Framingham Heart Study

FHS ResApp User Guide

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PI & Delegate Roles User Guide
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1.0 Welcome to FHS ResApp

Welcome to the web-based Framingham Heart Study Research Application (FHS ResApp). The following application is a single form for investigators to use to submit a research proposal for review by one or more FHS review committees.

Once submitted, an administrator will forward the application to the appropriate review committee(s) based on requirements of the proposal as indicated in Part 3 of the application. FHS policies and procedures for research proposals are described under Research Application Process and Procedures and Policies and Procedures.

IMPORTANT:

- Projects that are seeking sponsorship must be approved by the FHS Executive Committee before the study PI submits to a sponsor for funding.

- In order to recover costs to the Framingham contract associated with servicing ancillary studies, FHS will be assessing fees for data and material distributions as described in the FHS Service Center.

1.1 Contact Information

For any questions, comments, or concerns about the Framingham Heart Study Research Application platform (FHS ResApp), please email fhsapp@bu.edu.

This email account is monitored by the FHS Review Committee administrators at least daily during normal business hours.
2.0 Special Notice for users returning after March 15, 2020

The FHS Research Application has relaunched! Below we have included instructions for returning users and for new users based on your affiliation with Boston University (BU) or institutions and organizations external to BU.

After review of the text below, if you have questions or concerns please contact the FHS ResApp Administrator at fhsapp@bu.edu.

Thank you for your consideration,
The Framingham Heart Study

### Boston University Users

<table>
<thead>
<tr>
<th>Current Situation</th>
<th>Next Steps…</th>
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</thead>
<tbody>
<tr>
<td>Returning users</td>
<td>First try to login using the BU Login button.</td>
</tr>
<tr>
<td><strong>Situation A:</strong></td>
<td>If you login with your user credentials and see your applications, you are all set.</td>
</tr>
<tr>
<td><strong>Situation B:</strong></td>
<td>If you login with your user credentials and are taken to the registration form, then BUMC IT was unable to determine your BU profile from the data provided in previous applications….</td>
</tr>
<tr>
<td></td>
<td>Please contact <a href="mailto:fhsapp@bu.edu">fhsapp@bu.edu</a> with your BUID, First Name and Last Name. BUMC IT will reconcile your account (this will allow them to use BU Login going forward).</td>
</tr>
</tbody>
</table>

| New users         | Follow instructions for the account registration process (page 2-6 of this document) |

### Non-BU Users

<table>
<thead>
<tr>
<th>Current Situation</th>
<th>Next Steps...</th>
</tr>
</thead>
</table>
| Returning users   | 1) Navigate to the FHS Research Application Login Page.  
                   | 2) Select the “Forget Password” link  
                   | 3) Enter your institutional email address which was used for previous applications.  
                   | This will initiate the process for you to create a password for your new FHS ResApp account. |
| New users         | Follow instructions for the account registration process (page 2-6 of this document) |
3.0  Registration of New Users

1) Navigate to https://wwwapp.bumc.bu.edu/FHSresapp

2) Click “Login” in the top right corner:

3) If you are logging in for the first time, please select “Register”.
4) The Access Request Form screen will now appear. Please complete the form carefully and click the “Submit” button.

**Special Note:** On this screen user may indicate if they will be the PI to submit applications or if they intend to act in the Delegate role for a pre-existing PI user in the FHS ResApp system.
5) After clicking *Submit*, you should receive a *Success!* message highlighted in green at the top of the screen. This message will read:
“Success! Your request was successfully submitted and is being reviewed. You will receive an email when you are approved.”

- At this point, an email has been sent to the FHS ResApp Administrator whom will review your request for an account.

-Take a break, check your email –
6) After an FHS Administrator has approved your account request you will receive an email with notification of your approval (screenshot below).

7a) **FOR BU USERS:** Select “Login to FHS” within the email to setup your FHS ResApp account! 

   *You may now skip steps 7b and 7c.*

   *For NON-BU USERS, see items 7b and 7c on the next page.*

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![Email Screenshot]

Framingham Heart Study

Thank you for requesting access to the Framingham Heart Study Research Application

Your request for access has been approved. Please follow the link to log in

[Login to FHS]

[www.framinghamheartstudy.org](http://www.framinghamheartstudy.org)
7b) **FOR NON-BU USERS:** Select “Login to FHS” within the email to setup your FHS ResApp account!

7c) **FOR NON-BU USERS:** You will be brought to the “Create account login” screen. Please create a password and click ‘Save’.
8) You will return to the Login screen. Select “BU Login” if you created an account with your BU credentials, otherwise login in under “Custom Login”

9) You will be brought to the “My Applications” screen.
   - Under “List of Applications” you will see a message that you have “No Applications on File”
   - **Please select “New Application” to start a new application.**
4.0  Review & Submit Screen

The final screen of each application has two purposes:

1) The text within the **GREY BOX** highlight the form items that are missing and must be completed before the study PI may submit the application.
   a. The Missing data column indicates the item missing.
   b. The Title column links to the specific section of the application in which the missing data should be provided by the PI.

2) The bottom of the page lists several statements that the study PI must review and check each box to acknowledge and agree.
The PI must check all boxes in order to Submit the application.

Once all matters on this screen have been resolved the blue “Not ready for submission” button will now say “Submit”. Click the “Submit” button to submit the application.
5.0 Delegate Role

As of April 23, 2020, the FHS ResApp allows PIs to designate other account holders with the Delegate role.

A delegate is a person whom can fill out a PI’s application on their behalf.

Please note that:

- **A delegate cannot answer PI acknowledgements nor submit the application on your behalf.** But can fill out all other sections.
- A delegate must have an account with a "Delegate" role assigned by the FHS administrator.
- Delegates must specify they need a delegate role when registering for an account (see section 3.0 of this guide)
- For PI users: A delegate will appear in the "Select Delegate" list below only if not already selected to act on your behalf.
5.1 How to Become a Delegate

5.1.1. FOR NEW USERS:
STEP 1: Create an account and request the Delegate role.
- The new user must follow registration instructions included in Section 3.0 of this guide and within the Access Request Form the new user must select “Yes” as an answer to the question “Are you a delegate completing an application for a PI?”
- After the above is completed and the new users’ account has been approved, the PI must select the user as their delegate.

STEP 2: PIs select the user as their Delegate
- The PI must navigate to the FHS ResApp and Log in.
  - At the top menu of the FHS ResApp the PI must select the menu item Delegates. The Delegate Management screen will now appear (screenshot below)

![Delegate Management Screen](image)

- In the “Select Delegate:” text field, please begin typing the delegate’s name
- A dropdown list with users who are currently approved in the delegate will appear, please select your intended delegate from this dropdown list
- Once selected, this user’s name should now appear on the screen under the list “Delegates you selected to act on your behalf” (screenshot below)

![Delegate List](image)

5.1.2. FOR EXISTING USERS:
Please contact fhsapp@bu.edu, copy your PI to the email correspondence, and request to be added as their delegate in the FHS Res App system. An FHS ResApp administrator will review your request and indicate if and when your request is approved.
5.2 Delegate-PI Submission of an Application

1) After completing steps to create a delegate account and complete PI selection of a delegate (previous sections of this guide), the delegate may now start FHS research applications on behalf of their PI user. When a Delegate navigate to the FHS ResApp system and logs in, they may be required to specify the PI for whom they perform as proxy (see the screenshot below).

2) The delegate may enter and save all content in the application form up until the Review & Submit screen of the application. On the Review & Submit screen delegates will see a red error message reminding them that Only the PI of the application can submit the form (screenshot on next page).
   a. Delegates should now notify their PI that the application is ready for review and submission.

3) Thereafter the PI must log on to the FHS ResApp, find the application under the My Applications menu item and navigate to the Review & Submit screen to complete and submit the application (see Section 4.0 of this guide).
**Review and Submit Application**

**Important** - SUBMIT ERROR: Only the PI can submit an application.

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<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Complete?</th>
<th>Missing data</th>
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<tbody>
<tr>
<td>1</td>
<td>Contact information</td>
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</tr>
<tr>
<td>2</td>
<td>Proposal Title &amp; Description</td>
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<tr>
<td>3</td>
<td>Proposal Review Process</td>
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<tr>
<td>4</td>
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<td>5c</td>
<td>DNA Review</td>
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<td></td>
<td>Attachments</td>
<td>✓</td>
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**Important** - SUBMIT ERROR: Only the PI can submit an application.

- Study PI agrees to follow all Policies and Procedures set forth by the Framingham Heart Study. These policies are posted here and reviewed and updated regularly by FHS leadership.
- Study PI agrees to entirely support the ancillary program’s costs involved in conducting their study with the Framingham Heart Study, including, but not limited to, subcontracts, FHS Service Center Fees, Research Center rent costs, etc.
- Study PI confirms that all named Co-Investigators have been made aware of their appointment in the Co-Investigators role for this study.
- Study PI agrees to cite the FHS Core Contract (NHLBI award# 75N92016000031) and any FHS grant numbers that have funded their research activities in publications that result from such work.
- Study PI agrees to retain data and materials in accordance to FHS Ancillary Study Policy.

**Important** - SUBMIT ERROR: Only the PI can submit an application