

Applicant Instructions

This tutorial will outline the steps required to complete an application.

Please use this link to access My Research Proposal: <http://bit.ly/myresearchproposal>

If you already have an account MyResearchProposal;

1. Enter your e-mail address, in the e-mail address field
2. Enter the password you were given by the foundation.
3. Press the “Log On” button.

If you have forgotten your password;

1. Click the Forgot Your Password link
2. It will then ask for your email address. Type your email address and click Send Reminder. (Email: myresearchproposal@dm.duke.edu for any unresolved technical issues.)

If you do not have an existing account, click on Create New Account and follow instructions.



Logon Page

Email Address*

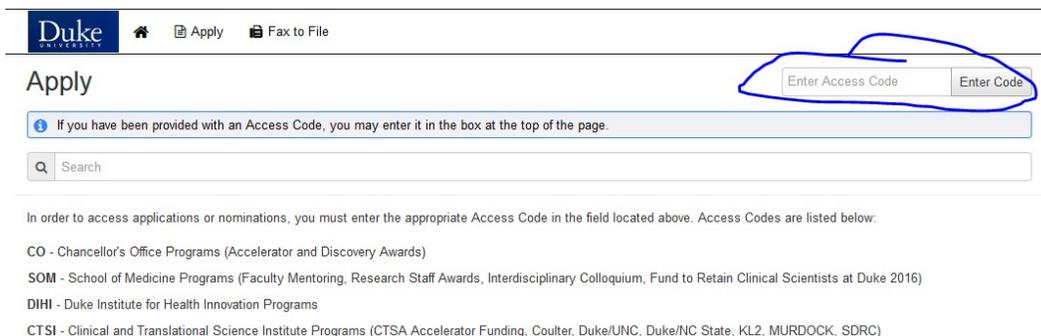
Password*

[Forgot your Password?](#)

Do not create a new account if you previously submitted an application using this site or are a reviewer and do not know your logon credentials. Please contact myresearchproposal@duke.edu for assistance.

Forgot your logon email address? Contact myresearchproposal@duke.edu.

After logging into the system, you will be directed to the Apply Page. You will enter an Access Code in the upper right hand box and click on Enter Code. Scroll down. If you also have the role as a reviewer, you will need to select ‘Apply’ from the Request tab.



The screenshot shows the top navigation bar with the Duke University logo and links for Home, Apply, and Fax to File. Below the navigation bar is the "Apply" section. It features a blue banner with an information icon and the text: "If you have been provided with an Access Code, you may enter it in the box at the top of the page." Below this banner is a search bar with a magnifying glass icon and the word "Search". At the bottom of the page, there is a list of programs and their associated Access Codes:

- CO - Chancellor's Office Programs (Accelerator and Discovery Awards)
- SOM - School of Medicine Programs (Faculty Mentoring, Research Staff Awards, Interdisciplinary Colloquium, Fund to Retain Clinical Scientists at Duke 2016)
- DIHI - Duke Institute for Health Innovation Programs
- CTSI - Clinical and Translational Science Institute Programs (CTSA Accelerator Funding, Coulter, Duke/UNC, Duke/NC State, KL2, MURDOCK, SDRC)

All applications under the code you enter will be listed at the bottom of the page with a short description of the grant award along with who to contact for program specific questions and generally a link to the full RFA. Scroll down to find the award you wish to apply for and click 'Apply'.

TEST ABC Thrive: Interdisciplinary Seed Grants Accepting Submissions from 01/08/2018 to 03/03/2018 [Apply](#)

ABC Thrive: Interdisciplinary Seed Grants is pleased to announce its inaugural request for seed grant proposals to support the early work of interdisciplinary teams exploring innovations in positive early childhood development (prenatal to age 5). One-year grants of \$20,000 to \$30,000 will be awarded to 3-4 teams who, at the end of a successful pilot project, will be eligible to compete for a larger award of up to \$150,000 per year, for a two-year period.

Applications are due by **February 16, 2017 at 11:59 pm ET**. For more information, please visit XXXX.

For questions related to this opportunity, please contact:

Laura Howes, Director of Bass Connections, laura.howes@duke.edu.
Leigh Ann Simmons, Associate Professor of Nursing and faculty director, leighann.simmons@duke.edu

[Preview](#)

This will launch the application. Please follow the directions.

You are able to save your application & come back to it if you are not ready to submit. Scroll to the bottom of the page and click 'Save Application'.

When you log back into the system after saving an application, you will see the following:

Applicant Dashboard

View the status of your applications below

If you have questions please contact myresearchproposal@duke.edu

Organization:
Duke University/Medicine

 If your organization information does not appear correct, please contact the funder. Thank you.

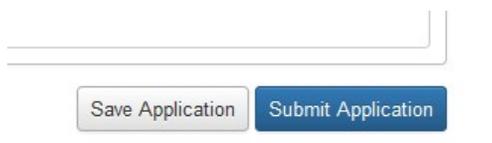
My Test Project

Process: TEST ABC Thrive: Interdisciplinary Seed Grants

Application	Draft	02/28/2018	Edit Application
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Click on Edit Application and then continue filling out the information and uploading requested documents.

When you are finished, you can download a copy of your completed application packet by clicking on Application Packet in the upper right hand side of the screen. Then scroll to the bottom of the screen and click Submit Application.



Once you have 'Submitted' the application, you can no longer go back and make changes without contacting the system administrator and requesting your application be returned to Draft status.

For all questions, please contact MyResearchProposal at myresearchproposal@dm.duke.edu or 919-668-4774.