Online Application Orientation: Data entry features (1)
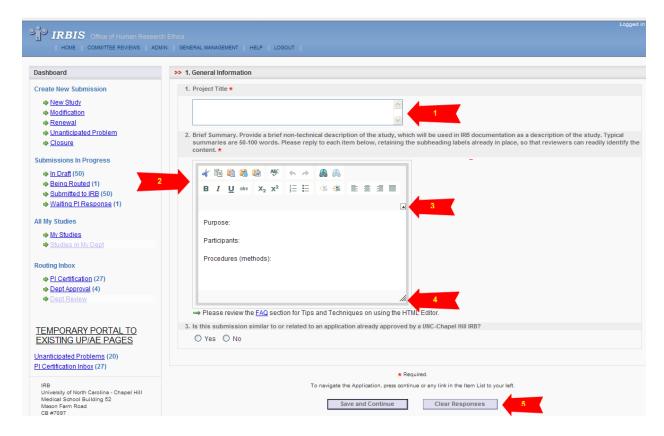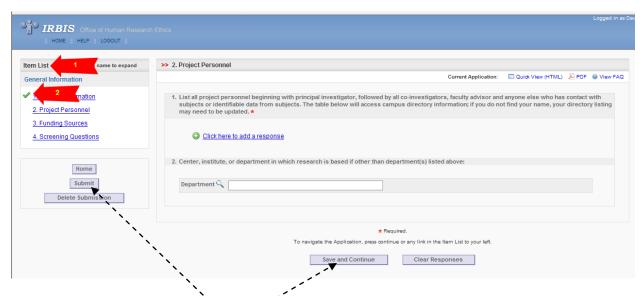

1. Some question-response text boxes do not include a WYSIWYG editor, and therefore cannot accommodate formatting.
2. Most text boxes do include a WYSIWYG editor.
3. Click to hide the WYSIWYG editor.
4. Click/drag to resize text box.
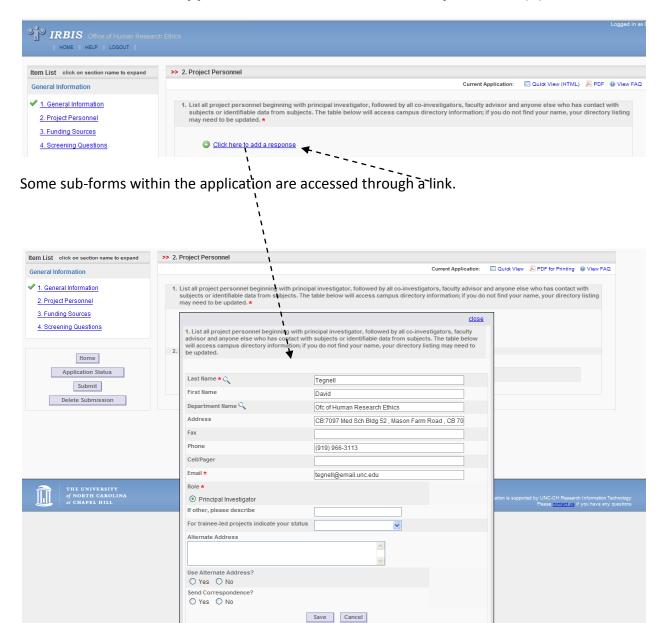5. Click *Clear Responses* to delete ALL responses on page.

Online Application Orientation: Data entry features (2)

1. Once a sub-section of General Information is completed (and saved), the **Item List** replaces the **Dashboard** in the left navigation bar.

2. This is a "smart" application. Sections in the **Item List** will expand/contract, and will be tailored to reflect your responses, as you progress through the application. Each time you click *Save and Continue*, a green check appears in the **Item List**, indicating that you have competed a sub-section. When you complete all sub-sections, the section will close, and a larger check will appear next to the section header. All required sections (and sub-sections) must be completed before you will be allowed to *Submit* your application.

Note: While it is possible to use the **Item List** to skip around the application, it is recommended that you complete required sections in sequence.
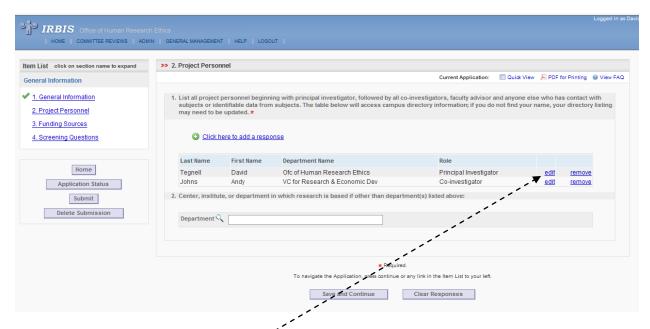
Online Application Orientation: Data entry features (3)

Some sub-forms within the application are accessed through a link.

Clicking the link <u>Click here to add a response</u> will open a pop-up window, with a sub-form for the addition of detailed records.
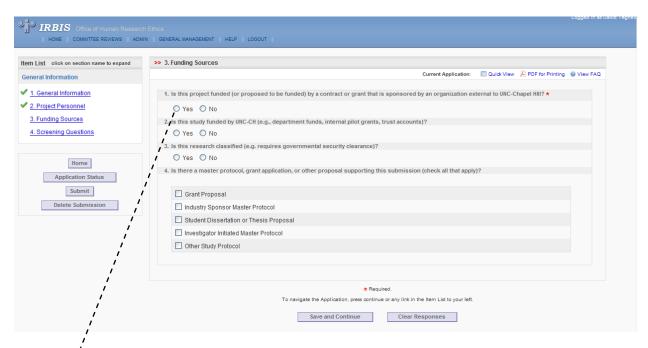
Note: repeat this process to enter multiple records.

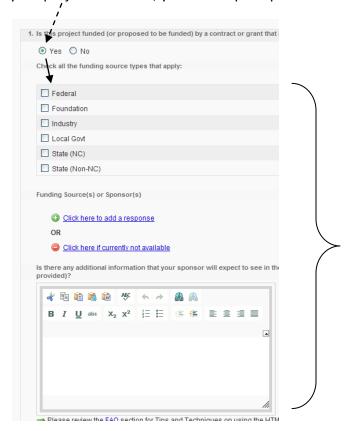# Online Application Orientation: Data entry features (4)

Multiple records entered into the sub-form are displayed in summary form, but full details can be viewed/revised by clicking <u>edit</u>.
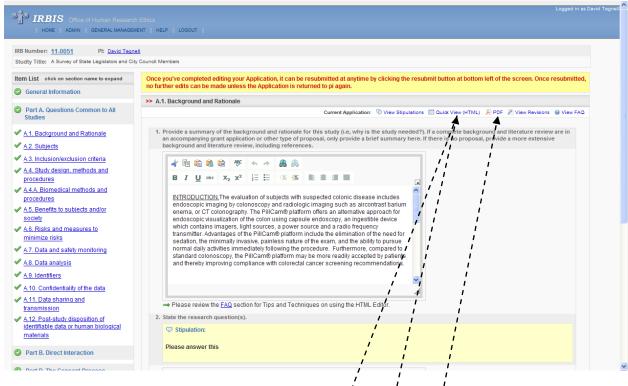
Online Application Orientation: Data entry features (5)

Depending on your response, secondary questions may be displayed, e.g., if you indicate that your project is funded, you will be prompted to indicate the source(s) of that funding.

Online Application Orientation: Data entry features (6)

At any point, you may (progressively) generate either an HTML or PDF version of your application. The latter can be printed and shared with study team members.