Adding a Funding Opportunity using SPARCRequest

Research Made Easy

- 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.

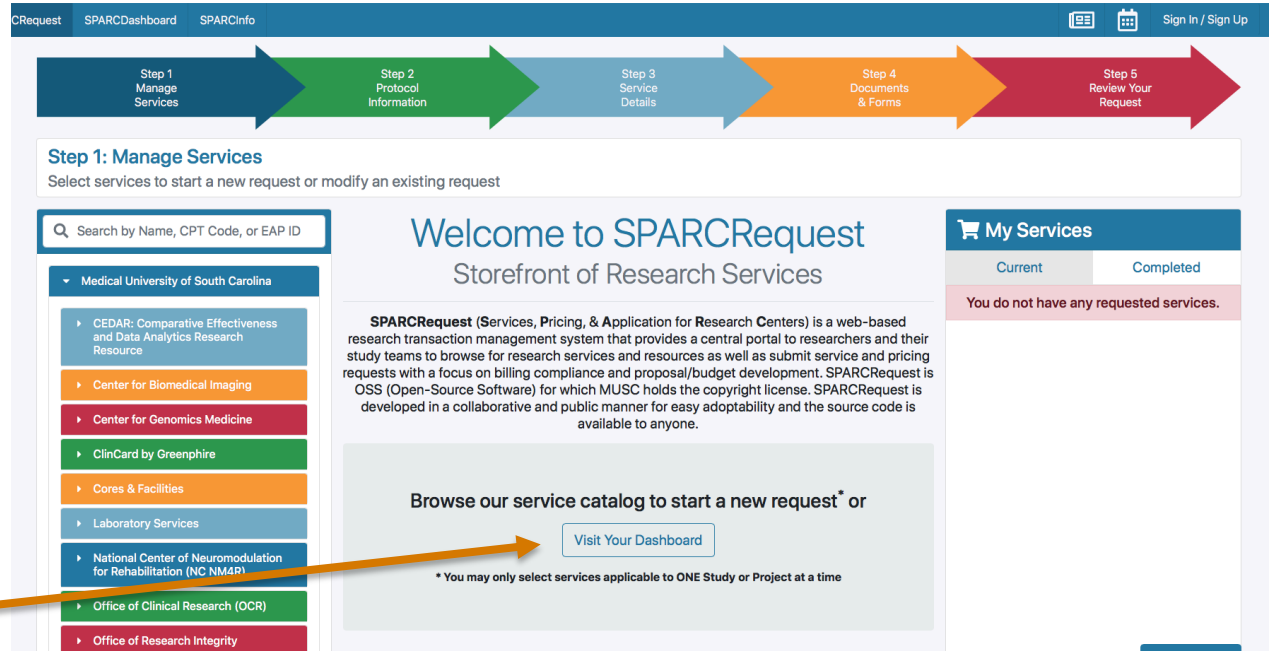
What if my study is already in SPARC?

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.

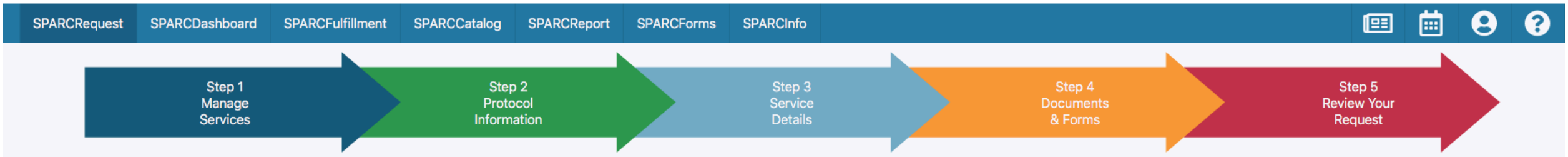
To check if you already have an existing Study in SPARC, select **"Visit Your Dashboard"** on the SPARC homepage.



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?

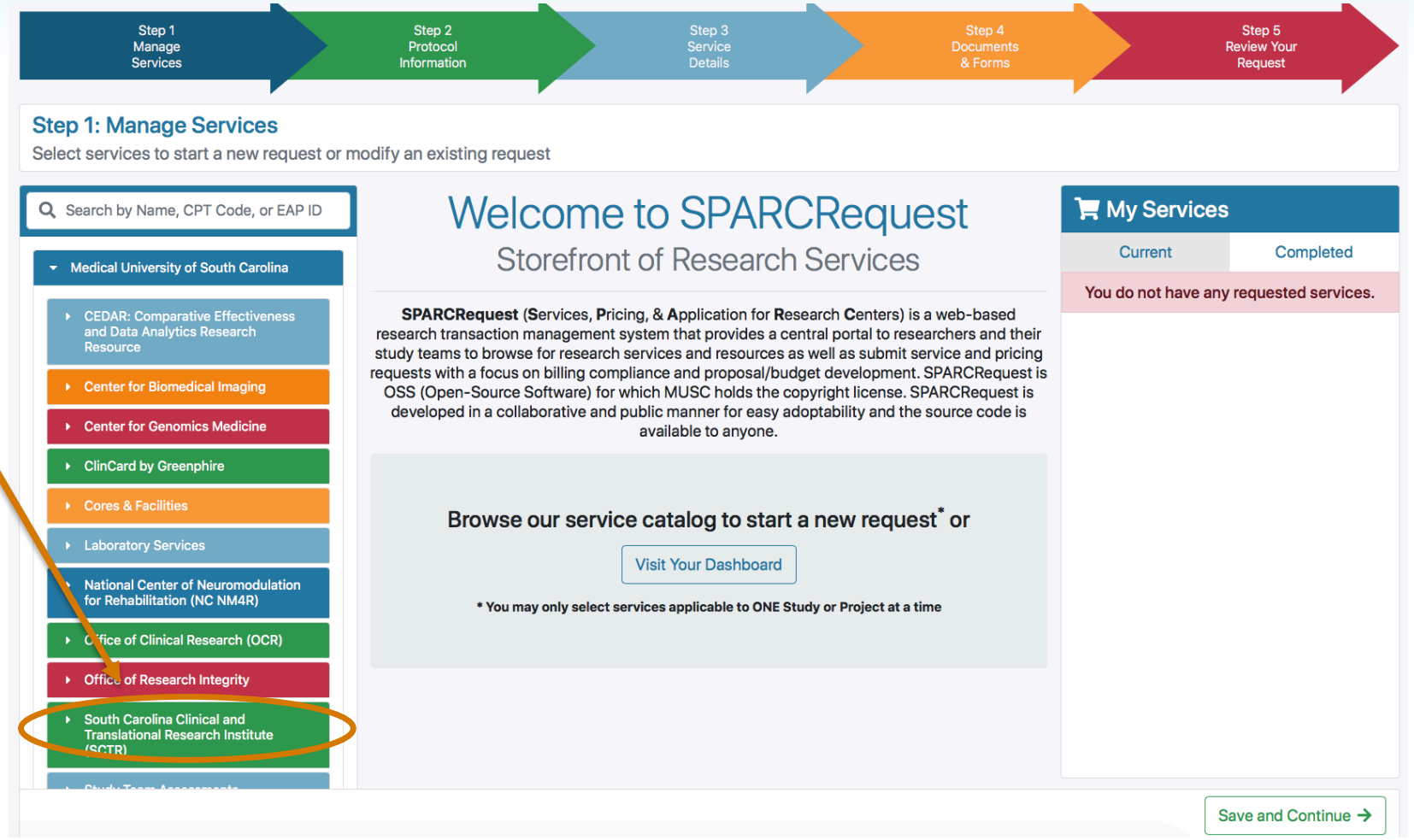
How to Obtain a NEW Study ID

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



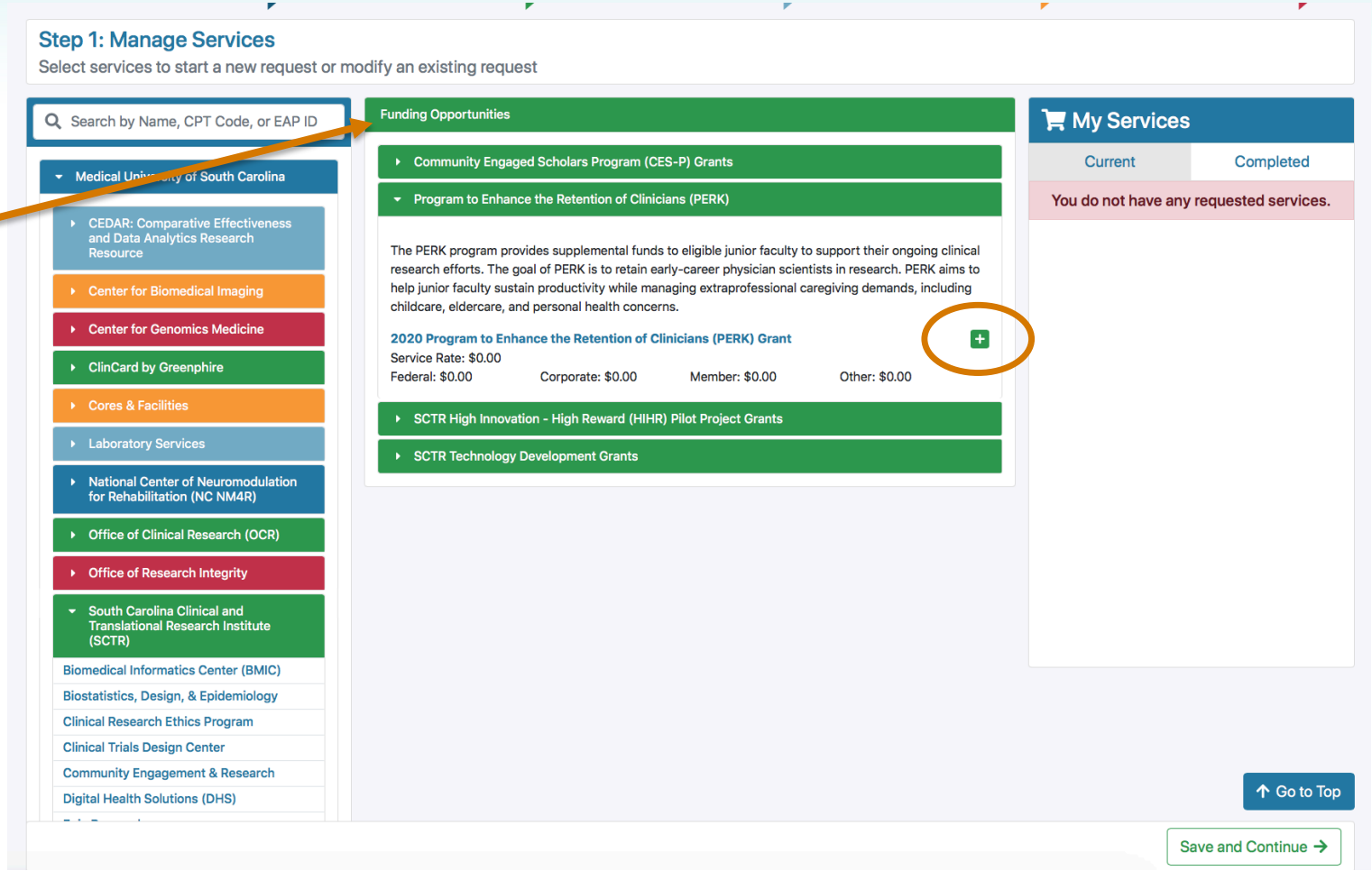
Obtaining a NEW Study ID (2)

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

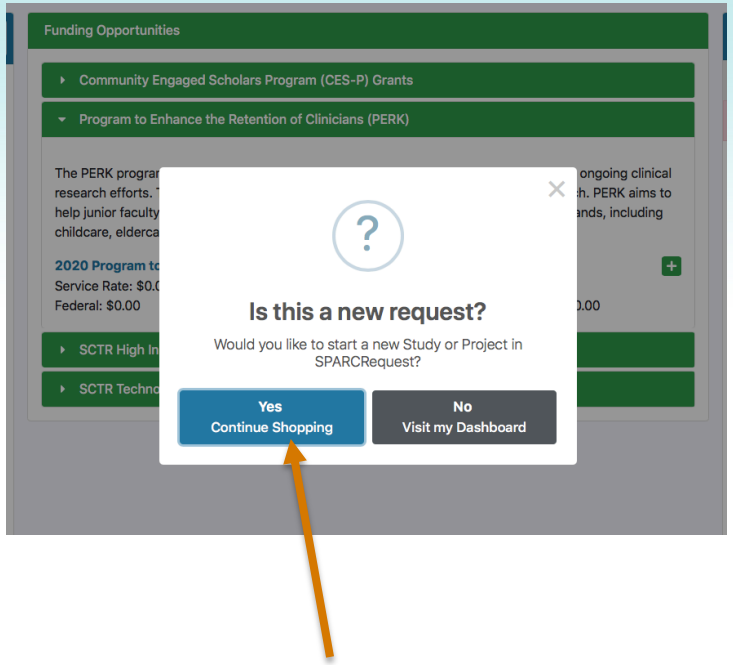
5) Click + to add to cart

******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.

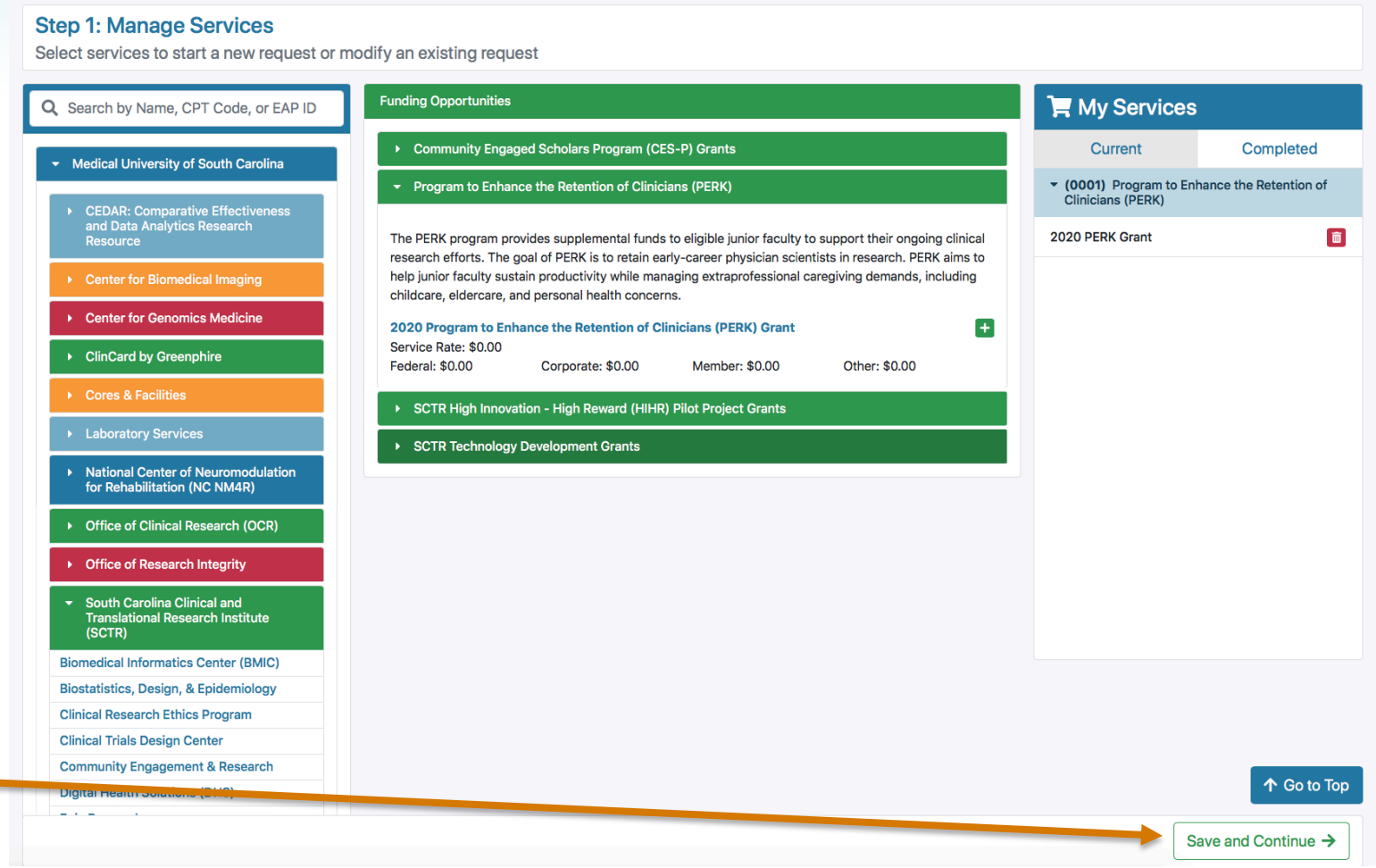


Obtaining a NEW Study ID (3)



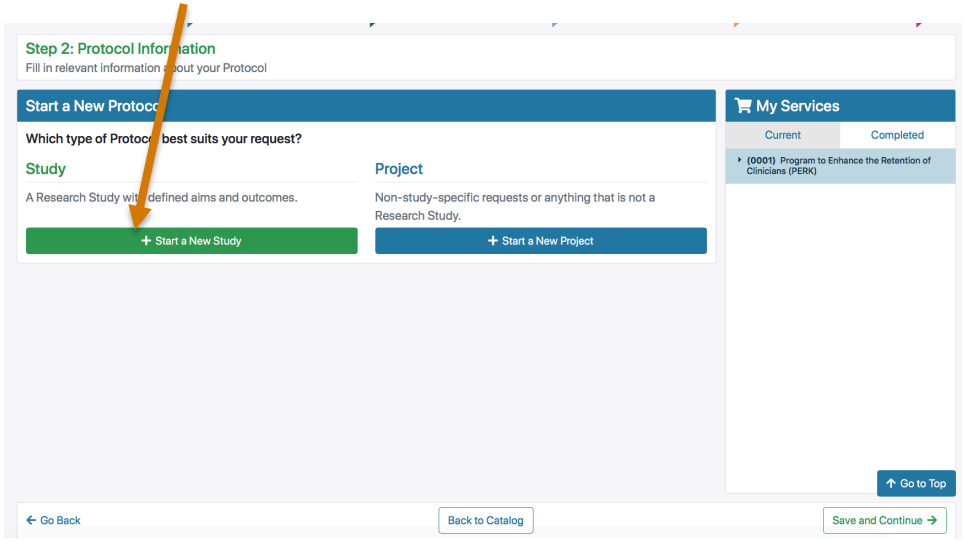
6) Choose **Yes** when you receive the 'new request' popup and then click **Save and Continue**

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

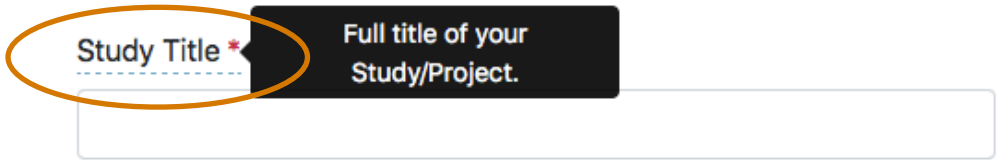


Obtaining a NEW Study ID (4)

8) Select **Start a New Study**

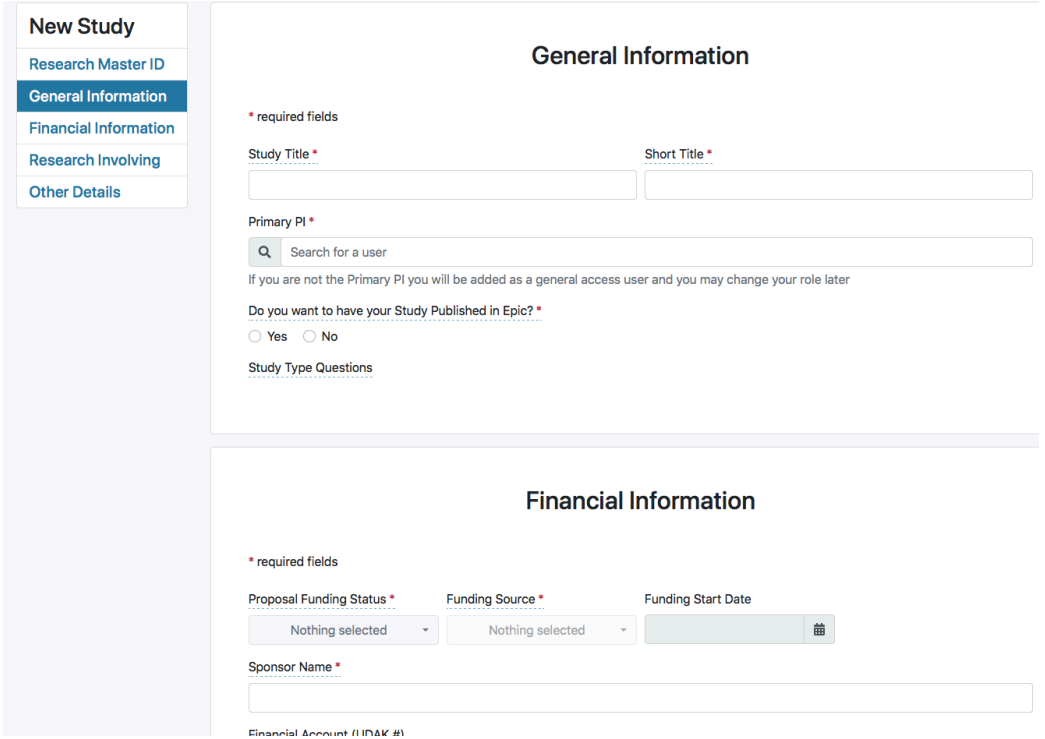


Tip: Hover over underlined fields for more information.



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.

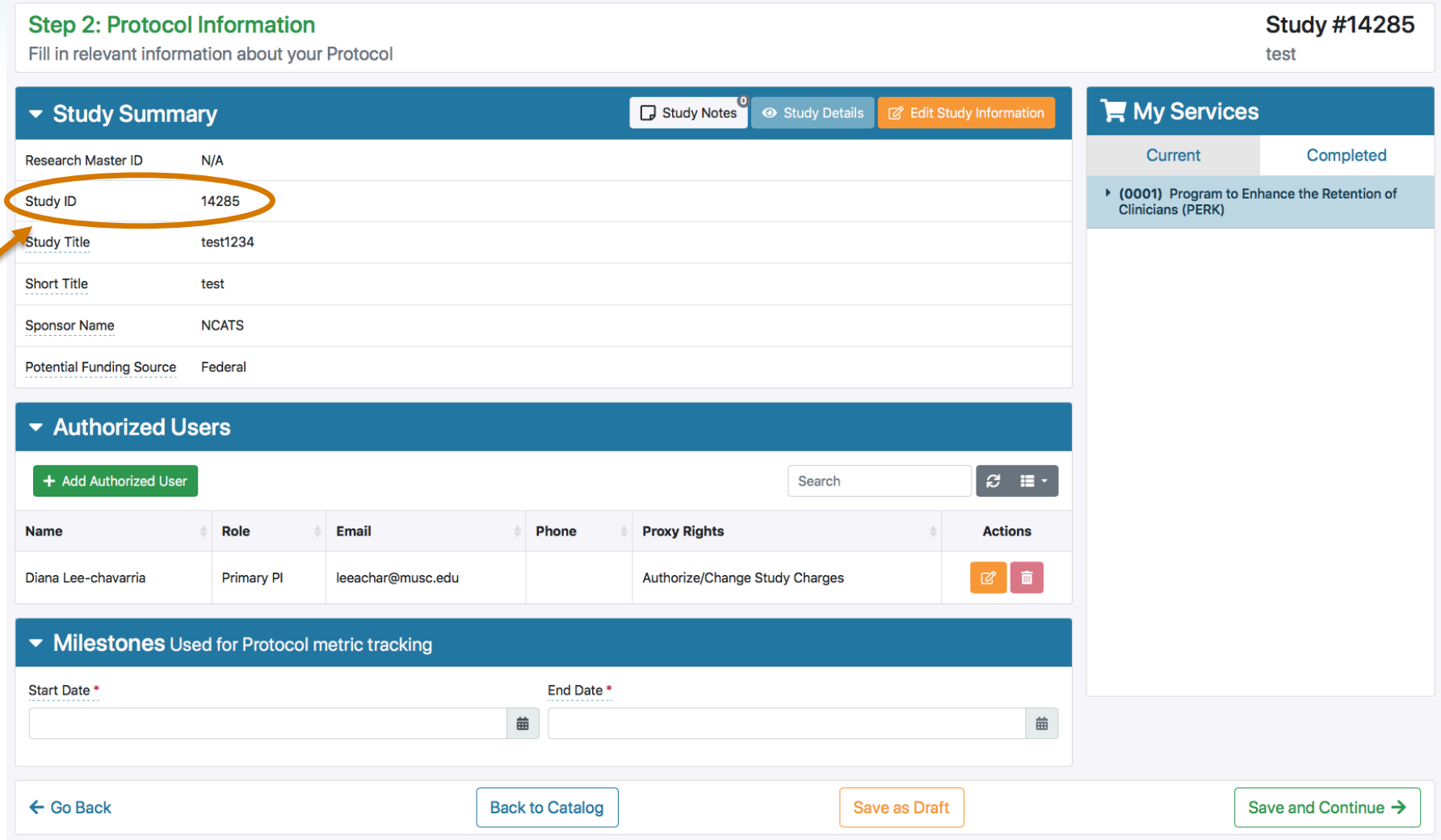
9) Complete all of the required (*) fields and then click **Save and Continue**



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

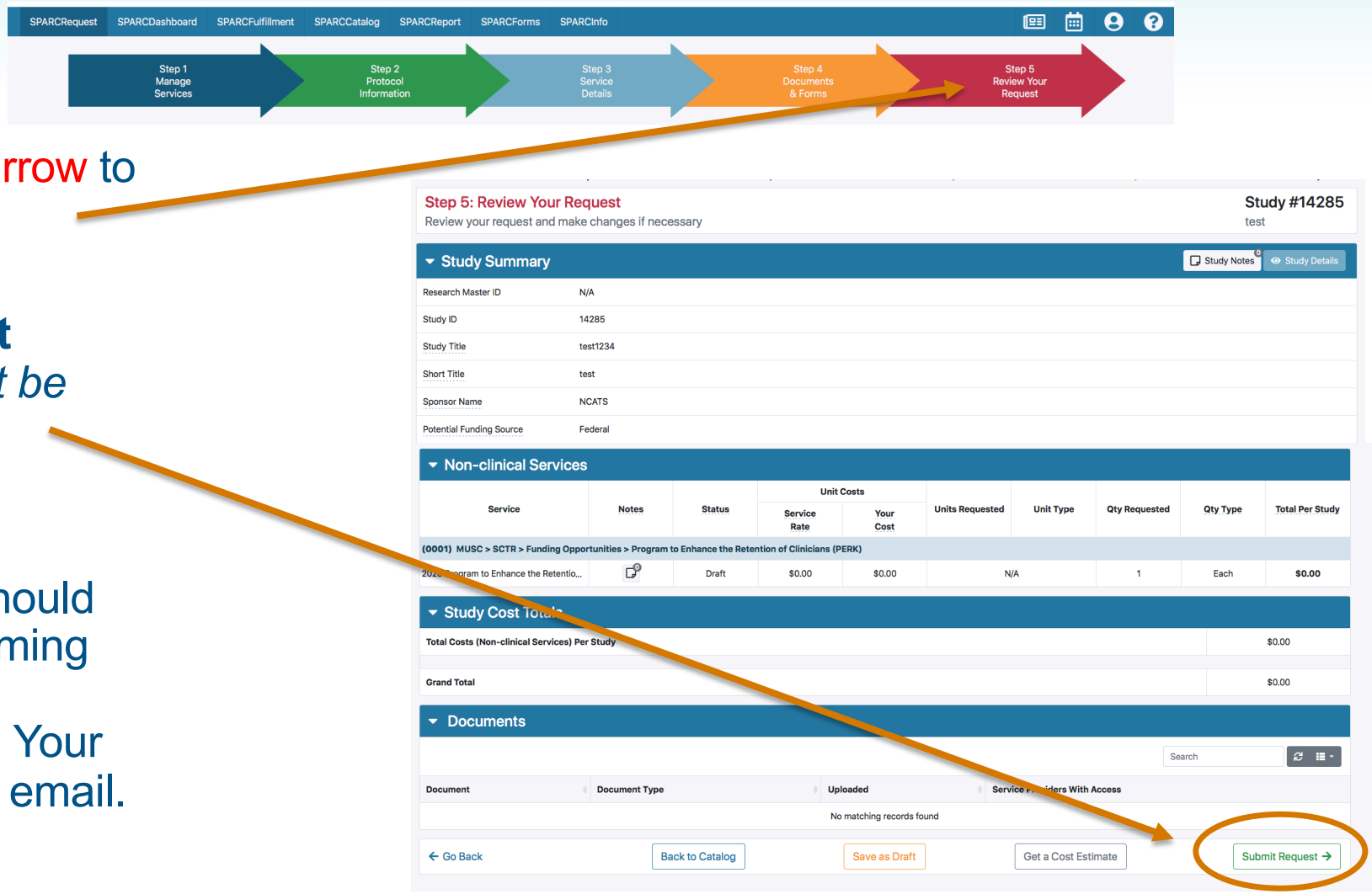


Obtaining a NEW Study ID (6)

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.



Already have a study in SPARC with a Study ID?

How to Add a Funding Opportunity to an EXISTING Study

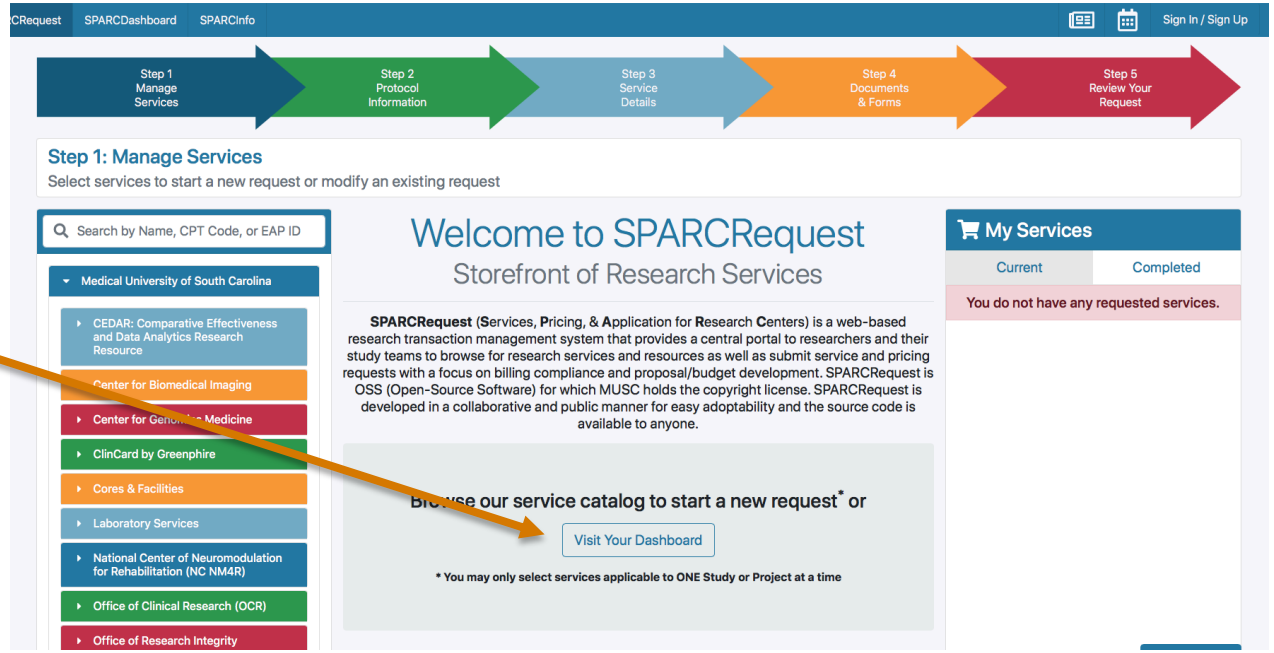
Adding a Funding Opportunity

1) Go to **sparc.musc.edu/dashboard**

or

Click **Visit Your Dashboard** on the homepage

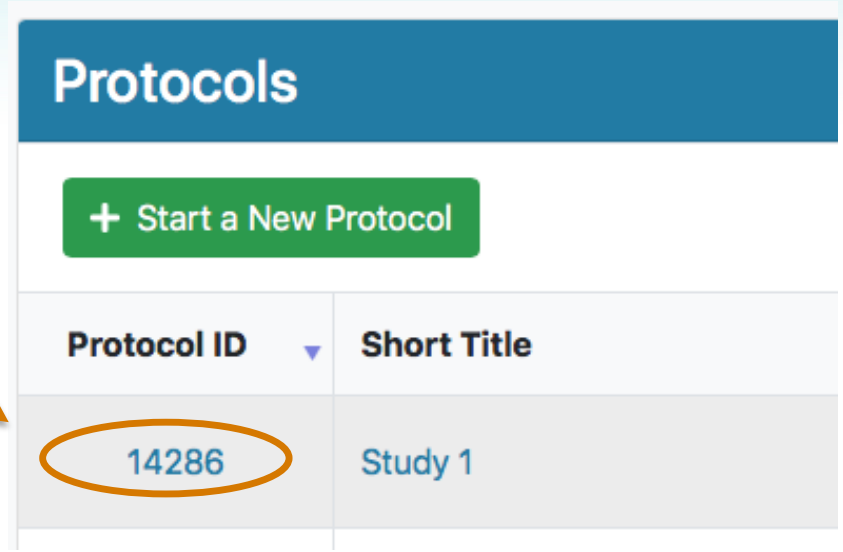
2) Log in using your MUSC Net ID and password

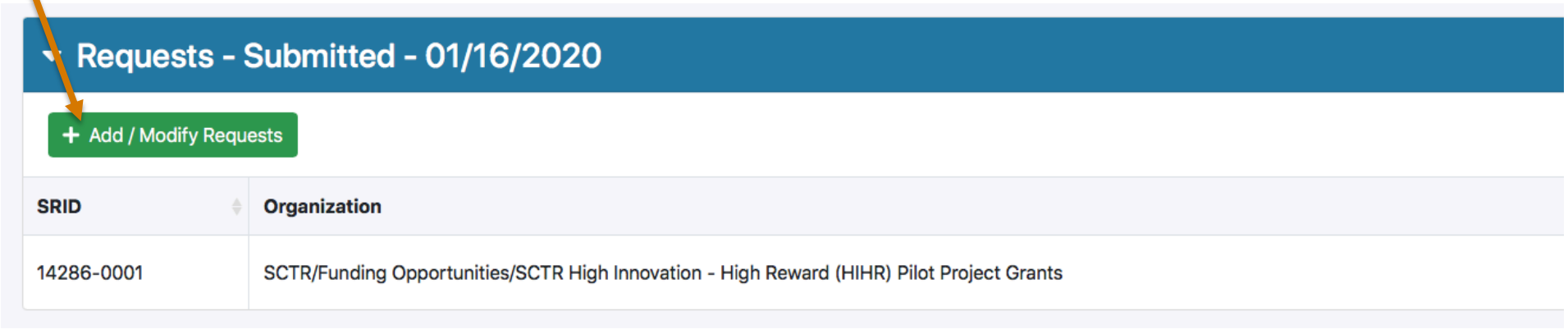


Adding a Funding Opportunity (2)

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

4) Click **Add/Modify Requests**

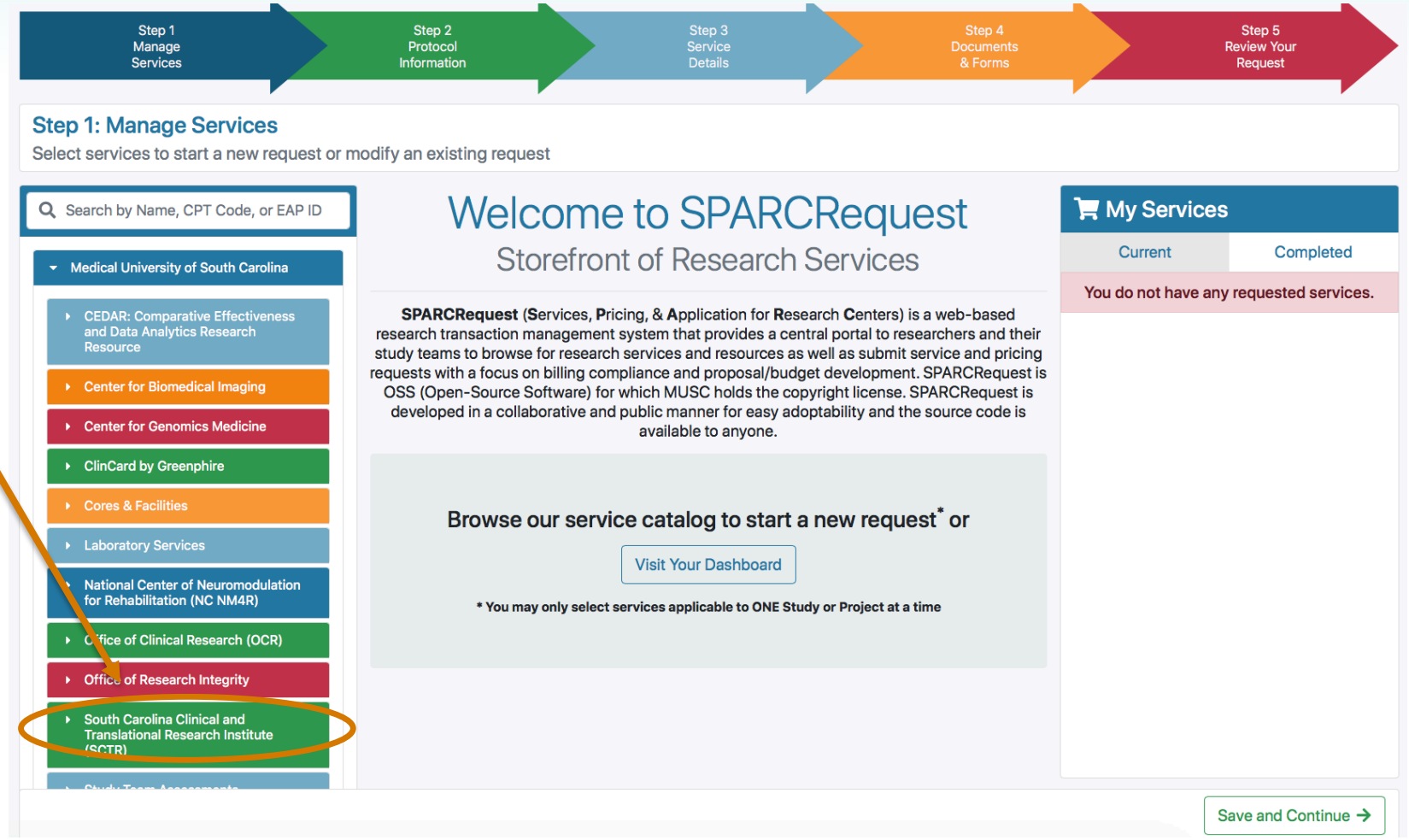




Adding a Funding Opportunity (3)

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

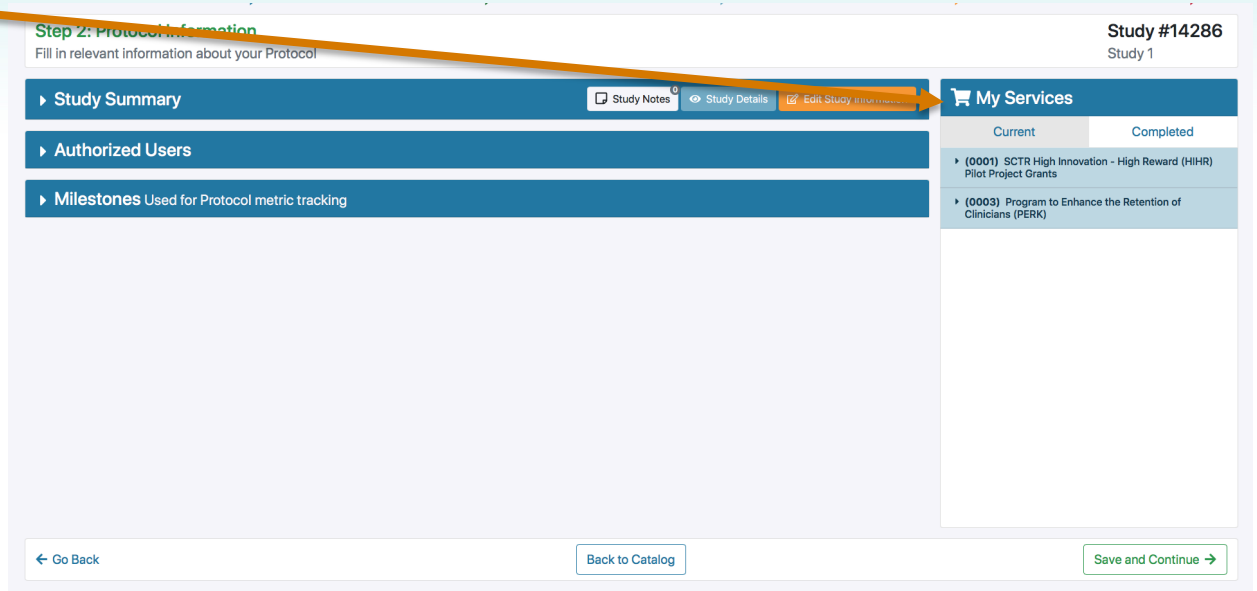
6) Select **Funding Opportunities** from the drop-down menu

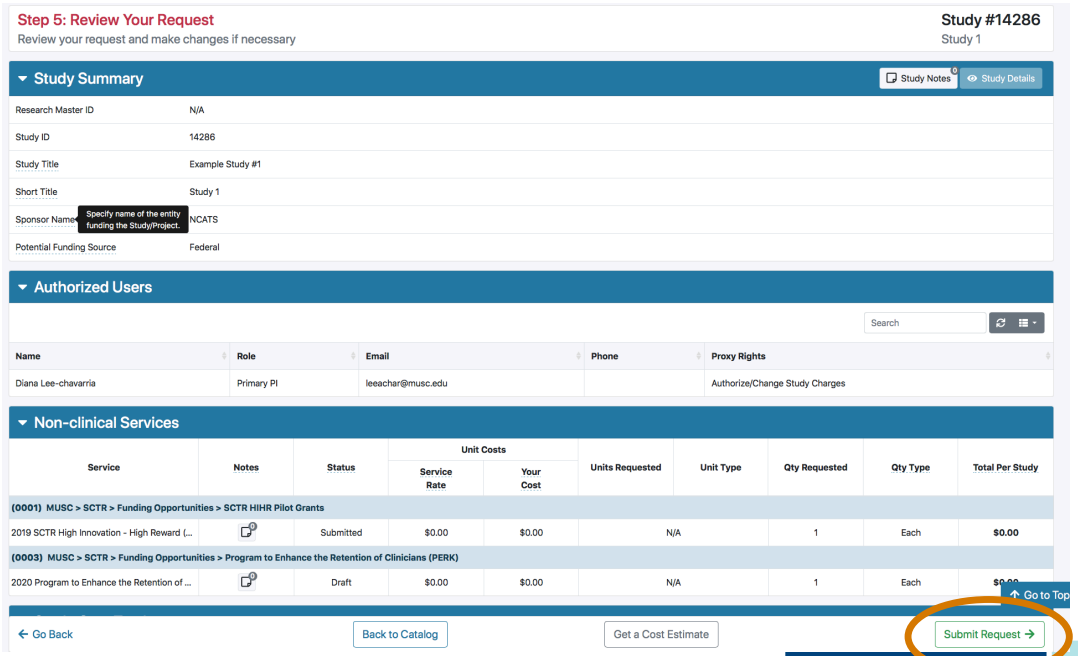


Adding a Funding Opportunity (4)

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





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 or 843-792-8300