RPC Award Program User Guide

This is a two-step application process: The applicant must first request access. It may take 1 to 3 days for access to be granted. Once granted access, the application can be completed and submitted. These directions cover the entire process.

1. To create a new RPC Proposal, go to https://clevelandclinic.org/rpc and click on Apply.
2. On the “Apply” screen, select **Request Access this Cycle**

3. Please complete the **Profile** (name and contact information) to request access to this funding cycle.
4. Once you complete the Profile, check the YES box and then click **Submit**. You will receive an email with your REDCap User Name (REDCap is the system RPC is using to accept applications) within 24 hours (unless it is a weekend and there may be a delay).

5. Once you receive your Username via email, **log in** to REDCap via the link you are provided in that email OR go directly to [https://redcapcru.ccf.org/redcap/redcap_v6.1.0/DataEntry/record_status_dashboard.php?pid=137](https://redcapcru.ccf.org/redcap/redcap_v6.1.0/DataEntry/record_status_dashboard.php?pid=137)
6. At this screen, please click on the circle in the “Start Here” column.

7. On the “Start Here” screen, respond to the question: Is this application NEW? (For re-submissions and no cost extensions – see #13 below)
8. At this screen, please select “Save changes and leave”.

9. Enter your information into fields and/or upload appropriate documents.
10. To:
   o Submit
   o Save and Come back later to finish OR
   o Not follow through with this application

choose from the following options at the bottom of the screen:

a) “Incomplete/Complete*

   To SUBMIT your application, choose “Complete” from the drop down menu and then “Save Record”
   *If you select Cancel, Incomplete, or Unverified, your data will not be saved nor be considered a submission

b) "Save Record"

   If you are not yet finished with your RPC Application and would like to come back to it later, click “Save Record.” The next time you login, the information you previously entered will appear.

c) "Save and Continue"

   The RPC Program does not use this function (as there are no additional screens to complete).

d) “Save and go to next form”

   The RPC Program does not use this function.
11. After you select “Complete” and “Save Record”, you will see the circles fill in after Profile, Start Here and Application Budget and Document Upload.

12. You may log out now. **PLEASE NOTE:** You will NOT receive any notification indicating your application was successfully submitted. Your items are within the central system for further processing by the RPC Office.

Don’t forget to Log Out!
13. For both **Re-submissions and No Cost Extensions (Renewals)**, please log in with your initial username and password at: [https://redcapcru.ccf.org/redcap/redcap_v6.1.0/DataEntry/record_status_dashboard.php?pid=137](https://redcapcru.ccf.org/redcap/redcap_v6.1.0/DataEntry/record_status_dashboard.php?pid=137)

(For a New project, a new profile must be created – see #1 above)

14. **To Re-submit** a disapproved project, select “Yes” to the question:

![Image of Redcap screen showing Re-submit question]

15. When **Re-submitting** your proposal, please upload your response to the reviewers comments in a document, describing changes you’ve made. You may also upload your original submission with tracked changes showing the changes you have made. At bottom of screen, choose “**Complete**” from the dropdown and then click “**Save Record**.”

![Image of Redcap screen showing Complete and Save Record options]
16. To **request a No Cost Extension (Renewal)**, select “Yes” to the question, “Is this a No Cost Extension request?"

17. If you are requesting **to renew** your application for a no cost extension, please **download** and respond to the Renewal Request questions. Once complete, please upload for our reviewers. *(A current IRB/IACUC approval will be required prior to any extension. You may scan it into the same document and upload.)* At bottom of screen, choose **“Complete”** from the dropdown and then click **“Save Record.”**
18. Lastly, please remember to click Log out when you are done with the RPC Award Program. **PLEASE NOTE:** You will NOT receive any notification indicating your application was successfully submitted.

Questions?
Contact the RPC Program:

Email  [RPC@ccf.org](mailto:RPC@ccf.org)

or

(216) 444-2295

(Replies will be during normal business hours.)