1) Prior to Login / Initiating an Application
You must be a registered ICTS member to apply for this funding program. Click here to review the “Benefits and Obligations of ICTS membership” and, here to register “ICTS Member Registration.” Have a short description of your clinical and/or research interest ready as you register, it will be included on the ICTS website and searchable by other members seeking collaborations. Your profile make that take 4 business days to complete.

- Applicants from WU or its ICTS partner academic institutions must hold a faculty level appointment; 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).
- For additional Eligibility requirements and program details click here: ICTS Core Usage Funding (JIT).

Investigators must have contacted the Director of the core that will provide services. The Director must agree that their core has the ability to provide needed services, as well as the capacity to do so in the timeframe you request. Refer to the List of ICTS-Affiliated 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.
If you are a returning user and need a new password, select “click here” link by the “Forgot your password?” prompt. The system will send a new password to the email address in your membership profile.

Enter your new password exactly as provided.

3) Applications: Current State and History

Once successfully logged into the system, you should be greeted with “Welcome” and your name will appear. You may update your email and password from this screen:

You may now access the following:

- **Start Application**: To begin a new application simply select “Start Application.” **Only one application may be in progress at a time**. If you attempt to start a second application while another is incomplete or pending, or you have an existing award, the system will display an error message 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.
- **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, etc.
- **WITHDRAWN**: Past application/s that you decided to withdraw.
- **CLOSED**: Funding or time has expired; project is no longer an active.
- **PENDING CORE REVIEW**: Waiting for Core Director or Approver to review.
- **INITIATED – RETURNED**: Returned to PI with questions from the Core Approver that must be addressed before project is submitted to ICTS/committee for funding consideration.
• COMMITTEE REVIEW: Currently under review by the funding committee.
• FUNDED: Past submissions which were funded by the ICTS.
• NOT FUNDED: The funding committee reviewed the application and decided NOT to fund.

4) Start an Application
To start a new application, select “Start Application.”
Prior to submitting an application we recommend consulting with the core(s) to determine the timeline for your application. For general information and requirements, click on “Program Overview” available on the ICTS website.

Select “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:

![ICTS Funding Programs](image)

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.

![Applicant Information](image)
Reminder: Applicants from WU or its ICTS partner academic institutions must hold a faculty level appointment; employees of BJH, Goldfarb School of Nursing or SLCH (MD, PhD, RN, or allied healthcare professional) may apply with the written 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 may click on:

- “Return to Dashboard” to save the data you have entered and allow you to log off.
- “Save & Continue” to move to the next input screen.
- 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.

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.

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 #, “pending” or “Exempt”)
      (i) If funding is approved and you entered “Yes” or “Exempt,” a copy of Approved/Exempt IRB letter will be required prior to NOA being issued.
         ▶ ICTS requires the IRB Application Type to be New Project or Continuing Review (not “Modification.”)
      (ii) If HRPO has reviewed and determined the project does not involve activities subject to IRB oversite, 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 approved IACUC letter will be required prior to NOA being issued.
   Please note: A Grant Certification letter may be required prior to issuance of NOA.
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
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 at BJH/SLCH (QA/QI). Both may be answered “Yes,” but at least one must be, or the application does not qualify for this program.
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:

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

2) 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 an additional line for each core service requested, select “Add a Record”
   b. Core Abbreviation: Only Cores selected in the Project Info/ICTS Cores input screen will be available.
   c. Number of Services
   d. Billing Rate: dollar amount for each unit of this type of service
   e. Select a Core Service to “Cancel/Delete” or “Update.”
      i. To save, select “Update” and the system will calculate the Total Project Funding for that service.
   f. Enter *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 Investigator is requesting Hope Center funds).

3) Once the Budget Details are completed, the system requests explanation of other funding for this project.
   a. If the Total Cost of Core Services exceeds $5,000, explain how the balance will be covered in “What other funding is currently available for this project?” (MIR or Hope Center funding, PI start-up funds, Department/Discretionary funds, etc.)
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 |
| Seq Imaging      | GTAC             | 30.00            | $300.00       | Update, Cancel, x    |
| Imaging          | GTAC             | 1.00             | $1,000.00     | $1,000.00            |
| Service          | hCTO             | 5.00             | $350.00       | $1,750.00            |

Total Cost of Core Services Required for Project: $11,750.00

* 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:
EXAMPLE: This is a Hope Center application requesting Hope Center matching funds

Questions about the JIT Application system? Contact Julie Heyd, (314) 362-9331, or JIT@wustl.edu
Updated: Nov 2019

4) Upload Core Quote: If a quote was obtained from the Core Director, browse for the file and upload it here. Once uploaded, green text of “Your core quote document has been updated” will appear. A link to “Retrieve File” will also be presented.

5) 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.

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.

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