Merkin Peripheral Neuropathy and Nerve Regeneration (PNNR) Center

Grant Portal Manual

Contents

How to register:

1. Go to the Register Account web page
2. Fill out the required fields as indicated on the registration screen.
3. JHED ID is only applicable to JHU employees. Non-JHU employees may leave this field blank, or type N/A.
4. Click "Create Account"
5. A system generated e-mail will be sent to your e-mail address for verification.

How to verify your e-mail address:

1. Check your e-mail inbox.
2. Open the verification e-mail sent from JHU Merkin PNNR Center
3. Click the link in the e-mail.
4. You will be directed to a web page stating the status of your verification.

How to log-in to the Merkin PNNR Center Grant Portal:

1. Go to the Login webpage
2. Type in your e-mail address
3. Type in your password
4. Click Login

How to change your password:

1. If you are unable to remember your login password, you can request to reset your it.
2. Click "Forgot Password" on the login page
3. Type in your e-mail address
4. Click "Send Link"
5. Check your e-mail inbox. You will receive a system generated e-mail with the subject line "JHU Merkin Portal - Password Reset"
6. Click the password reset link
7. You will be directed the page below:

1. Type your new password (must be at least 8 characters)
2. Re-type your new password for confirmation (must match the initial password)
3. Click "Change password"

How to navigate the main ribbon:

1. Johns Hopkins Medicine logo takes you back to your dashboard layout regardless of where you are in the portal.
2. If you need to contact the Merkin PNNR Center with questions, you can click the "?" icon to send an e-mail to Merkin PNNR Center.
3. Click the "Logout" icon to log out of the Merkin Grant Portal.

Currently open RFAs section:

This section lists currently open RFAs for researchers to apply. If it is blank, it means that there are no open RFAs at this time.

RFA Name: Refers to the RFA short name.

Grant Type: Refers to the funding mechanism.

Information: This link takes you to the Merkin PNNR Center's website where you can download the comprehensive information package for each open RFA.

New Application for this RFA: This button allows to initiate your proposal submission for the specific RFA listed. A researcher is able to apply to the same RFA with different projects.

Application

1. **Application status:** Your application's status is displayed on the left corner of your screen. Different statuses you will see along the process are:
   a. *Draft:* indicates a proposal has been initiated, but not submitted
   b. *Submitted:* indicates a proposal has been submitted (with a timestamp)
   c. *In review:* indicates a proposal is pending scientific review board review
   d. *Changes requested:* indicates the scientific review board has requested changes to be made in the proposal
   e. *Approved:* indicates a proposal is approved for funding without changes

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f. *Rejected:* indicates a proposal is rejected for funding

2. There are 5 sections in the application:
   a. General information
   b. Personnel (Principal investigator, Co-Investigator(s), Staff)
   c. Proposal
   d. Budget
   e. Supplemental documents

   This list represents the comprehensive grant proposal sections. Different funding mechanisms may have fewer sections.

   You <u>must fill out every section</u> in order for the application to be considered complete. Each editable field gives the researcher short explanation. Once you start typing in the field, the explanation will disappear.

3. Print Application: Click "Print Application" icon to print a copy of the submitted form for your records.
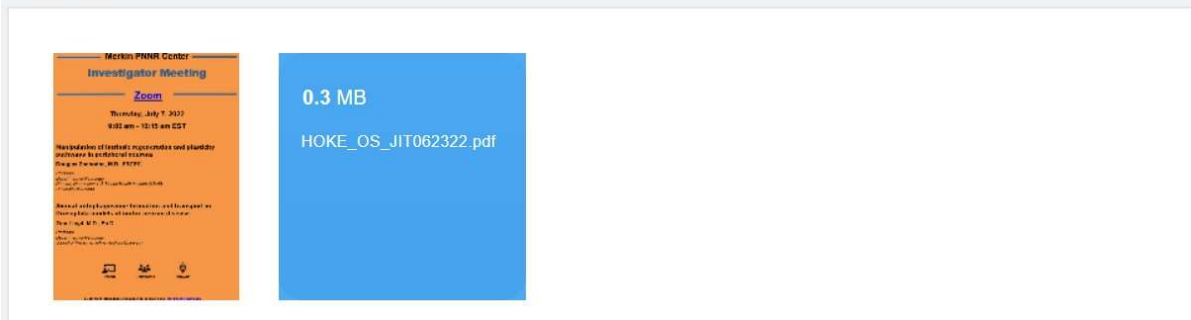
How to upload files:

1. **Uploading a file**: There are two ways to upload files to the proposal. You can drag and drop files, or you can click anywhere on the blank "Drop files here to upload" frame to select a file to upload from your computer.
2. **Removing a file:** All uploaded files will appear on the frame as shown above. To delete a file, simply mouse over the file image. "Remove file" text will appear on the file image. The file will be removed from the proposal when you click on it.

⚠️3. You **must select a section for each file uploaded in the system**. You will not be able to submit your application if you do not select a section for the file. Section options are: *Abstract, Specific aims, background and significance, preliminary results, research design and methods, data management, statistical analysis, project timeline and deliverables, bio-sketch, departmental support letter and references*.

The section selection is highly important because the figures/tables/images you upload will be placed in the specified section when printing your application for the grant reviewers.

How to save and submit an application

Save data: In order to save your progress in the application, we recommend to click "Save & Continue" icon when you are filling out your application. Otherwise, you may lose some of your data when the portal stays idle for 60 minutes.

Submit application: Your proposal will be submitted when you click "Submit Application" button.

Dashboard

My Applications

Application Short Name	Application Number	Status		Actions		
Merkin Grant Proposal	238	DRAFT		Edit	Download	
Merkin Grant Submission	239	SUBMITTED	7/15/2022 4:59:13 PM	Review	Download	Recall

You will see all your current and previous applications on your dashboard.

1. Application Short Name: is the 3-word short name you have given to your application.
2. Application #: is the system generated submission number
3. Status: indicates where your proposal is along the process
4. Actions:
    a. Edit: You are able to make changes to your application
    b. Review: After submitting your application, you are no longer able to make changes. Your proposal becomes Read Only.
    c. Recall: You are able to "Recall" your application anytime.

How to update account information

It is important to keep your account information up-to-date. When you register for the Merkin Grant Portal, you entered some information. However, your account information section has more data points. Remember to update any changes whenever they occur.

First Name:	Last Name:
Degree(s)/Credentials:	Title:
Select Credentials ⌄	
Institution:	Department:
Select Institution ⌄	
Phone (Main):	Phone (Mobile):
Phone (Fax):	Email:

Street Address 1:

Street Address 2:

City:	State:	Zip:
	⌄	

Save Information