

# Adding a Funding Opportunity using



- All applications for SCTR funding opportunities must be submitted through the online application portal InfoReady.
- Before submitting the InfoReady application, the principal investigator **MUST** obtain a **Study ID from SPARC**. This allows SCTR to link the funding application to services for tracking and reporting.

All application materials should be uploaded in InfoReady. *No application materials should be uploaded in the SPARCRequest system.*

**Please read all instructions before initiating an application.**

Screen shots and step-by-step instructions appear on the next slides.



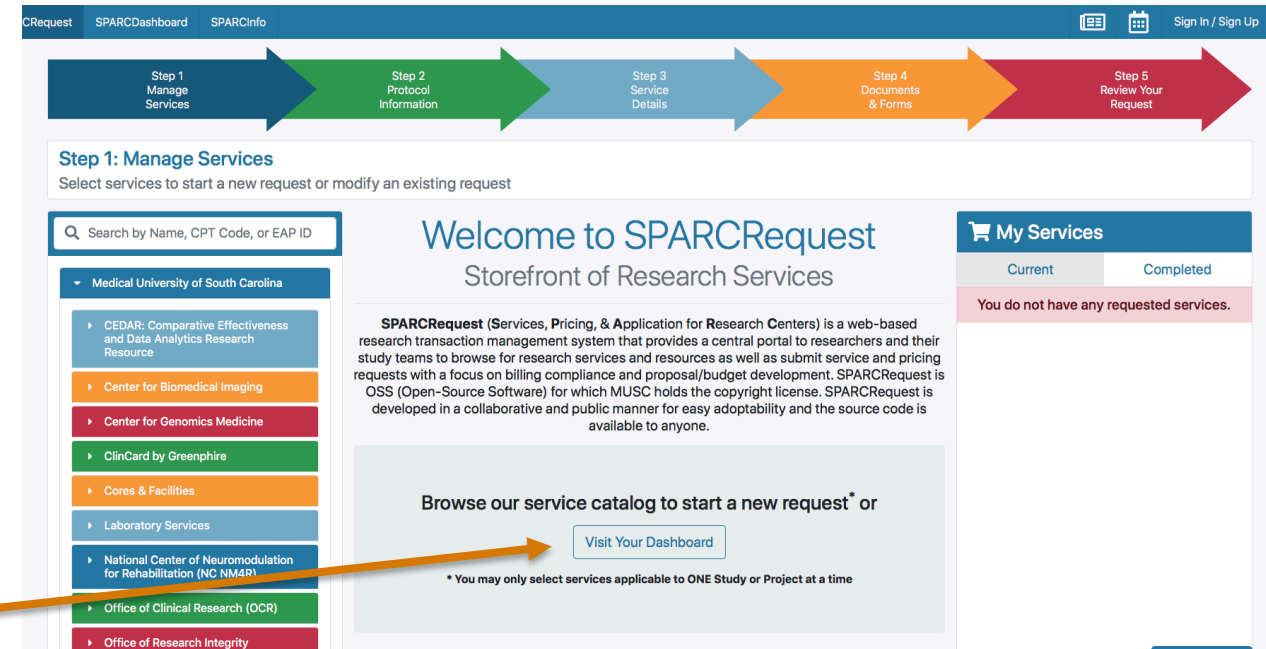
# What if my study is already in SPARC?

Investigators with an **existing study** related to the research proposed must use that Study ID on their InfoReady application.

It is *not necessary to create a new study in SPARC*. Instead, the PI will **add the funding opportunity to their existing study**.

- › Go to slide #11 for detailed instructions.

To check if you already have an existing Study in SPARC, select **“Visit Your Dashboard”** on the SPARC homepage.



# What if my study is not in SPARC?

*You will need to create a study in SPARC to get a **Study ID** for your proposed research.*

Proceed to slide #4 for detailed instructions.

No Study ID or existing study in SPARC?



# How to Obtain a NEW Study ID

# Obtaining a **NEW** Study ID

- 1) Go to **sparc.musc.edu**
- 2) Select **South Carolina Clinical and Translational Research Institute** from the menu on the left
- 3) Select **Funding Opportunities** from the drop-down menu

The screenshot displays the SPARCRequest web application interface. At the top, a horizontal arrow indicates a five-step process: Step 1 (Manage Services), Step 2 (Protocol Information), Step 3 (Service Details), Step 4 (Documents & Forms), and Step 5 (Review Your Request). The main content area is titled 'Step 1: Manage Services' with the instruction 'Select services to start a new request or modify an existing request'. On the left, a search bar is followed by a dropdown menu for 'Medical University of South Carolina'. Below this, a list of service categories is shown, with 'South Carolina Clinical and Translational Research Institute (SCTR)' highlighted by an orange oval. An orange arrow points from the second instruction in the list to this highlighted item. The main content area features a 'Welcome to SPARCRequest' message, a description of the system, and a 'Browse our service catalog to start a new request\*' button. A 'Visit Your Dashboard' button is also present. On the right, a 'My Services' section shows 'Current' and 'Completed' tabs, with a message stating 'You do not have any requested services.' A 'Save and Continue' button is located at the bottom right.

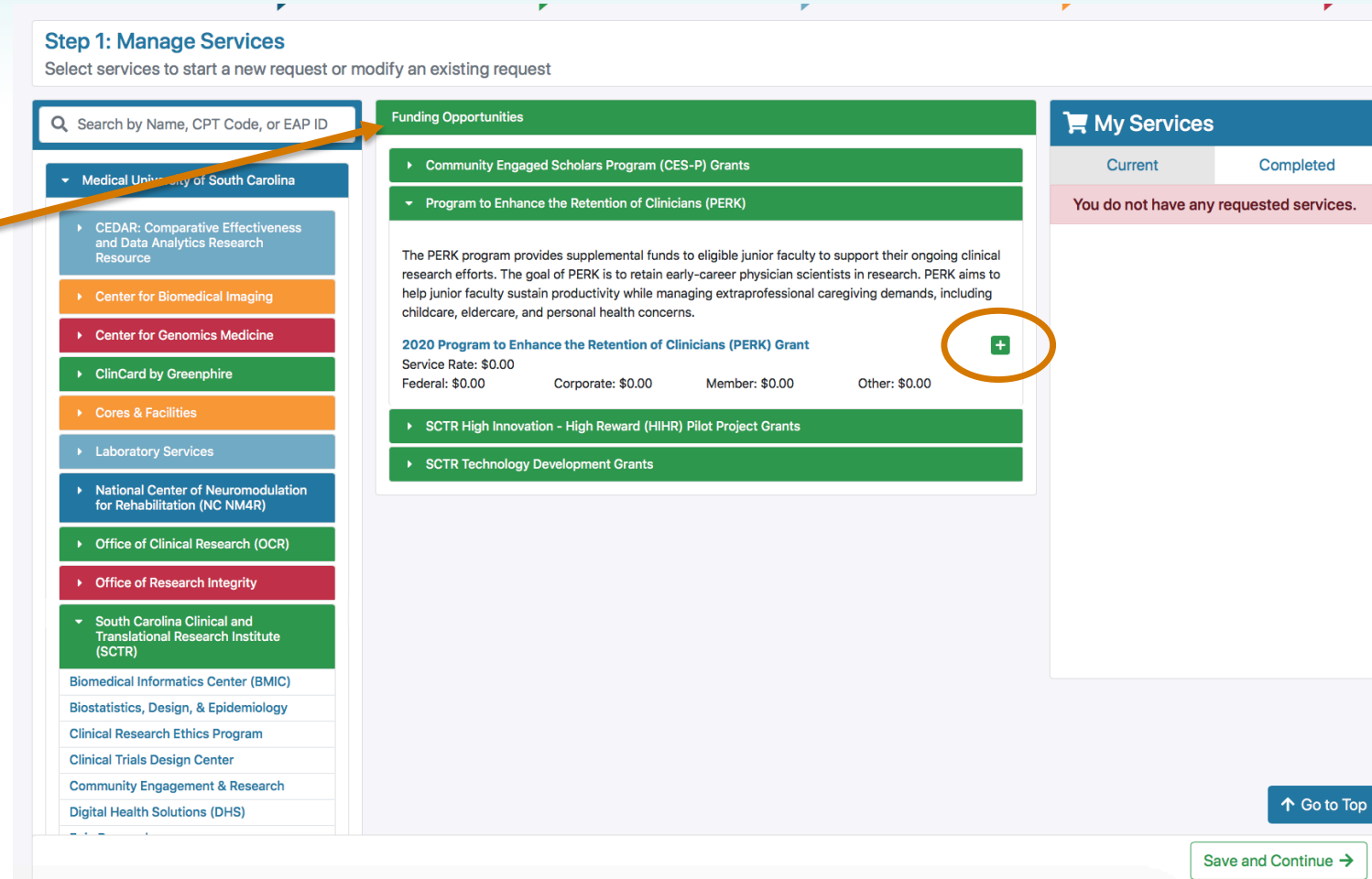
# Obtaining a NEW Study ID (2)

4) Make a selection from the **Funding Opportunities** listed

5) Click  to add to cart

**\*\*\*Please make sure to select the funding opportunity for the program to which you are applying.**

These instructions use the “PERK” program only as an example.



**Step 1: Manage Services**  
Select services to start a new request or modify an existing request

Search by Name, CPT Code, or EAP ID

**Medical University of South Carolina**

- ▶ CEDAR: Comparative Effectiveness and Data Analytics Research Resource
- ▶ Center for Biomedical Imaging
- ▶ Center for Genomics Medicine
- ▶ ClinCard by Greenphire
- ▶ Cores & Facilities
- ▶ Laboratory Services
- ▶ National Center of Neuromodulation for Rehabilitation (NC NM4R)
- ▶ Office of Clinical Research (OCR)
- ▶ Office of Research Integrity
- ▶ South Carolina Clinical and Translational Research Institute (SCTR)
- ▶ Biomedical Informatics Center (BMIC)
- ▶ Biostatistics, Design, & Epidemiology
- ▶ Clinical Research Ethics Program
- ▶ Clinical Trials Design Center
- ▶ Community Engagement & Research
- ▶ Digital Health Solutions (DHS)

**Funding Opportunities**

- ▶ Community Engaged Scholars Program (CES-P) Grants
- ▶ Program to Enhance the Retention of Clinicians (PERK)

The PERK program provides supplemental funds to eligible junior faculty to support their ongoing clinical research efforts. The goal of PERK is to retain early-career physician scientists in research. PERK aims to help junior faculty sustain productivity while managing extraprofessional caregiving demands, including childcare, eldercare, and personal health concerns.

**2020 Program to Enhance the Retention of Clinicians (PERK) Grant**

Service Rate: \$0.00  
Federal: \$0.00      Corporate: \$0.00      Member: \$0.00      Other: \$0.00

- ▶ SCTR High Innovation - High Reward (HIHR) Pilot Project Grants
- ▶ SCTR Technology Development Grants

**My Services**

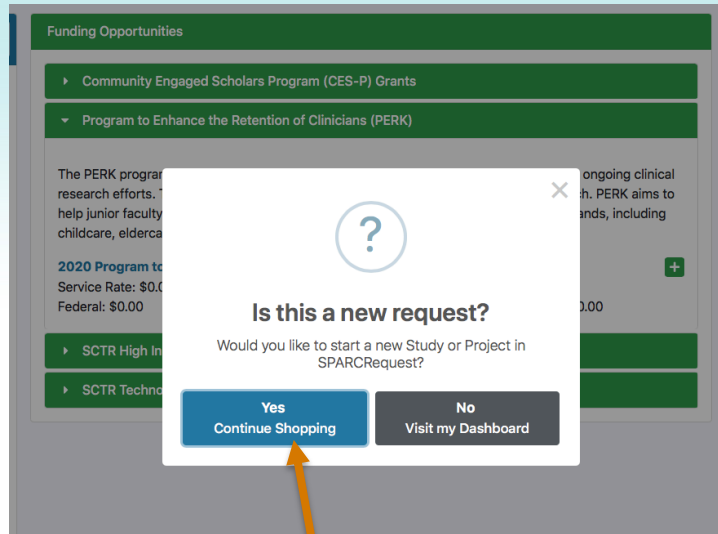
Current      Completed

You do not have any requested services.

Go to Top

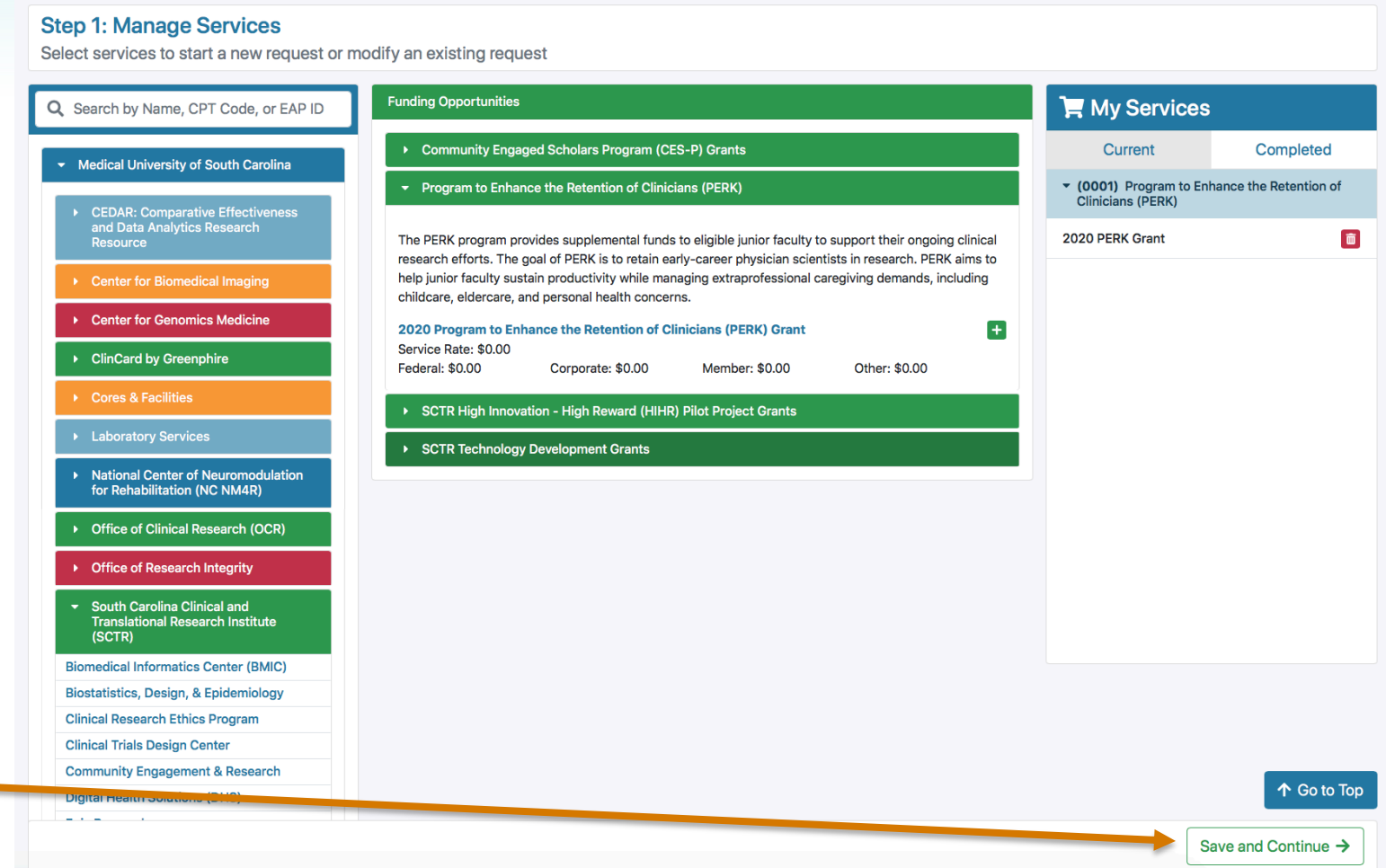
Save and Continue →

# Obtaining a NEW Study ID (3)



6) Choose **Yes** when you receive the 'new request' popup and then click **Save and Continue**

7) Log in using your MUSC Net ID and password and then click **Save and Continue**



# Obtaining a NEW Study ID (4)

## 8) Select Start a New Study

Step 2: Protocol Information  
Fill in relevant information about your Protocol

**Start a New Protocol**

Which type of Protocol best suits your request?

**Study**  
A Research Study with defined aims and outcomes.

**Project**  
Non-study-specific requests or anything that is not a Research Study.

[+ Start a New Study](#) [+ Start a New Project](#)

[Go Back](#) [Back to Catalog](#) [Save and Continue](#)

Tip: Hover over underlined fields for more information.

Study Title \*

Full title of your Study/Project.

Tip: If applying for funding, please select “Pending Funding” under Proposal Funding Status. If seeking an NIH award (e.g. KL2, TL1), select “Federal” under Potential Funding Source.

## 9) Complete all of the required (\*) fields and then click **Save and Continue**

**New Study**

- Research Master ID
- General Information**
- Financial Information
- Research Involving
- Other Details

**General Information**

\* required fields

Study Title \* Short Title \*

Primary PI \*

Search for a user

If you are not the Primary PI you will be added as a general access user and you may change your role later

Do you want to have your Study Published in Epic? \*

☐ Yes ☐ No

Study Type Questions

**Financial Information**

\* required fields

Proposal Funding Status \* Funding Source \* Funding Start Date

Nothing selected Nothing selected

Sponsor Name \*

Financial Account (ID#AK #)



# Obtaining a NEW Study ID (5)

10) Complete all required (\*) fields in Step 2 and then click **Save and Continue**

Note: The Study ID will be listed on the page, but **you must continue through all steps** to complete your SPARCRequest submission

Step 2: Protocol Information

Fill in relevant information about your Protocol

Study #14285  
test

Study Summary

Study Notes

Study Details

Edit Study Information

Research Master ID	N/A
Study ID	14285
Study Title	test1234
Short Title	test
Sponsor Name	NCATS
Potential Funding Source	Federal

Authorized Users

+ Add Authorized User

Search

Name	Role	Email	Phone	Proxy Rights	Actions
Diana Lee-chavarria	Primary PI	leeachar@musc.edu		Authorize/Change Study Charges	<div></div> <div></div>

Milestones Used for Protocol metric tracking

Start Date \*

End Date \*

Go Back

Back to Catalog

Save as Draft

Save and Continue →

My Services

Current

Completed

(0001) Program to Enhance the Retention of Clinicians (PERK)



# Obtaining a NEW Study ID (6)

11) Steps 3 and 4 are not required. Click the **red arrow** to move directly to Step 5

12) Review and click **Submit Request**. *This step must be completed to add the opportunity*

After submitting, you should receive an email confirming that your request was submitted successfully. Your Study ID will be on this email.

SPARCRequest SPARCDashboard SPARCFulfillment SPARCCatalog SPARCReport SPARCForms SPARCInfo

Step 1 Manage Services Step 2 Protocol Information Step 3 Service Details Step 4 Documents & Forms Step 5 Review Your Request

**Step 5: Review Your Request**  
Review your request and make changes if necessary

Study #14285  
test

**Study Summary**

Research Master ID N/A  
Study ID 14285  
Study Title test1234  
Short Title test  
Sponsor Name NCATS  
Potential Funding Source Federal

**Non-clinical Services**

Service	Notes	Status	Unit Costs		Units Requested	Unit Type	Qty Requested	Qty Type	Total Per Study
			Service Rate	Your Cost					
<b>(0001) MUSC &gt; SCTR &gt; Funding Opportunities &gt; Program to Enhance the Retention of Clinicians (PERK)</b>									
2020 Program to Enhance the Retention of Clinicians (PERK)		Draft	\$0.00	\$0.00	N/A		1	Each	\$0.00

**Study Cost Total**

Total Costs (Non-clinical Services) Per Study	\$0.00
Grand Total	\$0.00

**Documents**

Document Document Type Uploaded Service Providers With Access

No matching records found

[Go Back](#) [Back to Catalog](#) [Save as Draft](#) [Get a Cost Estimate](#) [Submit Request](#)

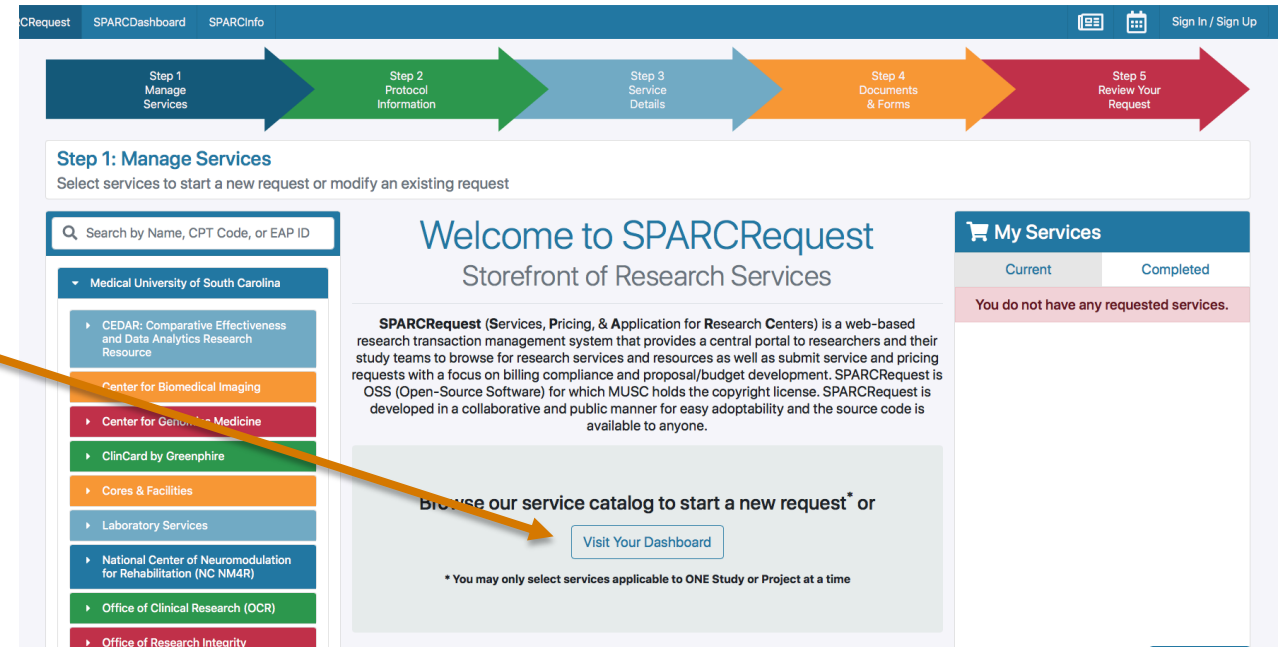
Already have a study in SPARC with a Study ID?



## **How to Add a Funding Opportunity to an EXISTING Study**

# Adding a Funding Opportunity

- 1) Go to [sparc.musc.edu/dashboard](https://sparc.musc.edu/dashboard)  
or  
Click **Visit Your Dashboard** on the homepage
- 2) Log in using your MUSC Net ID and password



## Adding a Funding Opportunity (2)

3) Once in your dashboard, select the appropriate **Protocol ID** from the list

4) Click **Add/Modify Requests**

Protocols	
<a href="#">+ Start a New Protocol</a>	
Protocol ID	Short Title
14286	Study 1

Requests - Submitted - 01/16/2020	
<a href="#">+ Add / Modify Requests</a>	
SRID	Organization
14286-0001	SCTR/Funding Opportunities/SCTR High Innovation - High Reward (HIHR) Pilot Project Grants

# Adding a Funding Opportunity (3)

5) Select **South Carolina Clinical and Translational Research Institute** from the menu on the left

6) Select **Funding Opportunities** from the drop-down menu

The screenshot displays the SPARCRequest web application interface. At the top, a horizontal navigation bar shows five steps: Step 1 (Manage Services, dark blue), Step 2 (Protocol Information, green), Step 3 (Service Details, light blue), Step 4 (Documents & Forms, orange), and Step 5 (Review Your Request, red). Below this, the 'Step 1: Manage Services' section is active, with the instruction 'Select services to start a new request or modify an existing request'. On the left, a search bar is followed by a dropdown menu for 'Medical University of South Carolina'. A list of services follows, including CEDAR, Center for Biomedical Imaging, Center for Genomics Medicine, ClinCard by Greenphire, Cores & Facilities, Laboratory Services, National Center of Neuromodulation for Rehabilitation (NC NM4R), Office of Clinical Research (OCR), Office of Research Integrity, and South Carolina Clinical and Translational Research Institute (SCTR). An orange arrow points from the instruction text to the SCTR option, which is circled in orange. The main content area features a 'Welcome to SPARCRequest' header and a description of the system. A button 'Visit Your Dashboard' is present. A 'My Services' sidebar on the right shows 'Current' and 'Completed' tabs, with a message 'You do not have any requested services.' At the bottom right, a 'Save and Continue' button is visible.

7) The funding request will be **added as a new service.**

➤ *All of your existing protocol information will pre-populate.*

8) Click **Save and Continue** to move through to Step 5

**Step 5: Review Your Request** Study #14286  
Review your request and make changes if necessary Study 1

**Study Summary** Study Notes Study Details

Research Master ID N/A  
Study ID 14286  
Study Title Example Study #1  
Short Title Study 1  
Sponsor Name Specify name of the entity funding the Study/Project. NCATS  
Potential Funding Source Federal

**Authorized Users** Search

Name	Role	Email	Phone	Proxy Rights
Diana Lee-chavarria	Primary PI	leechar@musc.edu		Authorize/Change Study Charges

**Non-clinical Services**

Service	Notes	Status	Unit Costs		Units Requested	Unit Type	Qty Requested	Qty Type	Total Per Study
			Service Rate	Your Cost					
<b>(0001) MUSC &gt; SCTR &gt; Funding Opportunities &gt; SCTR HIHR Pilot Grants</b>									
2019 SCTR High Innovation - High Reward (...)		Submitted	\$0.00	\$0.00	N/A	1	Each	\$0.00	
<b>(0003) MUSC &gt; SCTR &gt; Funding Opportunities &gt; Program to Enhance the Retention of Clinicians (PERK)</b>									
2020 Program to Enhance the Retention of ...		Draft	\$0.00	\$0.00	N/A	1	Each	\$0.00	

Go Back Back to Catalog Get a Cost Estimate **Submit Request** Go to Top

## Adding a Funding Opportunity (4)

**Step 2: Protocol Information** Study #14286  
Fill in relevant information about your Protocol Study 1

Study Summary Study Notes Study Details **Edit Study** My Services

Authorized Users

Milestones Used for Protocol metric tracking

Current Completed

- (0001) SCTR High Innovation - High Reward (HIHR) Pilot Project Grants
- (0003) Program to Enhance the Retention of Clinicians (PERK)

Go Back Back to Catalog Save and Continue

9) On Step 5, review and **“Submit Request”**  
*This step must be completed to add the opportunity.*

After submitting, you should receive an email confirming that your request was submitted successfully. Your Study ID will be on this email.

# Help & Assistance

## SCTR SUCCESS Center

- Submit a SPARCRequest to access services:
  - Research Navigation
  - Regulatory Submissions/Documentation
  - Recruitment Consults
  - Grants Forms/Budgets
  - REDCap Services
- [success@musc.edu](mailto:success@musc.edu) or 843-792-8300

