

# User Guide: JIT Application

## Just-in-Time Core Usage Funding Program Online Application System

### 1) Prior to Login

Before initiating an application:

- You must be a registered ICTS member to apply for this funding program. If not previously registered, see [“Benefits and Obligations of ICTS membership”](#) to access the membership guidelines and [“ICTS Member Registration”](#) to register for membership. Have a short description of your clinical and/or research interest ready as you register. This information will be included on the ICTS website and searchable by other members seeking collaborations in your areas of expertise. Once you have completed the registration, it will take a few days for ICTS administrative core to review and approve your registration.
  - Applicants from WU or its ICTS partner academic institutions must hold a faculty level appointment and employees of BJH, Goldfarb School of Nursing or SLC (MD, PhD, RN, or allied healthcare professional) may apply with the permission of their department director. Submit director letters of support to Julie Heyd, Program Manager ([julieheyd@wustl.edu](mailto:julieheyd@wustl.edu)).
  - For additional Eligibility and program details click here: [ICTS Core Usage \(JIT\)](#).
- You must have contacted the Director of the core that will provide the services. The Director must agree that their core has the ability to provide the services requested, as well as the capacity to do so in the timeframe you request. Refer to the List of ICTS Cores for services.

### 2) Login

Access the Just-in-Time Core Usage Funding Program application system through the ICTS website at: <http://www.icts.wustl.edu/icts-researchers/funding/funding-opportunities/icts-core-usage-jit>

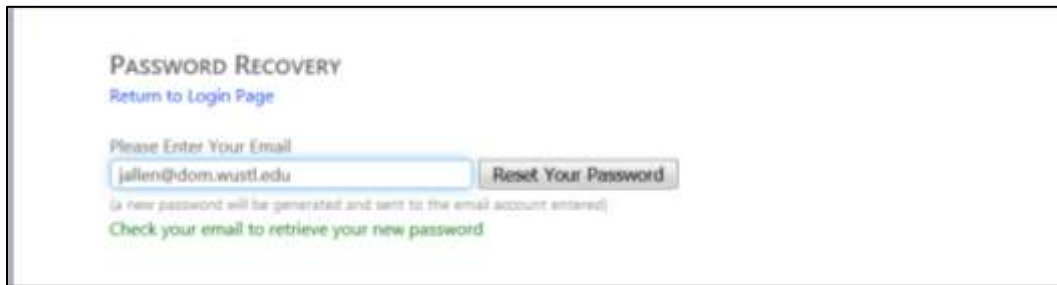
Or directly through this URL

<http://ictsapply.dom.wustl.edu>

New users will be asked to create a Login email and password. The email should be the address you would like the system or ICTS administrators to use when sending your status updates about your application.

The screenshot shows the 'ICTS Funding Programs Application Site' interface. At the top, it features the Washington University in St. Louis School of Medicine logo and the site title. Below the header, there are two main sections: 'LOGIN' and 'ICTS MEMBER REGISTRATION'. The 'LOGIN' section includes fields for 'Email' and 'Password', a 'Login' button, and a link for 'Forgot your password or do not have a password? click here'. The 'ICTS MEMBER REGISTRATION' section contains text explaining that applicants must be registered members of the ICTS and associated with one of the ICTS partner institutions. It also states that the registration process takes about 5 minutes to complete and requires demographic information, a description of clinical or research interests, and an upload of a recent biosketch or CV. Below this text are links for 'Benefits and obligations of ICTS membership' and 'ICTS Member Registration'. At the bottom, there is contact information for membership questions (icts@dom.wustl.edu or 314.362.9829) and application questions (Julie Heyd at jheyd@wustl.edu or 314.362.9331).

If you are a returning user and cannot remember your password, select “[click here](#)” link by the “[Forgot your password?](#)” prompt. The system will send a new password to the email address you indicate.



### 3) Applications: Current State and History

Once successfully logged into the system, you should be greeted with a “Welcome” and your name and this screen will appear.



You may now access the following:

- **Start Application:** To begin a new application simply select “[Start Application.](#)” **Only one application can be in progress at a time.** If you attempt to start a second application while one is currently under review, or you have an existing award, the system will display a warning and restrict opening a second application.
- **Incomplete Applications:** Applications you have started and saved for later completion.
- **Submitted Program Applications:** JIT funding requests that you have submitted and are currently under review by the program committee.
- **Past Program Applications:** Previously submitted applications, the date of the submission and the result. The complete application is available by selecting the link accessible by hovering over the [JIT and date](#) text.

Definitions for the **STATUS** attached to each application:

- **RETURNED BY ADMIN:** Applications are reviewed by ICTS administrative core and returned to the applicant if the applicant 1) does not yet have faculty status or 2) has received prior ICTS funding and not completed requirements for that award, such as submitting a final progress report or a ROI survey, or if an applicant already has a current JIT award.
- **WITHDRAWN:** past application/s that you decided to withdraw before a funding decision was made.
- **CLOSED:** Funding or time has expired. No longer an active award.
- **PENDING CORE REVIEW:** Waiting for Core Director or Approver to review.
- **INITIATED – RETURNED:** Returned to you with questions from the Core Approver that must be addressed before consideration for funding.

- COMMITTEE REVIEW: Currently under review by the funding committee.
- FUNDED: Past submissions which were funded by the ICTS.
- NOT FUNDED: Funding committee reviewed the application and the decision was to NOT fund

#### 4) Start an Application

To start a new application, select the “*Start Application*” button.

General information about the JIT program is included on the subsequent page where two links are presented. The “[Program Overview](#)” link leads to the ICTS website pages describing the JIT program. The “*Continue to Application*” link, presents the first data input screen for the application.

THE INSTITUTE OF CLINICAL & TRANSLATIONAL SCIENCES JUST-IN-TIME (JIT) CORE USAGE FUNDING PROGRAM

Application Deadline: 10<sup>th</sup> day of any month or first working day thereafter

**Step 1** - Applicants submit their portion of the online application to the core(s) from which they are requesting services PRIOR to the deadline to allow appropriate time for review. We recommend consulting with the core(s) in order to determine the timeline for your application.

**Step 2** - Core directors complete their portion of the online form and then the application is routed to ICTS for review.

Your application will be submitted to the ICTS by the Core Director(s) from whom you are requesting services. In order to be considered for a current deadline, applicants must submit their portion of the online application to the core(s) PRIOR to the deadline to allow appropriate time for review. We recommend consulting with the core(s) in order to determine the timeline for your application.

Award Decisions: 10<sup>th</sup> day of the following month or first working day thereafter

Award Start Date: Immediately upon notification

Award End Date: One year after start date

The intent of the JIT Core Usage Funding Program is to provide quick access to funding for the use any ICTS-affiliated cores for research advancing medical knowledge that can improve human health. Please refer to the [Program Overview](#) prior to submitting your online application.

Questions may be addressed to:  
[icts@wustl.edu](mailto:icts@wustl.edu)

Julie Heyd (ICTS): 314.362.9331 or [julieheyd@wustl.edu](mailto:julieheyd@wustl.edu)  
 Jaimee Stagner (ICTS): 314.362.6325 or [jstagner@wustl.edu](mailto:jstagner@wustl.edu)

[Continue to Application](#)

The top of each data input screen includes a set of icons that serve as quick links to the 5 stages of your application. The first screen that appears once the “*Continue to Application*” link is selected, provides the input fields for the “Applicant Information” section of your proposal

Once a section is completed, the color of that stage changes. See the “*Applicant Information*” stage below. This allows immediate understanding of which sections of the applications are completed.

ICTS FUNDING PROGRAMS

Applicant Information

Co-Investigators Trainees

Project Info ICTS Cores

Purpose

Project Specifics

## a) Applicant Information

Enter your email address at the prompt. Other information you have entered during the ICTS member registration process will pre-fill the various fields. Complete all fields designated with a red asterisk.

You will need to upload a copy of your current NIH Biosketch *in PDF format*.

Once uploaded, green text of *“Your project specifics document has been uploaded”* will appear. A link to *“Retrieve File”* will also be presented.

The screenshot shows the 'Applicant Information' section of the 'ICTS FUNDING PROGRAMS' application. At the top, there are five navigation buttons: 'Applicant Information' (highlighted), 'Co-Investigators Trainees', 'Project Info ICTS Cores', 'Purpose', and 'Project Specifics'. Below the navigation is the 'APPLICANT INFORMATION' section, which includes a legend: '\* Indicates a required field'. The form contains several input fields and dropdown menus:

- First Name:** Elizabeth
- Last Name:** Mott
- Middle Name:** (empty)
- Email:** emott@wustl.edu
- Primary Phone:** (314) 362-1539
- Evening Phone:** (empty)
- Other Phone:** (empty)
- Institution:** Washington University in St. Louis (WU)
- School:** School of Medicine
- Department:** Anatomy & Neurobiology
- Division:** (empty)

At the bottom right, there is a file upload section with the text: '\* Please upload a copy of your current NIH Biosketch'. Below this text are buttons for 'Choose File', 'No file chosen', 'Upload', and 'Cancel'. A message below the buttons states: 'Your biosketch has not been uploaded'. At the bottom of the form, there are two buttons: 'Return to Dashboard' on the left and 'Save & Continue' on the right.

**Reminder:** Applicants from WU or its ICTS partner academic institutions must hold a faculty level appointment and employees of BJH, Goldfarb School of Nursing or SLCH (MD, PhD, RN, or allied healthcare professional) may apply with the permission of their department director. Director letter of support should be submitted in PDF format to Julie Heyd (julieheyd@wustl.edu).

Once this information is completed, you can

- *“Return to Dashboard”* which will save the data you have entered and allow you to log off.
- *“Save & Continue”* to move to the next input screen.
- Access any input screen from the menus at the top of the page.

## b) Co-Investigators/Trainees

This input form allows you to identify the Fellow/Trainee and Co-Investigators for your project. As the email address is entered, if the system recognizes the email of an ICTS member, the program will provide a dropdown box of potential matches and, once the email is selected, fill in additional information about the member.

ICTS FUNDING PROGRAMS

[Applicant Information](#)
[Co-Investigators Trainees](#)
[Project Info ICTS Cores](#)
[Purpose](#)
[Project Specifics](#)

### CO-INVESTIGATORS

[Previous Section](#)

Identify Fellows/Trainees or Co-Investigators working on your project. If the individual is an ICTS member, type in their email address and their information will pull from the ICTS member database. Otherwise, please complete all information for each collaborator.

**Fellow/Trainee 1**  
 Email

**Fellow/Trainee 3**  
 Email

**Co-Investigator 1**  
 Email

**Co-Investigator 2**  
 Email

**Co-Investigator 3**  
 Email

Selecting one of the emails will prompt the system to complete as many required fields as possible from the data stored in the ICTS member database. Additional required fields must be completed by the applicant before proceeding.

If the Fellow/Trainee or Co-Investigator is not an ICTS member, the system allows the applicant to fill in the email address and all required data.

CO-INVESTIGATORS

[Previous Section](#)

Identify Fellows/Trainees or Co-Investigators working on your project. If the individual is an ICTS member, type in their email address and their information will pull from the ICTS member database. Otherwise, please complete all information for each collaborator.

**Fellow/Trainee 1**  
 Email  
  
 \* Last Name  
  
 \* First Name  
  
 MI  
  
 \* Institution  
  
 \* School  
  
 \* Department  
  
 Division  
  
 Please explain

**Co-Investigator 1**  
 Email  
  
 \* Last Name  
  
 \* First Name  
  
 MI  
  
 \* Institution  
  
 \* School  
  
 \* Department  
  
 Division

**Co-Investigator 2**  
 Email

**Co-Investigator 3**  
 Email

Once both Fellow/Trainee and Co-Investigator sections are completed, select either "Save & Continue" or "Return to Dashboard"

### c) Project Info/ICTS Cores

The Project info/ICTS Cores data input form requires the following information:

- 1) Title of Project: not to exceed 100 characters
- 2) This project will include:
  - a. Human Subjects: Yes/No (If “Yes,” this field is required: IRB Approval # or “pending”)
    - i. If committee approves funding, and you entered “Yes” or “Exempt,” a copy of IRB will be required prior to NOA being issued. We require the Application Type of IRB to be a *New Project* or *Continuing Review* (not “Modification.”)
    - ii. If HRPO has reviewed and determined the project does not involve activities subject to IRB oversight, answer “No.”
  - b. Vertebrate Animals: Yes/No (If “Yes,” this field is required: IACUC Approval # or “pending”).
    - i. If committee approves funding, and you answered “Yes,” a copy of IACUC will be required prior to NOA being issued.
- 3) This project is related to:
  - a. Cancer Research
  - b. Child Health
  - c. N/A
- 4) This project best relates to this stage of translational research:
  - a. T0: To Health: Identifying opportunities and approaches to health problems
  - b. T1: To Humans: Translating laboratory findings into potential clinical solutions in humans
  - c. T2: Patients: Testing initial hypothesis in early-stage and multi-center clinical trials
  - d. T3: To Practice: Translating clinical trial findings into everyday clinical practice
  - e. T4: To Population: Implementing and testing new clinical solutions at the population level
- 5) ICTS-affiliated Core(s) to be used (Check no more than 2): a list of cores providing services

### d) Purpose

Proposals to JIT applications must clearly indicate that funding, if awarded, will directly lead to either 1) a proposal for extramural funding or 2) concrete improvement in patient care. Both may be answered “Yes,” but at least one must be, or the application does not qualify for this program.

The screenshot shows a web application interface for 'ICTS FUNDING PROGRAMS'. At the top, there are five navigation buttons: 'Applicant Information', 'Co-Investigators Trainees', 'Project Info ICTS Cores', 'Purpose', and 'Project Specifics'. The 'Purpose' button is highlighted. Below the navigation, the 'PURPOSE' section is displayed. It includes a red asterisk indicating a required field and a 'Previous Section' button. The main text explains that the program is designed to support investigators in obtaining final data and asks them to select and provide information for 'A' and/or 'B' below. Question A asks if the final data will be used in developing a clinical/translational proposal for extramural funding, and Question B asks if the final data will lead to a concrete improvement in patient care. Both questions have dropdown menus. A red note states 'At least one question must be answered "Yes"'. At the bottom, there are 'Return to Dashboard' and 'Save & Continue' buttons.

If the project is expected to lead to a proposal for extramural funding, the following questions appear

- 1) How will the ICTS subsidized services help you obtain external funding?
- 2) Name of PI for External Grant Submission

- 3) Funding Agency
- 4) Funding Mechanism
- 5) Anticipated Date/s of Submission
- 6) Other Information

If the project is expected to lead to improvement in patient care, the applicant is expected to explain “How will the ICTS subsidized services help lead you to a concrete improvement in patient care at BJH and/or SLCH?”

## e) Project Specifics

The final data input screen requires the following:

- 1) Document upload of the Project Specifics. This file must be in PDF format and must clearly address the following:
  - a. A brief description of the project
  - b. An explanation of services to be performed and the relation to the project (should clearly match the funding request shown on the first page of this application)
  - c. If applicable, address ability/plan to meet recruitment within the 12 month JIT funding period
  - d. For applications that deal with animal models or in vitro culture systems, there must be included in the text, a DIRECT or CLEAR LINK to human health or disease. Describe how the project indicates a clear pathway from expected findings to prevention, diagnosis, or treatment of human disease.

Please provide your project narrative, including all of the following, and upload the document with the [Browse](#) and [Upload](#) links below:

A. A brief description of the project  
 B. An explanation of services to be performed and the relation to the project (should clearly match the funding requested)  
 C. If applicable, address ability/plan to meet recruitment within the 12 month JIT funding period  
 D. For applications that deal with animal models or in vitro culture systems, there must be included in the text, a DIRECT or CLEAR LINK to human health or disease. Describe how the project indicates a clearer pathway from expected findings to prevention, diagnosis, or treatment of human disease.

\* Upload Project Specifics  
[Browse...](#) No file selected. [Upload](#) [Cancel](#)  
 Your project specifics document has not been uploaded

Once uploaded, green text of “**Your project specifics document has been uploaded**” will appear. A link to “Retrieve File” will also be presented.

- 2) For the Budget Details: using billing rates provided by the Core Director, complete the following fields:
  - a. Core Services: input the type of service/s requested
    - i. To add core services, select “Add a Record” for each service
  - b. Core Abbreviation: Only Cores you selected in the Project Info/ICTS Cores input screen will be available in the dropdown.
  - c. Number of Services
  - d. Billing Rate: dollar amount for each unit of this type of service
  - e. Select either “Add” or “Cancel.” If Add, the system will calculate the Total Project Funding for that service and allow additional services to be added.
  - f. Of the total cost for the project, fill in the Total ICTS JIT Request. This amount cannot exceed \$5,000 (\$10,000 if the Core providing the services is the Clinical Translation Imaging Unit (CTIU), or if Investigator is requesting matching funds from Hope Center).



## BUDGET DETAILS

\* Core Service: services can be requested from no more than 2 cores per application

Core Services	Core Abbreviation	Number Of Services	Billing Rate	Total Project Funding	Add a Record
Blood Draws	CTIU	30.00	\$300.00	\$9,000.00	
Overnight stay	CTIU	5.00	\$20.00	\$100.00	
Imaging	CTIU	1.00	\$1,000.00	\$1,000.00	
<b>Total Cost of Core Services Required for Project:</b>				<b>\$10,100.00</b>	

\* Total ICTS JIT Request:

Maximum request is \$5,000 - unless requesting one of the following:

- Services from Clinical & Translational Imaging Unit (CTIU) where max is \$10,000  
•MIR/CTIU must approve project before application is submitted to ICTS
- Hope Center matching funds up to \$5,000; max award is \$10,000  
•Hope Center membership is required

Cost of Core Services Not Covered by this ICTS JIT Request:

- Upload Core Quote: If a quote was obtained from the Core Director, browse for the file and upload it here.
- Once the Budget Details are completed, the system requests explanation of other funding for this project.
  - If the overall Budget exceeds \$5,000, explain how the balance will be covered in "What other funding is currently available for this project?" (Department/Discretionary funds, etc.)
- The final question is "Have you previously received FBJH/ICTS Pilot funding or JIT funding for this same project? If Yes, a "Please Explain" text box will appear.

If you obtained a quote from the core(s) when building your budget for this request, attach the documentation as a single PDF

### Upload Core Director Quote

Your quote document has not been uploaded

\* What other funding is currently available for this project? If funding exists, explain why additional funding is needed and provide specifics regarding funding source (i.e. internal, external, agency name, agency #, etc.) NOTE: If the ICTS JIT requested costs are less than the full project costs, explain the additional funding source for this project:

Project reviewed and approved by MIR 01/15/19

\$100 to be covered by department funds

Submit JIT Application to Core Director(s): when selected, the system will present a request for any required information not completed. When fully executed, the system will present the following screen.

### JIT APPLICATION SUBMITTED

Your application has been submitted to the director of the ICTS Core(s) you identified for this project. Once those Directors confirm their ability to provide those services, you will be sent an email with a link to submit your final JIT application.



When you select “Return to Dashboard” you will note that the application has been successfully submitted for ADMIN REVIEW.



Questions about the JIT Online Application system may be directed to [julieheyd@wustl.edu](mailto:julieheyd@wustl.edu) or 314.362.9331.