

## **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>

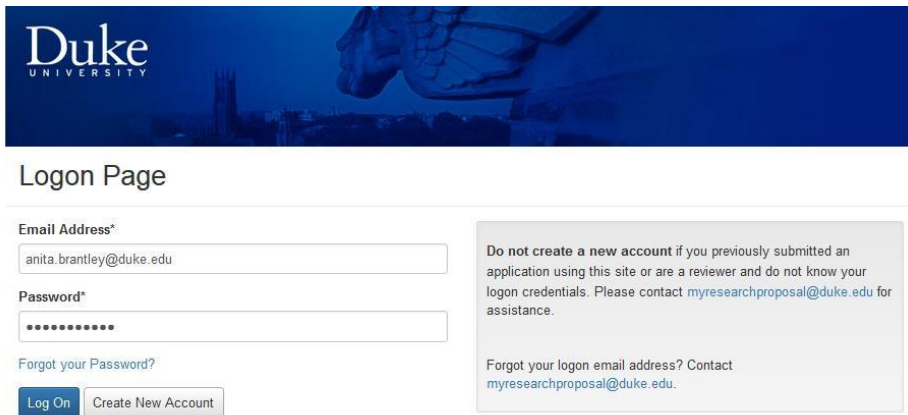
If you already have an account MyResearchProposal;

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](mailto:myresearchproposal@dm.duke.edu) for any unresolved technical issues.)

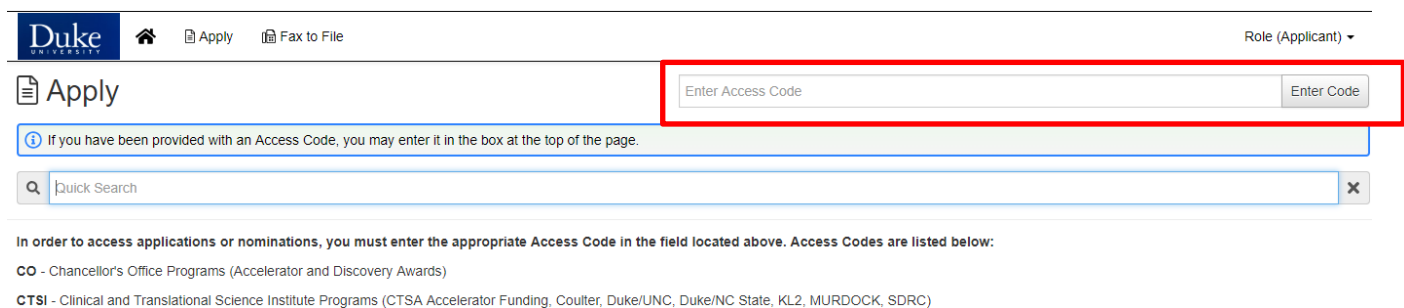
If you do not have an existing account, click on Create New Account and follow instructions.



After logging into the system, you will be directed to the Dashboard Page. If you have a dual role, you will need to select ‘Applicant’



You will be directed to the Apply Page. Enter an Access Code in the upper right hand box and click on Enter Code or the ‘Enter’ key on your keyboard. Scroll down.



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.

**New Copy Function:** If you applying to a grant that you previously applied to, you now the ability to copy any answers from the previous application into the new for the questions that are the same. Please click [here](#) for instructions.

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](mailto: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

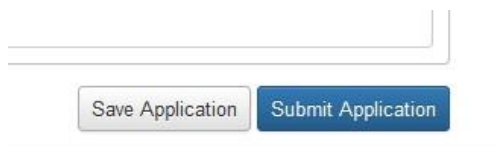
Draft

02/28/2018

[Edit Application](#)

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](mailto:myresearchproposal@dm.duke.edu) or 919-668-4774.

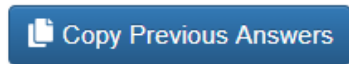
**Copy Function:**

An applicant may copy answers from a previous submitted application. The application will not be automatically submitted – it will be in draft until the applicant submits the new application.

**Note: This will also copy ‘file uploads’ from previous years application. Old file uploads will need to be deleted and new ones uploaded (if applicable).**

Instructions:

- Once you have clicked Apply to the desired grant proposal
  - Select ‘Copy Previous Answers’ in the upper right of form



- The table will show a list of your previous existing Requests with answers that can be copied. (EXAMPLE Below)
- Note the number of matching answers and the date the request was created. You may have multiple requests as a returning applicant so please make your selection carefully.
- Any questions that have already been answered on the current form will NOT be overwritten by a copied answer, nor will the copied answer be added to the existing answer.

**EXAMPLE TABLE**

Copy Previous Answers x

*i* The table below shows a list of your previous existing Requests with answers that can be copied.

Select the radio button next to the request you want to copy answers from

PROCESS	MATCHING ANSWERS	REQUEST CREATED
<input type="radio"/> test	3	12/29/2016 04:42:34 PM
<input type="radio"/> test	3	06/02/2016 09:45:21 AM
<input type="radio"/> test	3	11/03/2015 09:31:49 AM
<input checked="" type="radio"/> G4G Example	1	09/30/2016 03:41:36 PM
<input type="radio"/> test	0	04/26/2016 05:06:47 PM

Cancel Copy Answers

- Select the radio button next to the request you want to copy answers from
- Select Copy Answers
- A pop up will appear requesting that you confirm that you want to copy.
- Click OK
- Clicking 'OK' will copy the answers from the selected request into the form you are currently working on.
- You may edit existing answers and answer new questions (if they exist).

**\* Ensure your file uploads are correct for the new application \***

- At the bottom of the page, you can Save the form and return to it at a later date, or you can answer all of the questions and select Submit.
- After selecting Submit you will see the confirmation page and you can always select Applicant Dashboard to return to your dashboard view.