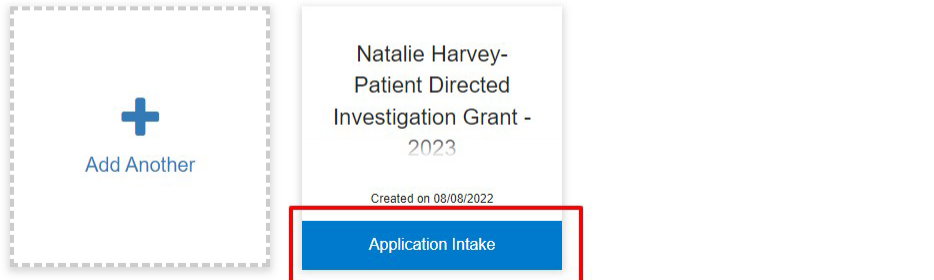
You will then be taken to the application page, select "Open" to make the requested changes to your application.

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.

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 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.

■ Application Intake   [Submit]

Application   Complete   [Edit]
Click Submit after your application is completed.

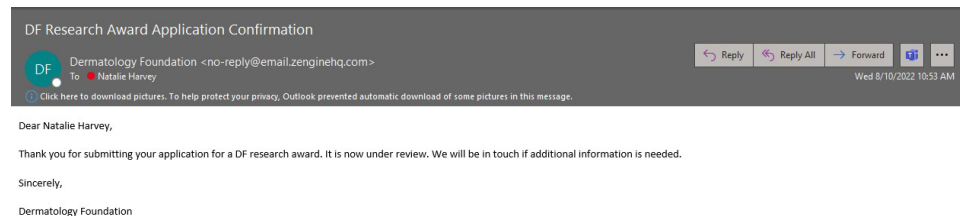The Submit button will update to show that you have successfully completed the application.

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>   Reply Reply All Forward
      To   Natalie Harvey   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

CDA 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 CDAFG Research Award Portal. A draft Profile (if needed) and application have 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.

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

Application
Click Submit after your application is completed.

The "Renewal Year" field indicates whether your renewal is for the first or second year. Second-year renewals will have only one option: an application for renewal for a final year at $55,000. First-year renewal applications will have the option for a one-time renewal for the award value of $75,000 (final year).

Please review the information in your application to ensure it is accurate.

To complete your renewal request, review and verify that all institutional contact information and your award type are correct. You will need to upload the five items listed below. Visit the DF website and review the Research Award Program Applicant Instructions for details on the format and content of these items 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, and presentations you wish to share

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

Two fields at the bottom of your renewal application are for the DF administrators only and do not require any updates.

Once you have updated your application, complete your application by selecting "Mark Complete". Be

sure to click on the green "Submit" button to submit your renewal application.

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

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