Submitting a Renewal Application in WebCAMP

(NOTE: This is for existing studies with the CTSI.)

1. Click on the following link: [http://cfqa01.med.nyu.edu/webcamp](http://cfqa01.med.nyu.edu/webcamp)
   IMPORTANT: For proper functioning of WebCAMP, please utilize only Google Chrome, Mozilla Firefox or Internet Explorer (i.e., not Safari).

2. Login using your Last name, First name and Password. Click Continue. If this is your first time logging in, use the temporary Password you have been assigned. On the next screen (not shown), you will be prompted to change your password. Your new password must have at least one capital letter and one number.

Troubleshooting
3. If prompted, set the Session Time Out minutes, and click Continue.

The "time out" limit for your session is currently set to 20 minutes. This means that WebCAMP will become disabled when there have been no new pages displayed for 20 minutes. In the event that you have unsaved data when WebCAMP closes, that data will be lost.

The purpose of the "time out" setting is to protect against unauthorized access to the WebCAMP. If a PC is in a public location and you have logged in and then left the PC unattended, anyone with access to the PC could potentially modify data. The default "time out" setting is therefore set low as a security measure. However, if your PC is in a physically secure location, you may wish to raise the value significantly.

If you would like to set your session's time out to a larger value, please modify the value in the field below. When the value is set as you would like it, press the "Continue" button.

**Session time out:** 60 minutes
4. Click on **Protocol Authoring and Review**.
5. At the Protocol Submissions screen, click the **View/Edit** link for the study you would like to submit a renewal for.

   Note that on this screen you may also initiate a new application for another study by clicking **Begin a new submission**.
6. Click the **Amend current protocol** button in the menu options at the *lower left hand side of the screen.*
7. When prompted, type “AMEND” in the field and click OK.
8. On the next screen, check off the “I have read and printed these instructions” box and click Continue.
9. You will now be brought back to the application. Note that the **Amend current protocol** button in the menu options at the *lower left hand side* of the screen should now read **Cancel current application**.

**IMPORTANT**: You must see the change described above, as this is an indication that the amendment has been successfully started. If you do not see this, **do not make any changes to the application!** Please contact the CTSI at 212-263-7492 for technical help.
The application has several sections that must be completed. Note that depending on the Application Type, different content will be required.

10. PROTOCOL SUMMARY PAGE – Begin by clicking on the Protocol Summary Page, if it is not already selected, and verify and update the basic study information listed (e.g. IRB, Bellevue and consent approval dates).
Scroll down the page to continue verifying and updating the **Protocol Summary Page** information. Since this is a renewal, there will be an additional **Reason for Amendment** field – include here the year of CTSI renewal for the study (e.g., “4th year renewal”) and any pertinent information about the renewal request or the study. Please also update the **Abstract** section if the scope of the study has changed at all. When you are done, click **Save Changes**.
11. ADDITIONAL INFORMATION Page – Click on the Additional Information page and answer all questions listed. Where available, click on the ‘More info’ link for a more detailed explanation of the question. Click Save Changes.
12. LABS AND PHARMACY REQUESTS Page – Click on the Labs and Pharmacy Requests page and answer all questions listed, as they are applicable to your project. Where available, click on the ‘More info’ link for a more detailed explanation of the question. Click Save Changes.
13. **RENEWAL PROGRESS REPORT Page** – Since this is a renewal application, answer all questions listed. Where available, click on the ‘More info’ link for a more detailed explanation of the question. Click *Save Changes*. 
14. **STUDY FUNDING SOURCES Page** – Click on the **Study Funding Sources** page and answer all questions listed. Where available, click on the ‘More info’ link for a more detailed explanation of the question. Click **Save Changes**.
15. **RESOURCES REQUESTED Page** – Click on the **Resources Requested** page and then check the box(es) in the **Requested?** column to indicate which core(s) you would like to request resources or services from. Once the box is checked, click on the **Details of Request** link to specify the details of your request.
16. For use of the Clinical Research Center (CRC), click **add/delete** to display the list of services available. *Continue to the next page of this manual.*

For use of any other core, specify your request in the **Description/justification of need** text box (be as detailed as possible!).
For use of the CRC, check the box next to the resource/service that you are requesting. Select all that apply. Click Save Changes. Note that the list of CRC resources/services available will vary depending on the application type of your project.
17. For all core-specific requests, you must check off the “This request is finalized” box. Click Save Changes.

**IMPORTANT:** For the *Use of Space Only* application type, please specify the days/times of the week that the space will be used. Include these details in the Description/justification of need field.
18. Click Close to go back to the Resources Requested page and view the list of resources/services you have requested. For each core that you have “finalized” your request, the row will turn yellow to indicate this.
19. **OTHER SUPPORT Page** – Click on the **Other Support** page and then click on the **Add a Source of Support** link to add details regarding grant support for the PI or co-PI(s) of the project. *Note that all grants, regardless of whether they are related to this project, should be listed.*
Select the supported investigator from the drop down menu (usually the PI).
Complete the entire form and then click *Save new record*. 
Click OK to continue adding other sources. Otherwise, click Cancel to save your entry.

**IMPORTANT:** If you do not need to add another source of support, do not click OK, as your previous entry will not be saved unless you add another source.
20. **SUPPORTING DOCUMENTS Page** – Click on the **Supporting Documents** page to documents relevant to your study (e.g., protocol, consent(s), IRB approval letter, etc.) *Note that the documents required will vary depending on your project and its application type.* If there are multiple consent/assent(s), make sure to upload all of them.
For fields with a **Downloadable Form or Instructions**, click on the link to download the document. Follow the instructions or fill out the form, as appropriate, and then upload the corresponding document.
For fields where multiple documents can/need to be uploaded, click on **Add a document**, enter a name and click **OK**; then, upload the document(s).

For fields where only one document is accepted, simply click **Upload** to add the required document.
To upload a document, click on **Choose File** to attach the file and then click on the **Proceed with upload** link.
Your document should be uploaded and appear in the corresponding section.
21. **APPLICATION STATUS PAGE** – Click on the **Application Status Page** to view the current status of your application.
Click on the Run Detailed Completeness Check link and you will be provided with a list of possible missing information and warnings.
You may click on the **click to edit** link to navigate to the appropriate sections where information is missing.

### General Protocol Information (Summary Page)

- The "01. If protocol has changed since the last submission, describe here." field has not been completed. [click to edit]
- The "08. Number of participants enrolled on the CTSI over the past year." field has not been completed. [click to edit]
- The "06. If work for this study is intellectual property, describe here." field has not been completed. [click to edit]
- The "03. Provide a clinical scientific progress report for the past year." field has not been completed. [click to edit]
- The "05. Describe any unexpected safety concerns and their resolutions." field has not been completed. [click to edit]
- The "03. List all grants that resulted from this study thus far." field has not been completed. [click to edit]
- The "07. If work for this study is patentable, describe here." field has not been completed. [click to edit]
- The "09. If there has been no accrual this past year, explain here." field has not been completed. [click to edit]
- The "10. Total number of participants enrolled since initiation of study." field has not been completed. [click to edit]
- The "11. Number of participants you plan to enroll this coming year." field has not been completed. [click to edit]

### Applicant Information

All information appears to be complete.

### Resources Requested Page

- Description of need for CTSI Clinical Research Center has not been entered on Resources Requested page.
- Person consulted in core" for CTSI Clinical Research Center has not been entered on Resources Requested page.
- Quantity has not been specified for at least one service requested from CTSI Clinical Research Center on Resources Requested page. Use "[add modify]" link to specify services.

### Supporting Documents

- The required document TRB Application for Initial 'New Review' has not been provided. [click to edit]
- The required document Relevant Budget(s) has not been provided. [click to edit]
- The required document Consent Form(s) has not been provided. [click to edit]
- The required document Study Protocol(s) has not been provided. [click to edit]
- The required document Data Safety Monitoring Report(s) has not been provided. [click to edit]
- The required document Research Methodology Summary has not been provided. [click to edit]
- The required document Data Management and Security Form has not been provided. [click to edit]
22. Once you have completed all the required missing information and each section has a **COMPLETE** status on the Application Status Page, the **Submit Application for Review** button should be available. Click on this button to finalize and submit your application.
Click OK to confirm your submission.
You will be prompted when WebCAMP runs a check for completeness, click OK.
You will be prompted to click OK again to proceed.
Once your completed application has been submitted, you can click OK one last time.
23. Your application will now have a **Submitted for initial review** status, and you will not be able to edit the application any further.
24. Your application will be reviewed by the CTSI on the third Thursday of the month. Once a decision has been made, you will be notified by email.