

MMPC Funding Programs Submission Documentation

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Statement of Purpose:

The purpose of this document is to provide an overview of the submission process for the MMPC MICROMouse Funding Programs.

What is the MMPC MICROMouse Funding Programs?

The Mouse Metabolic Phenotyping Centers established the MICROMouse funding mechanism to encourage the development of new and novel mouse phenotyping tests as well research activities focused on mouse models of metabolic disease that have the potential to enhance and advance the MMPC mission. These funding programs are open to all US doctoral-level academic researchers who study metabolic disease using mouse models. What web browsers are compatible with the MMPC web portal?

What web browsers are compatible with the MMPC web portal?

The MMPC website can use any upper level browser (e.g. Java must be enabled). We have tested the portal on FireFox, Internet Explorer 6/7 and Opera. Occasionally we have had problems with the Safari browser on Macs. If this happens please try Firefox or IE. However, since we code in .NET 2.0, the best browser to use is Internet Explorer 7 (IE7) as Microsoft provides some added functionality with .NET sites.

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

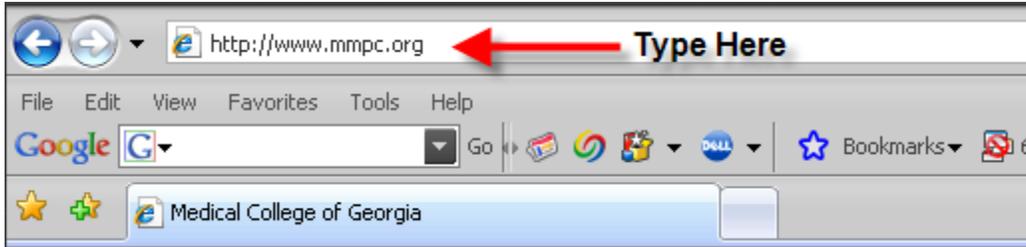
In order to submit an application for the MICROMouse Funding Program, you must have:

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

The application uses an abbreviated form of the NIH PHS398 format and is submitted as a single PDF document. Please go to the MMPC website for more detail on the specifics of the application. 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, if you use Microsoft Word, you can download the free addin that will allow you to save your document as a PDF file (<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041>).

How do I get to the MMPC Web portal?

In order to connect to the MMPC Web Portal, open your web browser (IE7 preferred) and type the following URL in the web address bar: <http://www.mmpc.org>. Click enter to go to the MMPC Portal.



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

As stated above, in order to submit an application, applicants must have an account on the MMPC web portal. If you do not have an account, you will need to create one before you can proceed. To create an account, go to the MMPC Web Portal (<http://www.mmpc.org>) and click the 'Create Account' link under the Clients tab on the menu across the top of the website (see below).



- ❖ 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. After completing the form, click the 'Submit' button to register with the MMPC. If the account was successfully created, the resulting page will confirm this and you will receive an email with a temporary password (see below).

Create Account

Fields with an asterisk (*) are required.

Provide the requested information

*First Name	John
*Last Name	Doe
*Institution	Begin typing to search for institution... Medical College Of Georgia
*Address Line 1	12345 Some Street
Address Line 2	
*City	Somewhere
*State	Georgia
*Zip Code	30912
*Email	myname@somewhere.edu
*Phone	706-721-1234
Phone Ext	
Fax	
*Title	Professor

Submit Cancel

Click 'Submit' when you are ready

Create Account

Account was successfully created. Your password will be emailed to you shortly.

First Name	John
Last Name	Doe
Institution	Medical College Of Georgia
Address Line 1	12345 Some Street
Address Line 2	
City	Somewhere
State	GA
Zip Code	30912
Email	myname@somewhere.edu
Phone	(706) 721-1234
Phone Ext	
Fax	
Title	Professor

OK

MMPC Account Information Request

From: jhigdon@mcg.edu
 Sent: Mon 5/05/08 10:32 AM
 To: myname@somewhere.edu

Welcome to the MMPC,

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 MMPC Client 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 MMPC Coordinator:
 Joann Higdon at jhigdon@mcg.edu

Your login information is given below:
 Username = myname@somewhere.edu ← **MMPC Username**
 Password = S4GnpP6G ← **Temporary Password**

You can log onto the site at www.mmpc.org and proceed to the client portal.

Your browser will notify you that a browser certificate is required.
 Install the certificate and proceed to log into the system.

To submit an application for services, please visit
www.mmpc.org/shared/orderTest.aspx

Sincerely,
 MMPC Coordinator

- ❖ Go to your email software and open the email you received from the MMPC web portal. Highlight the password and copy it to your clipboard. Open a browser and go to the MMPC website, type your email address and paste the password you received into the password textbox. The first time you log onto the MMPC 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 ‘click here’ link under the ‘Forgot your Password?’ text at the login page.

The image shows the top navigation bar of the MMPC website with links for Home, Contact, About MMPC, Tests, Data Search, Data Analysis, and Clients. Below the navigation is a welcome message for the National Mouse Metabolic Phenotyping Centers, sponsored by the National Institutes of Health. A 'Log In to MMPC' box is on the right, containing fields for User Name (myname@somewhere.edu) and Password (masked with dots), a checkbox for 'Please save my user name.', and a 'GO' button. Red arrows point from the text 'Enter your email address and temporary password' to the login fields.

The 'New User Login' section contains a message stating that the user has not logged in before and needs to change their password. It includes a note that passwords are case-sensitive. The form has three fields: 'User ID' (pre-filled with myname@somewhere.edu), 'New Password', and 'Confirm Password'. Red arrows point from a text box 'Type your new password twice to confirm and click' to the New Password and Confirm Password fields. There are 'Continue' and 'Cancel' buttons at the bottom, and a 'Back to Top' link.

The 'Client Login' section is divided into two parts. On the left, 'Not an MMPC Client?' includes a 'Register for an account' section with a list of bullet points and a 'Create your profile here.' link. On the right, 'Already registered?' includes fields for 'User Name' (myname@somewhere.edu) and 'Password', a checkbox for 'Please save my user name on this machine.', and a 'Forgot your password?' link. A red arrow points from the text 'If you forget your password, click this link.' to the 'Forgot your password?' link. There are 'Login' and 'Cancel' buttons at the bottom, and a 'Back to Top' link.

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

Once you have an account with the MMPC, you can submit an application for one or more of the available MMPC Funding Programs. The MICROMouse program accepts applications throughout the year but only reviews them quarterly. Please visit the MMPC web portal for more details regarding the details of the application and eligibility criteria for each of the funding programs (<http://www.mmpc.org/shared/fundingPrograms.aspx>). **PLEASE NOTE: The MICROMouse program requires pre-approval before a submission can be accepted. This is accomplished by sending a brief (2-3 sentence) letter of intent to the MMPC CBU at least two weeks prior to the submission.**

The basic steps involved in submitting an application for one of the MMPC Funding Programs are:

- 1) Log onto the MMPC web portal
- 2) Go to the MMPC Funding Program page and select the Program you want to apply to.
- 3) Click on the ‘Submit a New Funding Program Application’ link
- 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. Dr. Doe will be submitting an application for the 2008 Pilot & Feasibility Program. This program is reviewed once a year and does not require pre-approval before submission.

Step 1) As outlined above, the first step is to log onto the MMPC 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 Client home page. This page provides easy access to many of the common activities clients will perform on the website. By default a list of all your orders and *submitted funding program applications* will be presented as well as many of the links commonly used by clients. Since this is Dr. Doe’s first submission, there will not be any funding program applications listed.

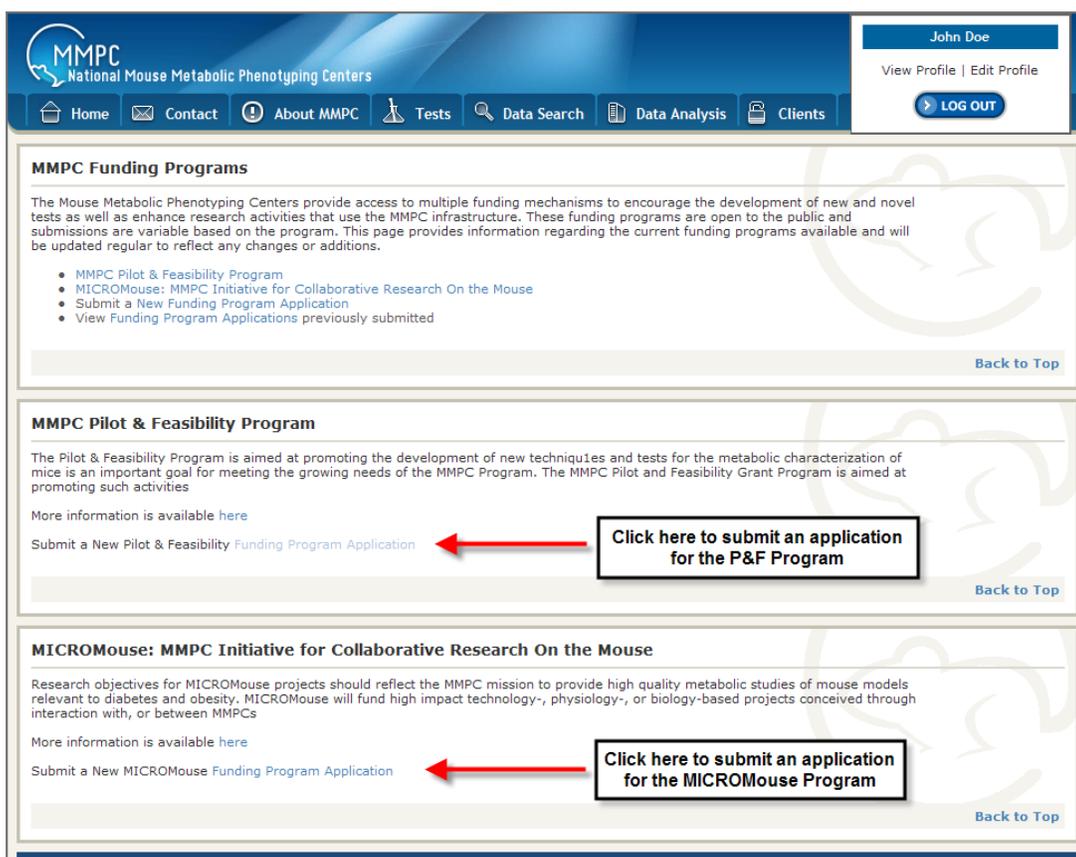
Go to <http://www.mmpc.org> and log onto the web portal

Client Home Page

Click either one of these links to get to the funding programs page

Step 2) The next step will be for Dr. Doe to go to the Funding Program page of interest and select the Program link for submitting an application. As illustrated above, the client home page provides direct links to the MMPC Funding Program page. In addition, this page can be reached at any time by selecting 'About MMPC' in the drop down menu in the page header and clicking Funding Programs. Click on the 'Funding Program' link to proceed.

Step 3) Once you arrive at the MMPC Funding Program page there will be links available for submitting new applications for each of the funding programs. As illustrated below, we will click on the link for the Pilot & Feasibility Program applications.



Step 4) Clicking the new application link for a specific program 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 four 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 client’s profile information stored in the MMPC 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.

Submission Instructions

Step 1: Please review your profile information displayed in the 'Applicant' tab. Click [here](#) to update your profile.
 Step 2: Proceed to the 'Finance' tab and fill out as much information as possible regarding the Institution Financial Officer (IFO) and IACUC.
 Step 3: Under the 'Budget' tab enter the Salary, Supply, Equipment, and Travel/Other Costs (direct costs) and indirect costs. Please ensure that the total costs proposed are less than or equal to the Funding Program maximum total costs.
 Step 4: Click the 'Application' tab to enter your Funding Program Application Project Title, Abstract, and upload your documentation (pdf). Finally, click the submit button.

Fields with an asterisk (*) are required.

Step 1: Applicant Step 2: Finance Step 3: Budget Step 4: Application

*First Name John
 *Last Name Doe
 *Position Title Professor
 *Mailing Address Line 1 12345 Some Street
 Mailing Address Line 2
 *City Somewhere
 *State GA
 *Zip Code 30912
 *E-Mail Address myname@somewhere.edu
 *Telephone (706) 721-1234
 Fax

Submit Cancel

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TAB 2: Finance The second tab of the submission form provides the information regarding the institutional finance officer, animal assurance (IACUC) and Institutional Entity ID information. All of this information is on the face page of the PHS398 application form and should be easily available for input. This information is necessary since awardees will be issued subcontracts from the Medical College of Georgia and this information is necessary to process and execute the subcontract.

The Finance tab provides much of the information that can be found on the face page of the NIH PHS398 form.

Step 1: Please review your profile information displayed in the 'Applicant' tab. Click [here](#) to update your profile.
 Step 2: Proceed to the 'Finance' tab and fill out as much information as possible regarding IACUC.
 Step 3: Under the 'Budget' tab enter the Salary, Supply, Equipment, and Travel/Other Costs (direct costs) and indirect costs. Please ensure that the total costs proposed are less than or equal to the Funding Program maximum total costs.
 Step 4: Click the 'Application' tab to enter your Funding Program Application Project Title, Abstract, and upload your documentation (pdf). Finally, click the submit button.

Fields with an asterisk (*) are required.

Step 1: Applicant Step 2: Finance Step 3: Budget Step 4: Application

IFO = Institution Financial Officer

IFO First Name
 IFO Last Name
 IFO Telephone
 IFO E-Mail Address
 Type of Organization [None Selected]
 IACUC No. If pending, please type pending:
 IACUC Approval Date Click the calendar image to select a date if pending, leave blank:
 IACUC Institution Medical College Of Georgia
 Entity ID No.
 IACUC Address Line 1 12345 Some Street
 IACUC Address Line 2
 IACUC City Somewhere
 IACUC State Georgia
 IACUC Zip Code 30912

Submit Cancel

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TAB 3: Budget The third tab provides a place to enter the costs associated with doing the proposed project. Each funding program has a maximum allowable TOTAL COST (indirects + directs). This amount is highlighted in red and is dynamically presented based on the funding program. 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.

Submit New Pilot & Feasibility Program Application

Applications > Funding Programs

Step 1: Please review your profile information displayed in the 'Applicant' tab. Click [here](#) to update your profile.

Step 2: Proceed to the 'Finance' tab and fill out as much information as possible regarding the Institution Financials (IACUC).

Step 3: Under the 'Budget' tab enter the Salary, Supply, Equipment, and Travel/Other Costs (direct costs) and Indirect costs. Please ensure that the total costs proposed are less than or equal to the Funding Program maximum total costs.

Step 4: Click the 'Application' tab to enter your Funding Program Application Project Title, Abstract, and upload your documentation (pdf). Finally, click the submit button.

Fields with an asterisk (*) are required.

Step 1: Applicant | Step 2: Finance | **Step 3: Budget** | Step 4: Application

* The summation of direct and indirect costs cannot exceed 60000

Salary Total Costs	36083	Enter total salary costs for application
Supply Total Costs	7462	Enter total supplies costs for application
Equipment Total Costs	0	Enter total Equipment costs for application
Travel/Other Total Costs	11000	Enter total Other costs for application
Total Direct Costs	54545	Total Direct Costs calculated on the fly
Indirect Costs Proposed	5455	Enter total indirect costs (F&A) for application
Total Costs Proposed	60000	Total Costs proposed for application are calculated on the fly. These costs can not exceed the maximum total costs allowed (in red above).

Submit Cancel

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TAB 4: Application The fourth and final tab provides a place to enter the title, abstract and upload the actual PDF file that contains the application. Enter the title of your proposal and the abstract in the appropriate fields. Click the browse button, navigate to your PDF file and click open. Once you have completed all four tabs, you are ready to submit the application!

Submit New Pilot & Feasibility Program Application

Applications > Funding Programs

Step 1: Please review your profile information displayed in the 'Applicant' tab. Click [here](#) to update your profile.

Step 2: Proceed to the 'Finance' tab and fill out as much information as possible regarding the Institution Financials (IACUC).

Step 3: Under the 'Budget' tab enter the Salary, Supply, Equipment, and Travel/Other Costs (direct costs) and Indirect costs. Please ensure that the total costs proposed are less than or equal to the Funding Program maximum total costs.

Step 4: Click the 'Application' tab to enter your Funding Program Application Project Title, Abstract, and upload your documentation (pdf). Finally, click the submit button.

Fields with an asterisk (*) are required.

Step 1: Applicant | Step 2: Finance | Step 3: Budget | **Step 4: Application**

*Project Title Outstanding proposal to invent the most useful metabol

*Abstract Diabetes is characterized by high levels of blood glucose resulting from defects in insulin production, insulin action, or both. Approximately 6.3% or 18.2 million people in the United States are afflicted with this diabetes. Total direct costs associated with chronic complications associated with diabetes are approximately \$24.6 billion (26.8% of the total). These include neurological ,

Upload Application C:\Documents\MMPC\ Browse

Click browse and select the file to upload. (Please upload ONLY Adobe PDF files.)

Submit Cancel

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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. 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. In addition, your client home page will be updated with applications that have been submitted to the system. The figures below illustrate both of these pages (application page and home page). If you have any problems with the submission process you may contact Dr. Richard McIndoe (contact information on page 1).

Pilot & Feasibility Program Application

Applications > Edit Application > Submit New Funding Program Application

Application Overview Page
Provides general information and status of an application.

Outstanding proposal to invent the most useful metabolic phenotyping assay.

SUMMARY		DATA SUMMARY	
Project Title	Outstanding proposal to invent the most useful metabolic phenotyping assay.	Type	Count
Funding Program Group	Pilot & Feasibility [PF2008]	Invoices	0
Applicant's Name	Doe, John	Reports	0
E-Mail Address	myname@somewhere.edu		
Abstract	Diabetes is characterized by high levels of blood glucose resulting from defects in insulin product...[Mouseover for more]		
Uploaded File	Application Research Plan		
Status	Assign Reviewers		
Salary Total Costs	36083		
Supply Total Costs	7462		
Equipment Total Costs	0		
Travel/Other Total Costs	11000		
Direct Costs	54545		
Indirect Costs Proposed	5455		
Total Costs Proposed	60000		
Total Costs Approved			
Start Date			
End Date			
IFO Name	Finance, Joe		
IFO E-Mail Address	joefinance@somewhere.edu		
IACUC No.	pending		
IACUC Institution	Medical College Of Georgia		
Entity ID No.	123413243		
MCG ID			
External ID			
Report Request Date			
DATA SUBMISSION			
Add Report			

Click here to download your application PDF file

Application Status. In this case reviewer have not been assigned.

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National Mouse Metabolic Phenotyping Centers

John Doe
[View Profile | Edit Profile](#)
LOG OUT

Home
Contact
About MMPC
Tests
Data Search
Data Analysis
Clients

Client Area



Client Information
View / edit information about yourself.



Meetings / Workshops
Information on past / future meetings, workshops and itineraries.



Applications for Services
Submit a new order.



Logo Download
Download the MMPC logos for use in presentations, websites, and more.



Training / FAQ
View training and Frequently Asked Questions videos.



Funding Program Applications
View Submitted Funding Program Applications.

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Funding Program Applications

Options:  view

Drag a column header and drop it here to group by that column

Project Title	Applicant	Group	Status	Start Date	End Date	Options
Outstanding proposal to invent the most useful metabolic phenotyping assay.	Doe, John	PF2008	Assign Reviewers			

[Back to Top](#)

Orders

Select Status: Pending ▼

No orders found.

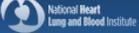
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List of submitted applications appears in the client home page for each client. Click on the proposal title to go to the overview page of that application.

