ISAC Award Application Submission FAQ

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Statement of Purpose:

The purpose of this document is to provide an overview of the submission process for the ISAC Award Funding Program.

What is the ISAC Award?

The goal of the NIDDK-sponsored Innovative Science Accelerator Program (ISAC) is to encourage and promote truly innovative and groundbreaking science through providing seed funding (ISAC Awards) and promoting collaboration.

ISAC provides seed funding for exceptionally innovative, disruptive (high-risk/high-reward) research relevant to KUH communities that has the potential to lead to groundbreaking or paradigm-shifting results that will change the field. The ISAC awards are **NOT** Pilot & Feasibility projects for the generation of more preliminary data for traditional NIH applications (e.g., R01).

What web browsers are compatible with the ISAC web portal?

The ISAC website can use any upper level browser (e.g. Java must be enabled and popup blockers must be deactivated for the site). We have tested the portal on FireFox, Edge, Google Chrome and Opera. Occasionally we have had problems with the Safari browser on Macs. If this happens please try Firefox, Edge or Chrome. However, since we code in .NET 4.0, the best browser to use is Edge as Microsoft provides some added functionality with .NET sites.

What are the minimum technical requirements for submitting a Funding Program application to ISAC?

In order to submit an ISAC Award application, you must have:

1) **A compatible web browser (see above)**
2) **An ISAC user account (see below)**
3) **The ability to create PDF documents.**

ISAC applications look different than traditional NIH applications and are brief by design and is submitted as a single PDF document. Please go to the ISAC website for more detail on the specifics for ISAC Award application details. If you don't have a PDF creator, there are free programs available via the internet. For example, OminFormat from Software995 is free and can be installed on a local machine to convert many document types to PDF (http://www.omniformat.com/index.html). Alternatively, Microsoft Word provides the ability to save your document as a PDF file.

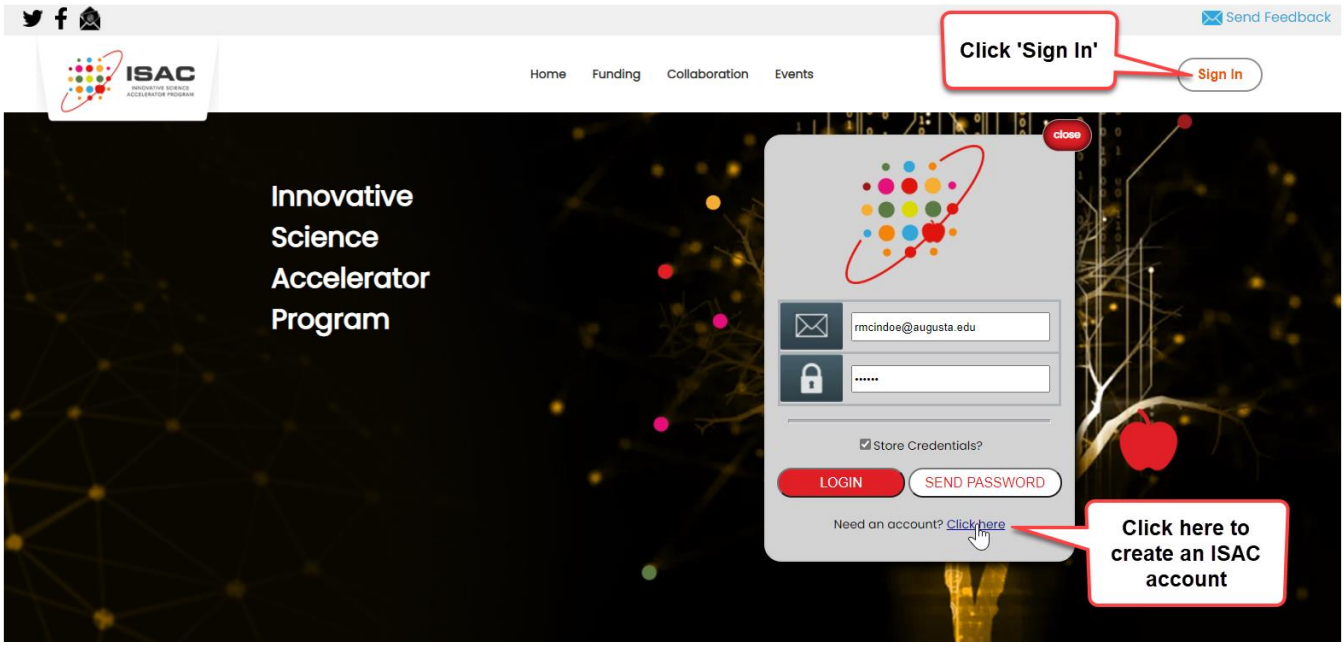
How do I get to the ISAC Web portal?

In order to connect to the ISAC Web Portal, open your web browser (Edge preferred) and type the following URL in the web address bar: https://www.isac-kuh.org. Click enter to go to the ISAC Portal.

How do I get an account on the ISAC web portal?

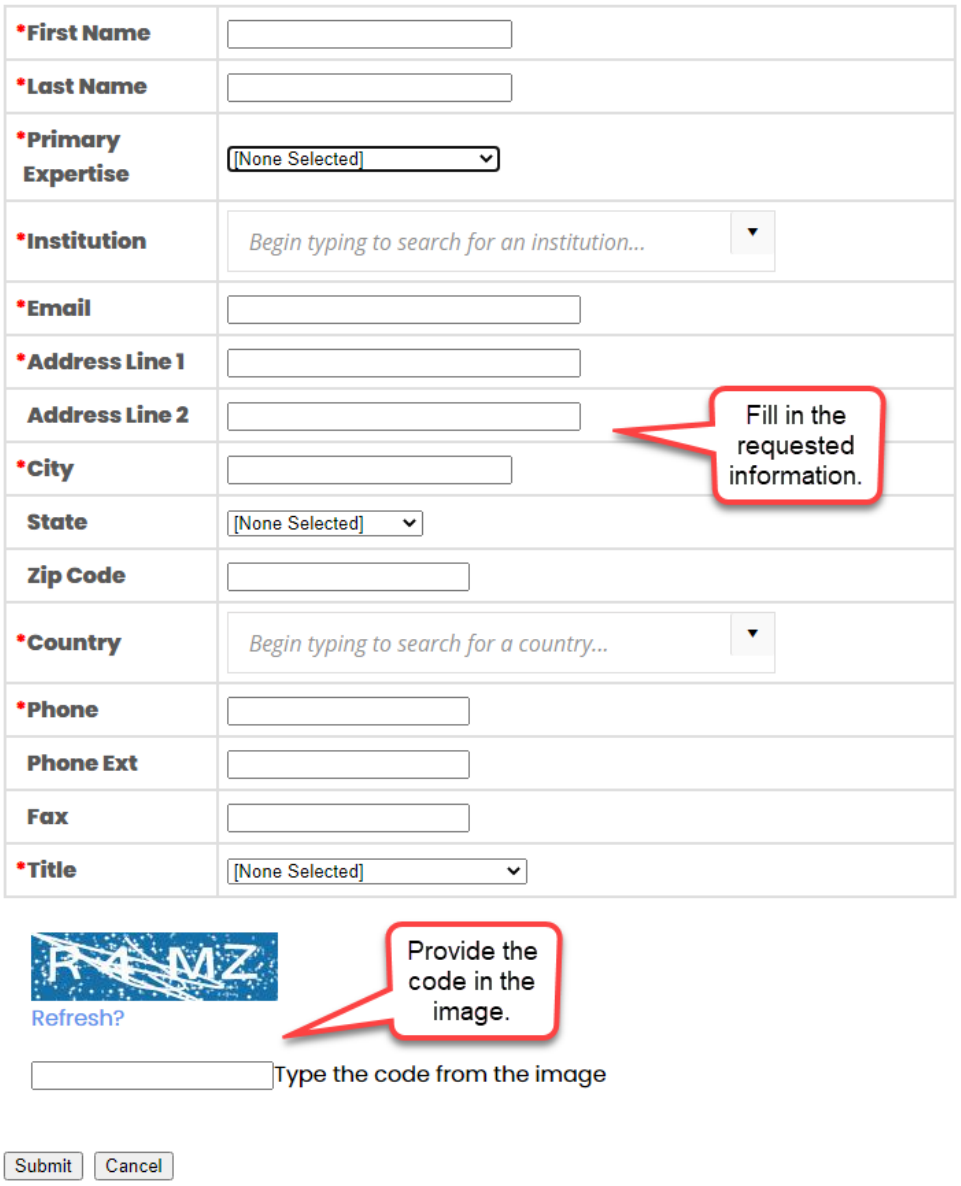
ISAC member accounts are restricted based on their affiliation with the consortium. Full access to the private portal is given only to ISAC funded investigators, the ISAC Innovation Panel and the NIH Program Directors. However, a special restricted account can be created that will allow non-ISAC investigators access to the ISAC Award submission and review system.

As stated above, in order to submit an application, applicants must have an account on the ISAC web portal. Existing ISAC members can simple log into the website. If you do not have an account, you will need to create one before you can proceed. To create an account, go to the ISAC Web Portal (https://www.isac-kuh.org), click 'Sign In' and click the link next to 'Need an account?' in the Sign In Popup menu (see below). Click here to go directly to the page to create an account.



- In the 'Create Account' page, please provide the requested information. Please note that all items with a red asterisk (*) are required. For the institution, please begin to type the name of your institution and a drop down will fill with institutions matching the text you are typing. Once you see the institution, select it by scrolling to it or a mouse click**. If your Institution is NOT listed in the drop**

down, please select "Other" and we will update our system with the new institution. After completing the form, click the 'Submit' button to register with the ISAC. If the account was successfully created, the resulting page will confirm this and you will receive an email with a temporary password (see below).



- Go to your email software and open the email you received from the ISAC web portal. Highlight the password and copy it to your clipboard. Open a browser and go to the ISAC website, click on the Sign In button at the top of the page and type your email address and paste the password you received into the password textbox. The first time you log onto the ISAC web portal, you will be asked to change your password to something you will be able to remember. **NOTE**: If you forget your password, you can always get it by entering your username (email address) and clicking the 'Send Password' link in the login window.

TEXT SENT TO USER WHEN A NEW ACCOUNT IS CREATED

Welcome to the ISAC,

This message was automatically generated.
The information contained in this email is private and should not be shared with others.

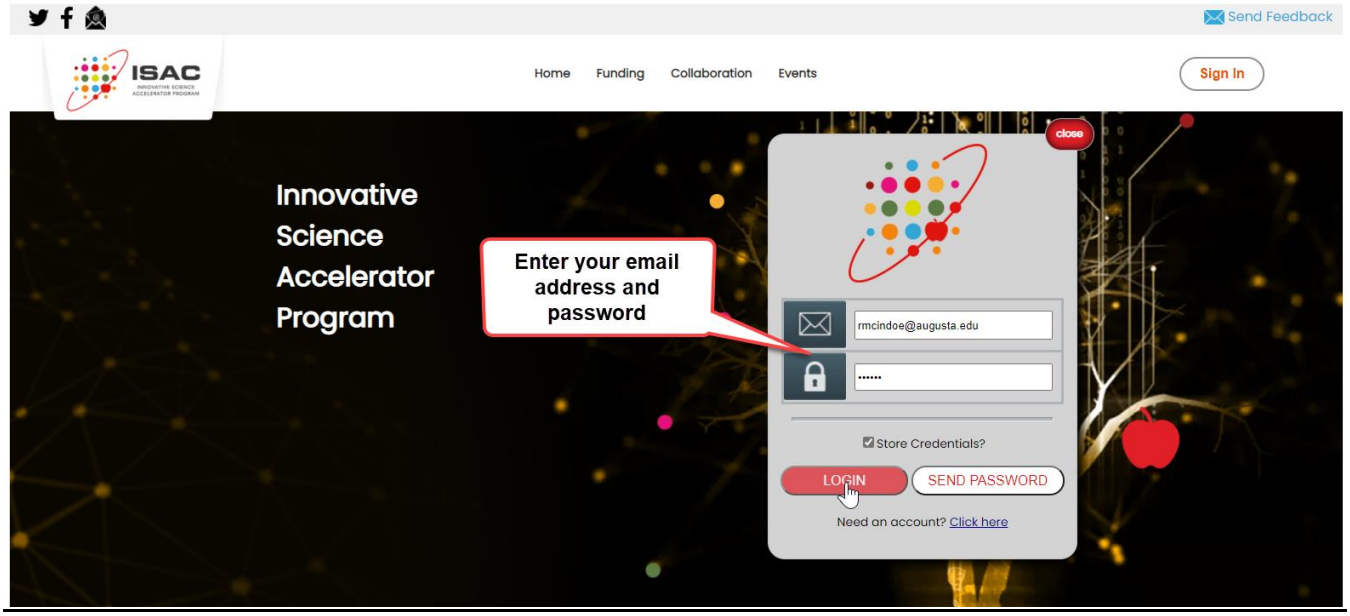
You have been added as a user to the ISAC Member Web Portal.
The following information is required for you to log onto the system.
You will be required to change your password during your first login.

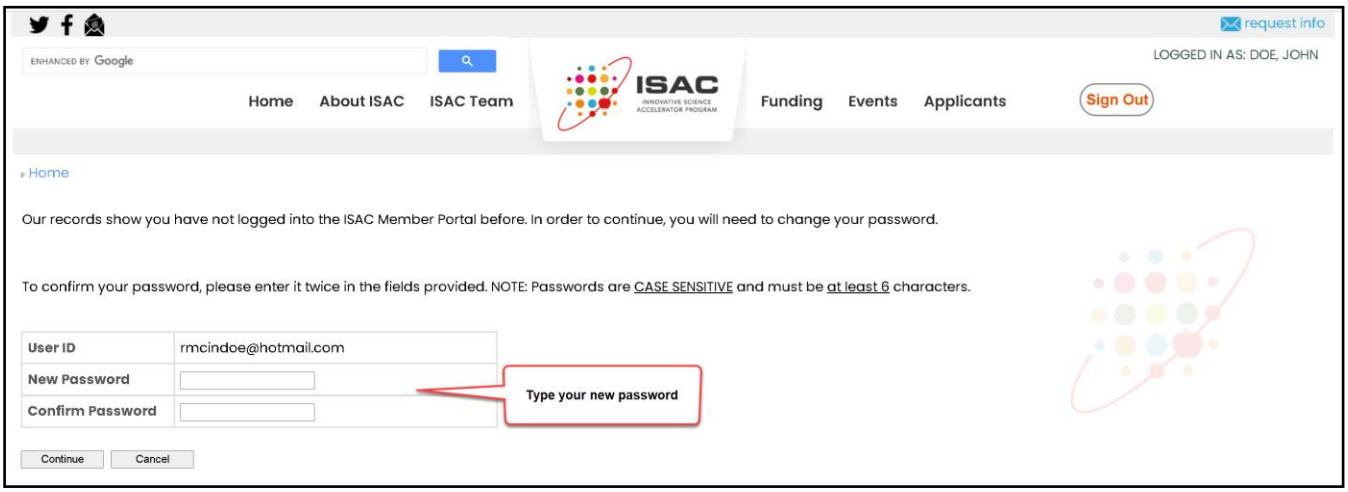
If there are any problems or concerns, please email the ISAC Coordinator:
Richard McIndoe at rmcindoe@augusta.edu

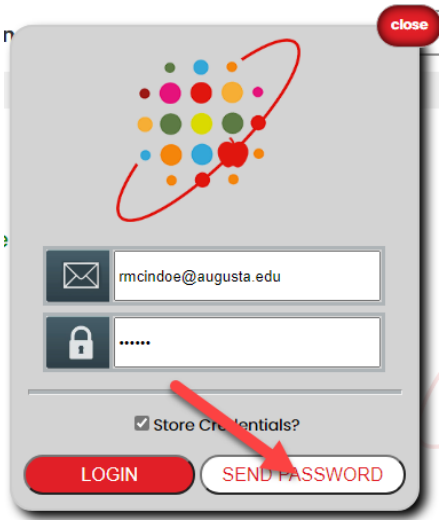
Your login information is given below:
Username = rmcindoe@hotmail.com ← ISAC username
Password = RsAxL7K9 ← Temp Password

You can log onto the site at www.dkisac.org and proceed to the member portal.

Sincerely,
ISAC Coordinator


Send Feedback
ISAC
Home
Funding
Collaboration
Events
Sign In
Innovative Science Accelerator Program
Enter your email address and password
close
rmcindoe@augusta.edu
Store Credentials?
LOGIN
SEND PASSWORD
Need an account? Click here


request info
ENHANCED BY Google
LOGGED IN AS: DOE, JOHN
Home
About ISAC
ISAC Team
ISAC
Funding
Events
Applicants
Sign Out
» Home
Our records show you have not logged into the ISAC Member Portal before. In order to continue, you will need to change your password.
To confirm your password, please enter it twice in the fields provided. NOTE: Passwords are CASE SENSITIVE and must be at least 6 characters.
User ID
rmcindoe@hotmail.com
New Password
Confirm Password
Type your new password
Continue
Cancel


close
rmcindoe@augusta.edu
Store Credentials?
LOGIN
SEND PASSWORD

How do I submit an application for one of the ISAC Funding Programs?

Once you have an account with ISAC, you can submit an application for the ISAC Award Funding Program at any time. All applications are reviewed three times a year. Please visit the ISAC web portal for more details regarding the application, eligibility criteria and review cycles (https://www.isac-kuh.org/shared/fundingPrograms.aspx).

The basic steps involved in submitting an ISAC AWARD application are:

1) Log onto the ISAC web portal
2) Go to the ISAC Award funding program page.
3) Click on the 'Submit an ISAC Award Application' button
4) Fill out the requested information and submit the application PDF document.

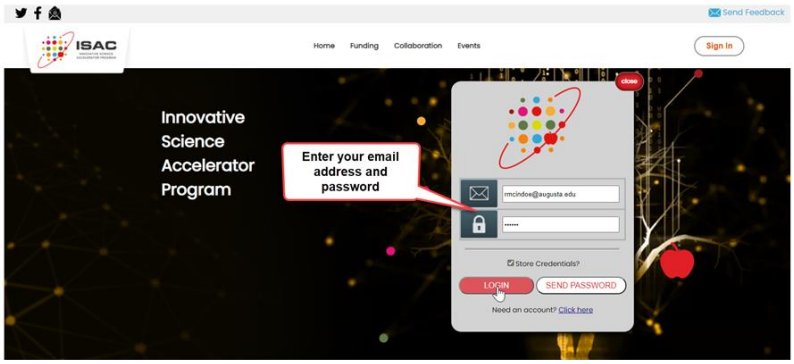
As an example, we will illustrate each of these steps by submitting an application for the new client created above, John Doe.

Step 1) As outlined above, the first step is to log onto the ISAC Web Portal. The figure to the right illustrates Dr. Doe logging onto the portal. Once Dr. Doe is authenticated, he/she will be taken to the Awardees home page.

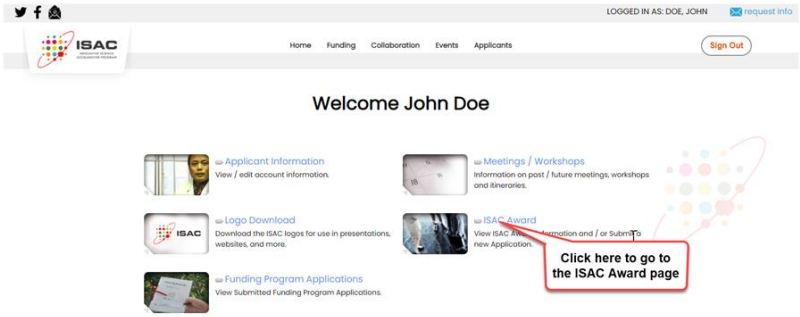
Step 2) The next step will be for Dr. Doe to go to the ISAC Award Program home page. As illustrated, the member home page provides direct links to the ISAC Award Program page. In addition, this page can be reached at any time by selecting 'Funding' in the drop down menu in the page header.

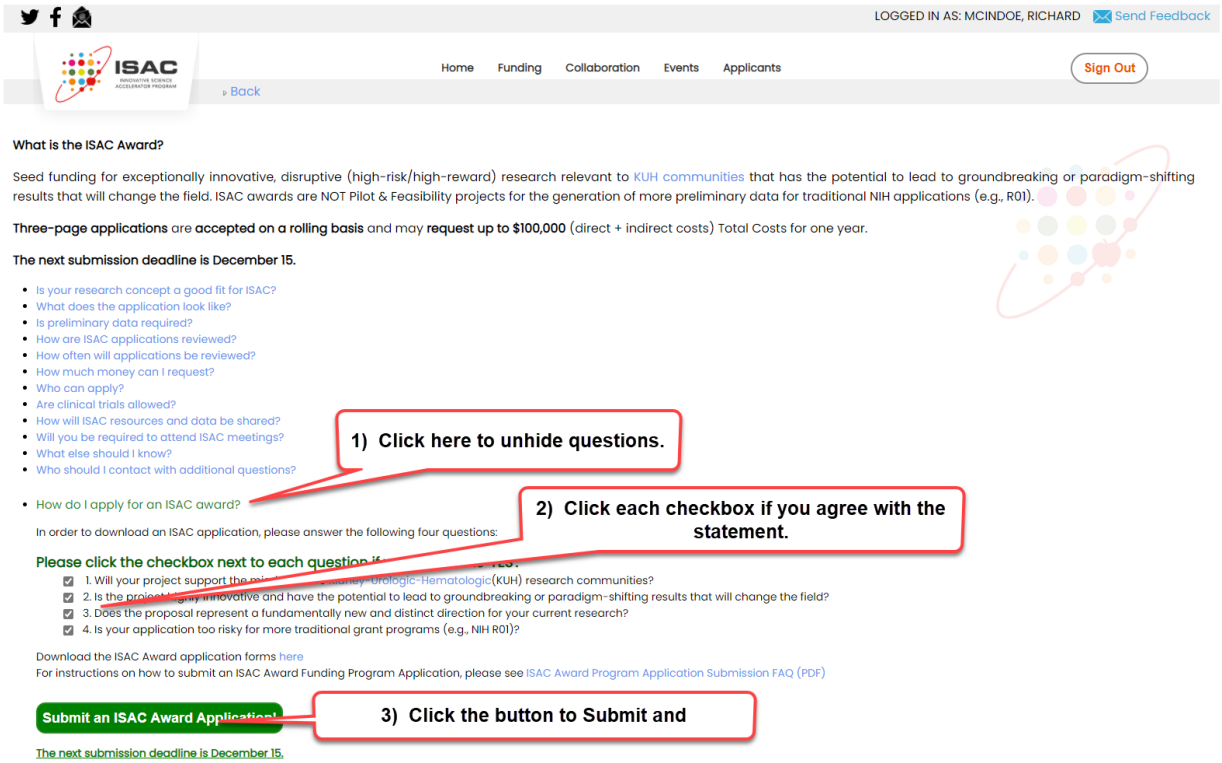
Step 3) Once you arrive at the ISAC Award page click on 'How do I apply for an ISAC award' link, click the checkbox next to each statement if you agree and click the 'Submit an ISAC Award Application' button .

Go to www.dkISAC.org and log onto the web portal



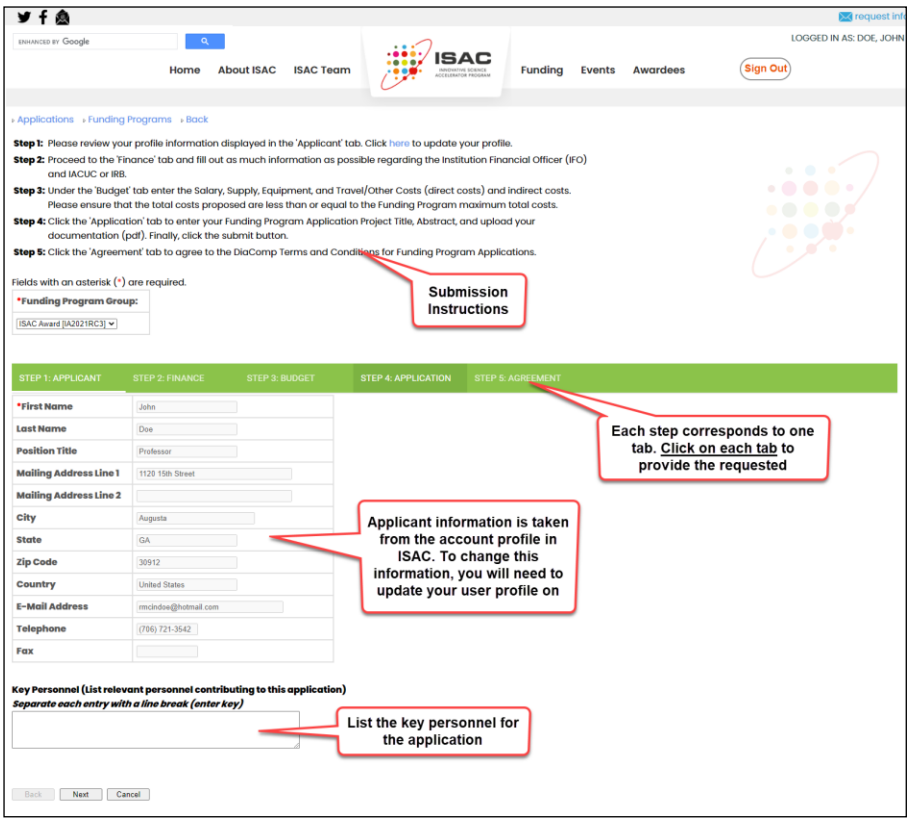
Applicant Home Page





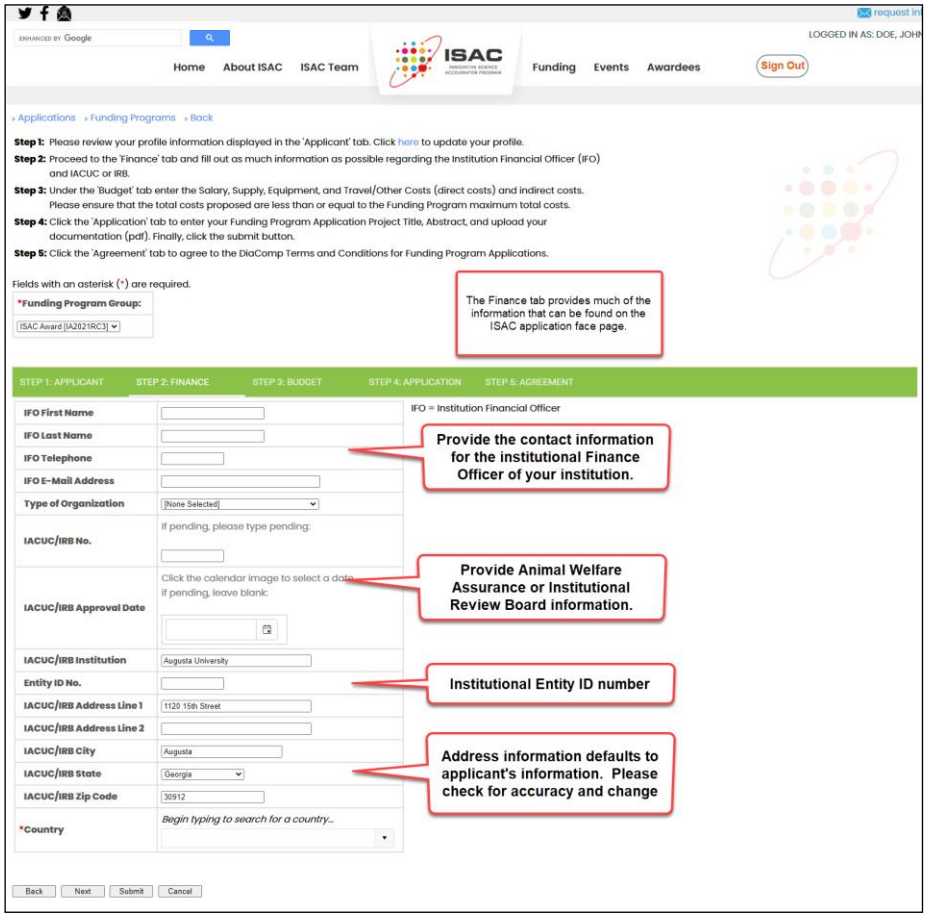
Step 4) Clicking the 'Submit an ISAC Award Application' button will take you to the online form that will need to be filled out to complete your application submission. The application submission page has a list of instructions and submissions are done in five steps with each step supplying specific information about the application. Each step is a specific TAB in the form. To complete each step, click on each TAB. The order of the tabs does not matter, but all required information (*) in each tab must be completed before clicking the SUBMIT button.

TAB 1: Applicant The first tab of the submission form provides the contact information for the investigator applying for funding. This information is taken directly from the applicant's profile information stored in the ISAC database. Please review this information and make sure it is correct. If this information isn't correct, you will need to update your profile before proceeding. This

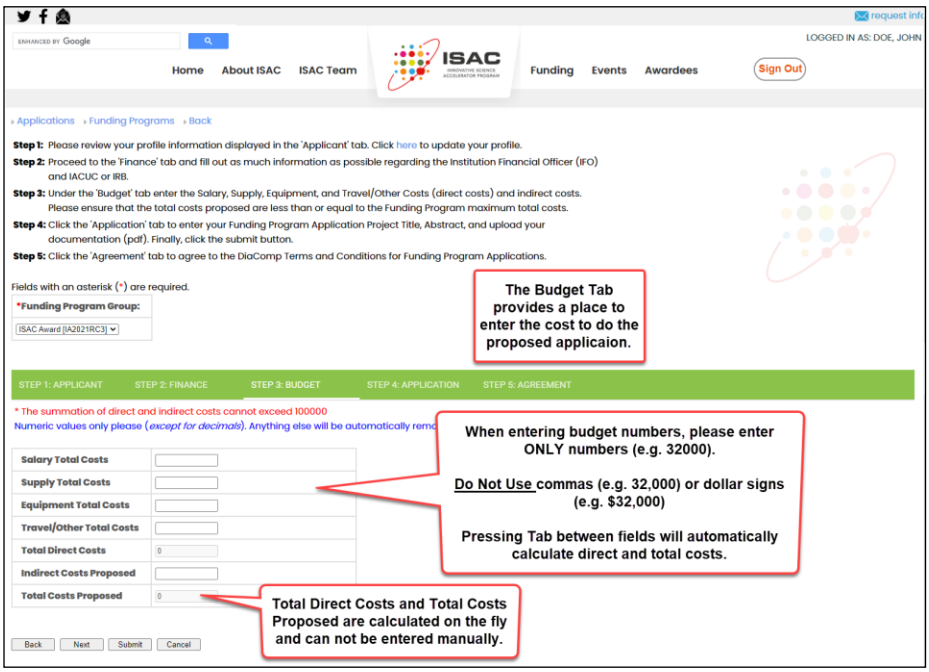


ensures we have the most up to date and accurate contact information.

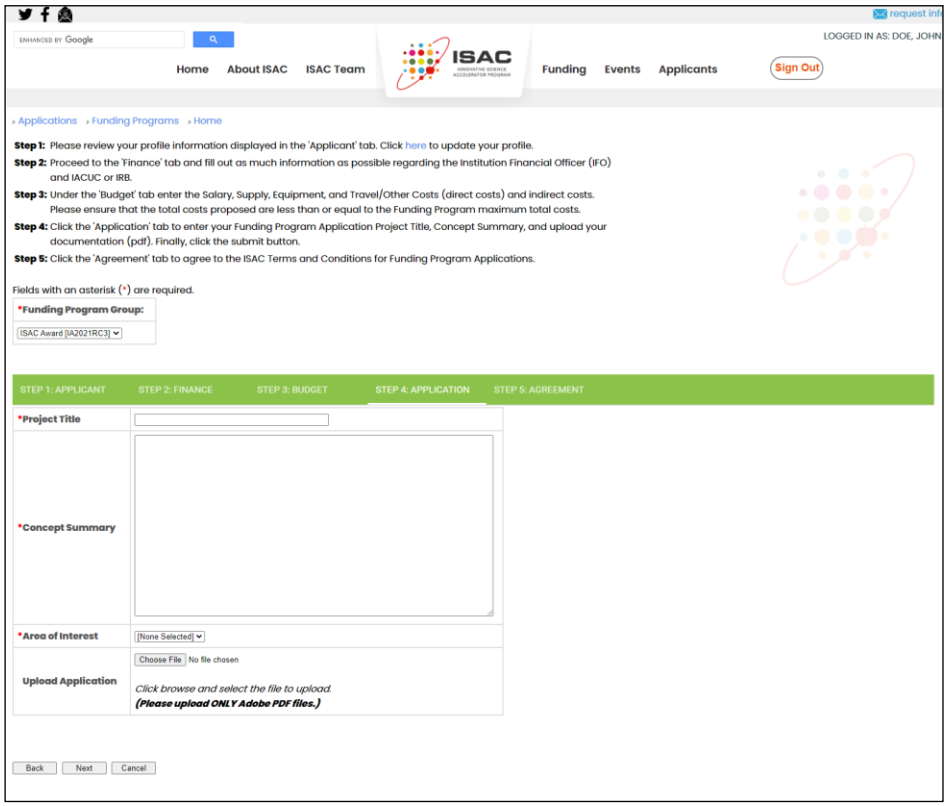
TAB 2: Finance The second tab of the submission form provides the information regarding the institutional finance officer, animal/human research assurance (IACUC/IRB) and Institutional Entity ID information. All of this information is on the face page of the ISAC application form and should be easily available for input. This information is necessary since awardees will be issued subcontracts from the Augusta University and this information is necessary to process and execute the subcontract.



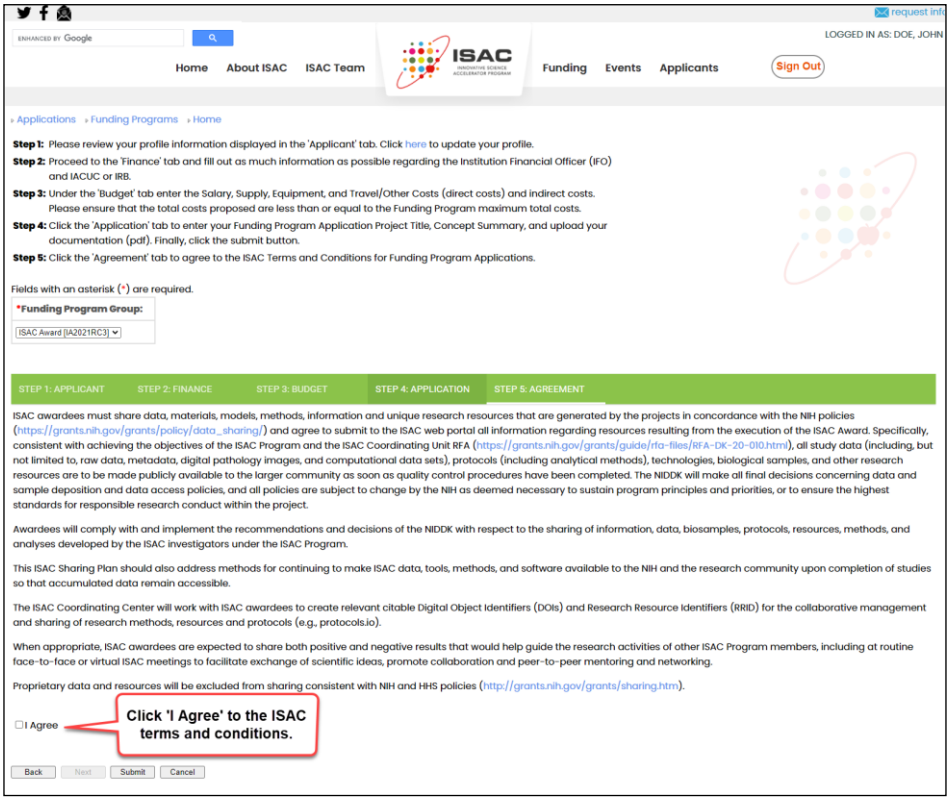
TAB 3: Budget The third tab provides a place to enter the costs associated with doing the proposed project. The ISAC Award program has a maximum allowable TOTAL COST (indirects + directs) of $100,000. This amount is highlighted in red. Enter the whole dollar value (no cents) for each of the budget categories. Please note that the direct and total costs are dynamically calculated as you enter values.



TAB 4: Application The fourth tab provides a place to enter the Title, Concept Summary, the Area of Interest and upload the PDF file that contains the application. Enter the title of your proposal and the concept summary in the appropriate fields. Select the Area of Interest being addressed in the application. Click the browse button, navigate to your PDF file and click open.



TAB 5: Agreement The fifth and final tab requires applicants to agree with the ISAC Terms and Conditions for funding program applications. All applications funded by the ISAC agree to submit their data and reports generated by the awarded proposal.



Once you have completed all five tabs, you are ready to **submit** the application!

CLICK THE SUBMIT BUTTON TO COMPLETE THE APPLICATION

Once you click the SUBMIT button, it may take a few minutes to upload the document as they can be multiple megabytes. Please be patient. If no errors occur, then you will be sent to your application page that provides an overview of the application as well as its status in the system. In addition, a confirmation email will be sent to you indicating a successful submission. You may come back as often as you like to check on the status. Once the review has been complete, you will be able to download the critiques and see the average score. If you have any problems with the submission process you may contact Dr. Richard McIndoe (contact information on page 1).