

## 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 do not have an existing account, click on Create New Account.



### Logon Page

Email Address\*

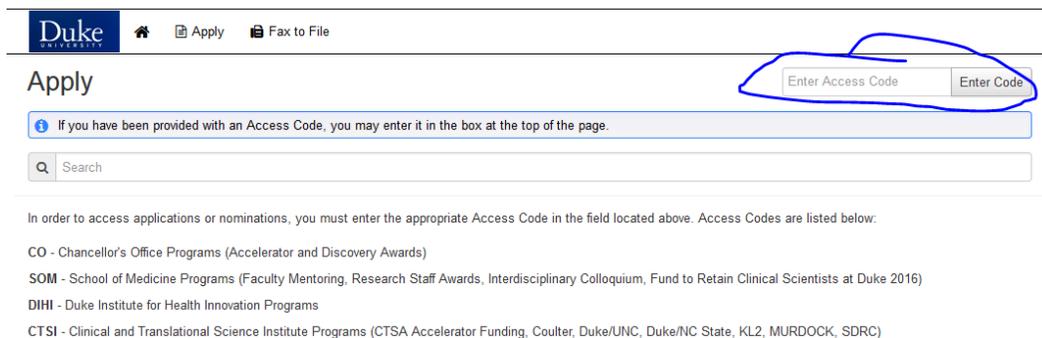
Password\*

[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](mailto:myresearchproposal@duke.edu) for assistance.

Forgot your logon email address? Contact [myresearchproposal@duke.edu](mailto: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.



Duke UNIVERSITY

## Apply

**i** If you have been provided with an Access Code, you may enter it in the box at the top of the page.

In order to access applications or nominations, you must enter the appropriate Access Code in the field located above. Access Codes are listed below:

- 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'.

This will launch the application. Please follow the directions.

Important Notice: My Research Proposal submission website has not been validated for HIPPA compliance. Please do not include any Protected Health Information in your submission.

Duke CTSI Population Health Improvement Seed Award 2017 Accepting Submissions from 01/02/2017 to 03/29/2017

Duke Clinical Translational Science Institute (CTSI), Duke's home of the National Institutes of Health Clinical and Translational Science Award (CTSA), will offer small 1-year seed awards (up to \$1.5K) to community organizations and Duke investigators interested in developing partnerships for co-developing novel solutions that impact community and population health.

Applications are due by **11:59 pm, Wednesday, March 29, 2017**. Please see the [RFA](#) for complete details.

Overall program details can be found [here](#). Questions? Contact Johanne Laboy via email at [johanne.laboy@duke.edu](mailto:johanne.laboy@duke.edu).

[Preview](#) [Send to GrantHub](#) [i](#) [Apply](#)

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Duke CTSI Population Health Improvement Co-Development and Advancement Accepting Submissions from 01/02/2017 to 03/29/2017  
Darwinian Award 2017

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:

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 [Home](#) [Apply](#) [Fax to File](#)

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## Applicant Dashboard

View the status of your applications below

If you have questions please contact [myresearchproposal@duke.edu](mailto:myresearchproposal@duke.edu)

**Applicant:**  
Anita Brantley  
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**Organization:**  
Duke University/Medicine

[anita.brantley@duke.edu](mailto:anita.brantley@duke.edu) [Contact Email History](#)

[i](#) If your organization information does not appear correct, please contact the funder. Thank you.

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Process: Duke CTSI Population Health Improvement Seed Award 2017

Application	Draft	02/28/2017	<a href="#">Edit Application</a>
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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.

[Save Application](#) [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 Anita Brantley at [anita.brantley@duke.edu](mailto:anita.brantley@duke.edu) or 919-668-4774.