

# PHS 398 Research Plan Tab

Under this tab, you upload the components of your research plan.

**The components that you must upload change according to the type of template you use, and your answers to the Setup Questions.**

For example, for a resubmission, you are required to upload and Introduction to Application. If you indicated in the Setup Questions that you will use lab animals, you are required to upload a Vertebrate Animals document.

## Estimated Time to Complete

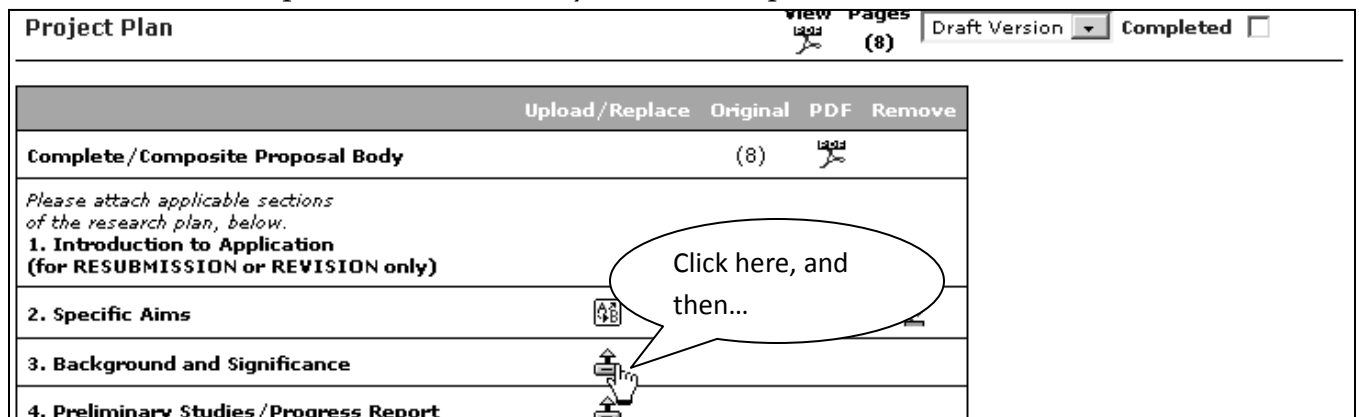
10 to 15 minutes.

## Prerequisites

Be aware of which documents are required by your project, and have them ready in Word or PDF format.

## Instructions

1. Select the PHS 398 Research Plan tab.
2. Select the research plan document that you need to upload:



The screenshot shows the 'Project Plan' tab interface. At the top right, there are options for 'view Pages' (with a trash icon and '(8)'), 'Draft Version' (with a dropdown arrow), and 'Completed' (with a checkbox). Below this is a table with columns for 'Upload/Replace', 'Original', 'PDF', and 'Remove'. The table contains the following rows:

	Upload/Replace	Original	PDF	Remove
<b>Complete/Composite Proposal Body</b>		(8)		
<i>Please attach applicable sections of the research plan, below.</i>				
<b>1. Introduction to Application (for RESUBMISSION or REVISION only)</b>				
<b>2. Specific Aims</b>				
<b>3. Background and Significance</b>				
<b>4. Preliminary Studies/Progress Report</b>				

A callout bubble with the text 'Click here, and then...' points to the upload icon for '2. Specific Aims'.

3. After you select the document to upload, and upload icon appears in the upper right corner of the page:

The screenshot shows a web interface for a 'Project Plan'. At the top, there are tabs for 'View' and 'Pages (8)', and a 'Draft Version' dropdown menu. Below this is a table with columns 'Upload/Replace', 'Original', 'PDF', and 'Remove'. The table lists sections of the proposal: 'Complete/Composite Proposal Body' (8), '1. Introduction to Application (for RESUBMISSION or REVISION only)', '2. Specific Aims' (1), '3. Background and Significance', and '4. Preliminary Studies/Progress Report'. To the right of the table is a panel titled 'Upload Background and Significance' with a 'Browse...' button and an upload icon. A callout bubble points to the 'Browse...' button with the text '...this appears.'

4. Click the Browse... button. The system displays a popup window, where you choose the file that you will upload:

The screenshot shows a 'File Upload' dialog box. The 'Look in:' field is set to 'Files for Uploading in Class'. The file list contains several PDF files, with 'Background and Significance.pdf' selected. The 'File name:' field contains 'Background and Significance.pdf' and the 'Files of type:' field is set to 'All Files'. The 'Open' and 'Cancel' buttons are visible at the bottom right of the dialog box.

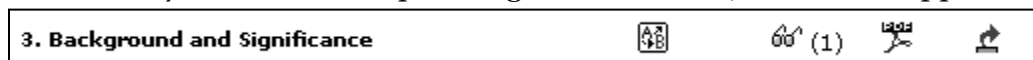
5. Select the file and click the Open or OK button. You are returned to the Project Plan page, and the path to the file is displayed in the Browse... field:



6. Click the upload button:



7. When the system finishes uploading the document, a PDF icon appears in its line on the page:



8. Repeat steps 2 through 7 for each document that you need to upload.

**You can upload only one file into each research plan document, except for the Appendix. You can upload up to 10 documents into the Appendix.**

9. When you finish uploading your documents, mark the tab complete. If you did not include any required documents, the system will give you an error message.

## Next Steps

At this point, you can continue work on any of the other sections in your application.