Critical Path Institute's (C-Path) Translational Therapeutics Accelerator (TRxA) Grants Portal User Guide

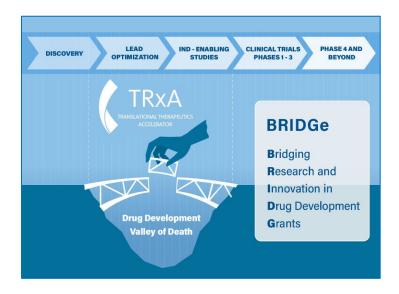


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Critical Path Institute 1840 E. River Rd, Suite 100 Tucson, AZ 85718

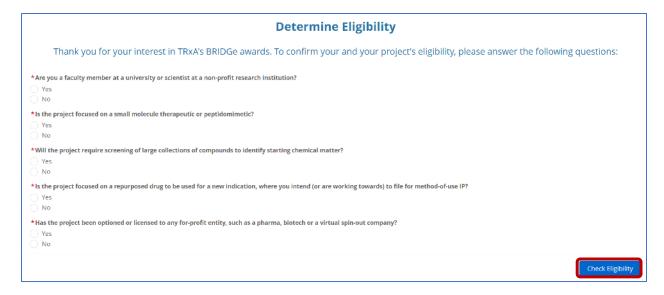
Phone: (520) 547-3440 Email: TRxA@c-path.org

Creating Your Account

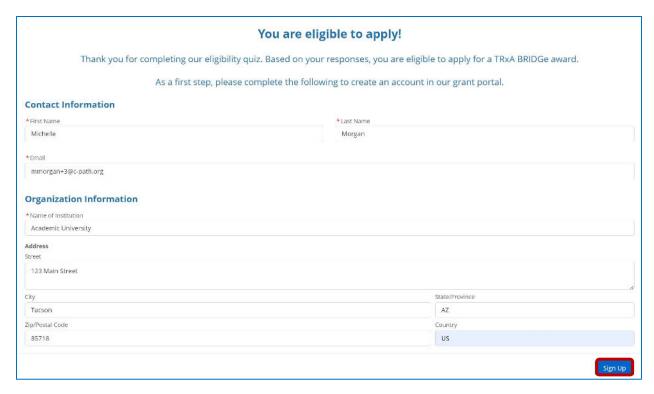
To get started, click <u>here</u> to initiate account set-up in TRxA's grants portal. You will be presented with the following. Click on "Not a member."



The portal will present an eligibility quiz. Click on the radio buttons to answer 'Yes' or 'No' to each question. When finished, click the "Check Eligibility button" on the lower right portion of the screen.



If you are eligible to apply for a BRIDGe award, you will be prompted to create an account in the grants portal. Populate each field with the requested information, then click "Sign Up" on the lower right portion of the screen (see illustration on next page).



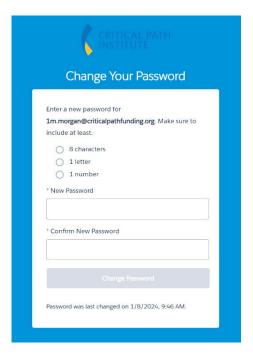
You will be presented with the following screen advising you to check your email for details on completing creation of your account. It may take several minutes for the email to arrive in your inbox. If you do not receive an email, contact us at TRXA@c-path.org.



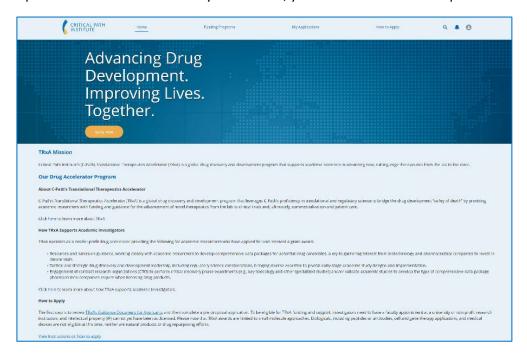
When the email arrives, click on the link provided to establish your password. Your username is provided in the email.



After clicking on the link in the email, you will be presented with the following screen enabling you establish your password:



Once your password has been successfully established, you will be directed to the portal home page:

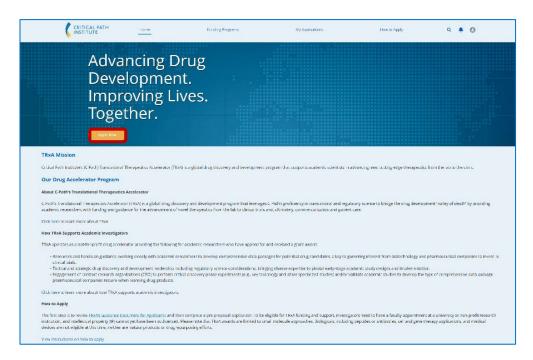


Logging In and Out of the Portal

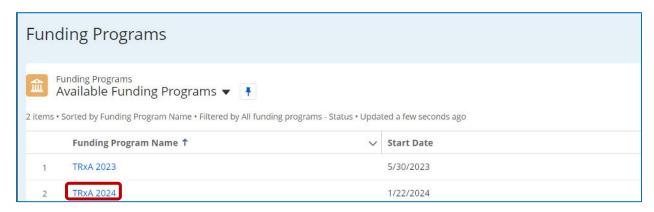
To log back into the portal at any time go to https://criticalpathinstitute.my.site.com/fundingprograms

Submitting your Pre-proposal Application Starting your Pre-proposal Application

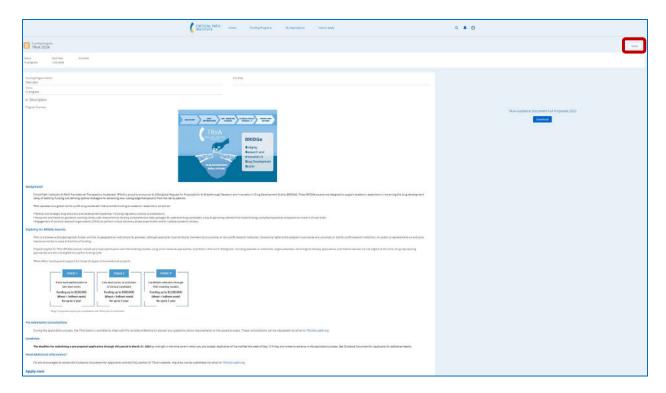
From the portal home page, click "Apply Now":



From the options presented, select "TRxA 2024":



You will be presented with information about TRxA BRIDGe awards. Click Apply Now at the upper right corner of the page to begin completing your pre-proposal application (see illustration on next page):



You will be directed to the pre-proposal application. After reviewing the instructions and helpful tips, populate fields on the application. Fields with a red asterisk are required. Please note that character limits are noted where applicable and will be enforced during the review process.



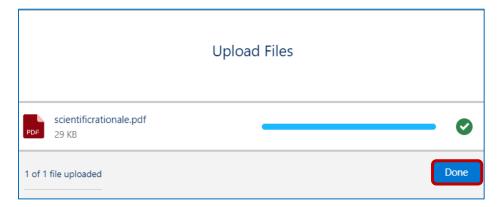
IMPORTANT NOTE: This application does not have a "Save" option that enables you to start and finish at a later time, so all content must be entered during a single log-in period. It is recommended that content for the application be drafted as a separate document, then pasted into the appropriate fields in the application.

Including the Optional Attachment

For question #15 of the application, figures may be included as an optional one-page attachment and do not count toward character limits. If you would like to provide an attachment, use the "Upload Files" or "Drop Files" options (see illustration on next page).



When you have successfully included an attachment, you will see the following message. Click "Done" to resume work on the application.



Submitting and Printing Your Pre-proposal Application

Once all required content has been entered in the application, click the "Submit" button located in the lower left corner of the screen.



If your submission was successful, the following message will display. You can view your submitted application by clicking on the link provided.



If you would like to print your application, open it be using the link in the submission notification (see illustration above). Click on the down arrow in the upper corner of the screen and select "Printable View."



From the Printable View screen, click "Print this Page" in the upper right corner:



You can return to your submitted application at anytime by logging into the portal and selecting "My Applications" at the top of the screen, then click on "Submitted Applications."



If you encounter any difficulties with the portal, please email TRxA at TRxA@c-path.org