
National Children's Study Adjunct Studies

eSubmitter Quick Guide



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These instructions provide guidance for using the NCS eSubmitter tool, focusing on basic functionality and possible areas of confusion.

Note: All Required Entries are indicated by the blue dot.

1. Introduction and System Requirements

The National Children’s Study (NCS) eSubmitter tool is a free program that allows proposing institutions to electronically complete and submit Adjunct Studies proposals, and proposals for additions to the core Study protocol. This tool is intended to improve the application and review process, allowing for a quicker completion and evaluation of proposals. The NCS eSubmitter software requires the user to complete a series of questions in electronic forms and allows the user to attach documents where additional information is needed.

System Requirements:

- Windows Operating System
- Adobe Acrobat Reader v5.0 or greater (for attaching files)
- Software capable of viewing HTML, such as a Web browser, Microsoft Word, or Adobe Acrobat (full installation version, not the Reader)
- 40 MB of disk space

To install the latest version of the NCS eSubmitter software, you must register at the following website:

http://www.nationalchildrensstudy.gov/adjunct_studies/application_information.cfm

1. Follow the instructions on the application website. You will then receive an e-mail containing login information to download the application software (eSubmitter).
2. To download the application, follow the instructions provided in the wizard (see *Figure 1*). The software will be installed locally on your hard drive in **C:\Program Files\NCS_eSubmitter**.

Notes:

- The software installation location can be changed in the file path on the **Installation Directory** dialog box.
- The software may be installed on a network. However, the software is not intended to be used by multiple users at the same time, and can be used only by one individual at a time.

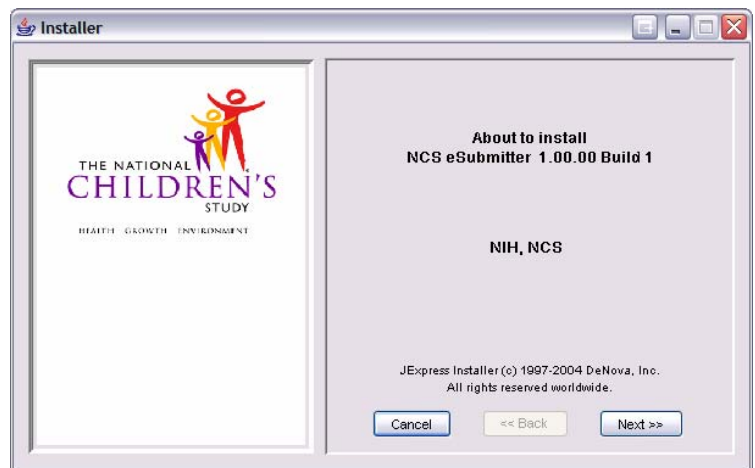



Figure 1: Install Wizard

2. Starting an Application

1. The NCS eSubmitter application should be open on your computer desktop. If it is open, and you see the **General Screen**, go to Step 2.

If the application is *not* open:

- Click **Start**, and select **Programs > NCS Report Submitter > NCS App**. You will see the **Welcome** dialog box.
 - When you are finished reading the **Welcome** dialog box, click **Close**. You see the **Open Report Data Dialog** box.
 - Click **New Report Data**.
 - Go to Step 3.
2. Click **File > New**. (Or, click the **New** report icon  on the Tool Bar.)
 3. You see the **New Report Data Dialog** box. An example is shown in *Figure 2*.

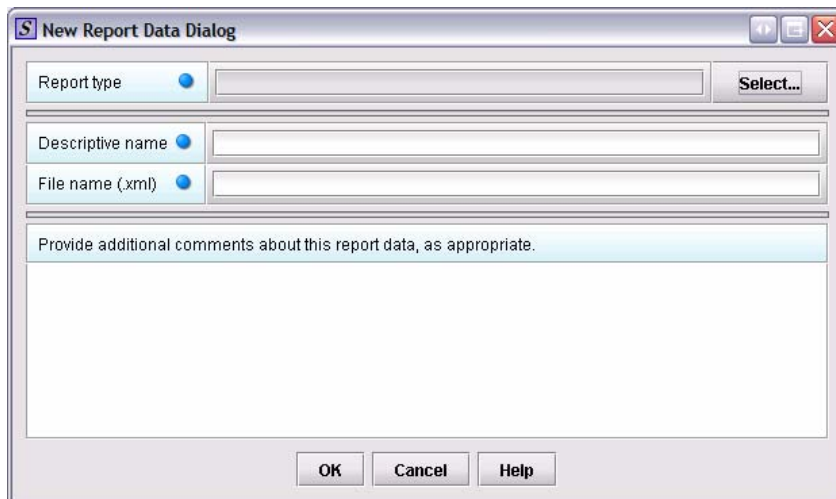


Figure 2: New Report Data Dialog box

Complete the fields on this dialog box as follows:

- **Report type** – Click on **Select**. You will see the **Select Report Type Dialog** box. Choose the **Preliminary Application** or **Full Application**.

Note: The Preliminary Application must be submitted *prior* to submitting the Full Application. If you have already submitted a Preliminary Application, you may select the Full Application.

- **Descriptive name** –Enter any descriptive name that is unique to the submission list. Use a name that distinctly identifies the application to you. The name cannot be left blank.
- **File name** – Valid file names for the application data must use alphanumeric characters, and **should not contain more than 250 characters**. **Do not use**

symbols when naming the files. For example, do **not** use slashes (/) (\), tildes (~), asterisks (*), periods (.), brackets [], single quotation marks (‘), double quotation marks (“) or parentheses ().

- **Provide additional comments** – Enter any additional information about this report. This is an optional entry.

4. Click **OK** when you are finished entering all information in the fields,.

The first screen of your new blank submission report is then displayed and you may begin entering data into your application.

3. Interface and Application Layout

The eSubmitter Application Window has two layouts that change the orientation of the text on the screen: **simple** and **expert**.

Simple view

eSubmitter will initially open in the simple layout with a screen view. This view shows only the current data entry screen and “hides” an outline tree (similar to a folder or directory tree structure in Windows).

To navigate through the screens in a report, click the arrow buttons on the button bar, located at the bottom of the screen. See *Figure 3*.

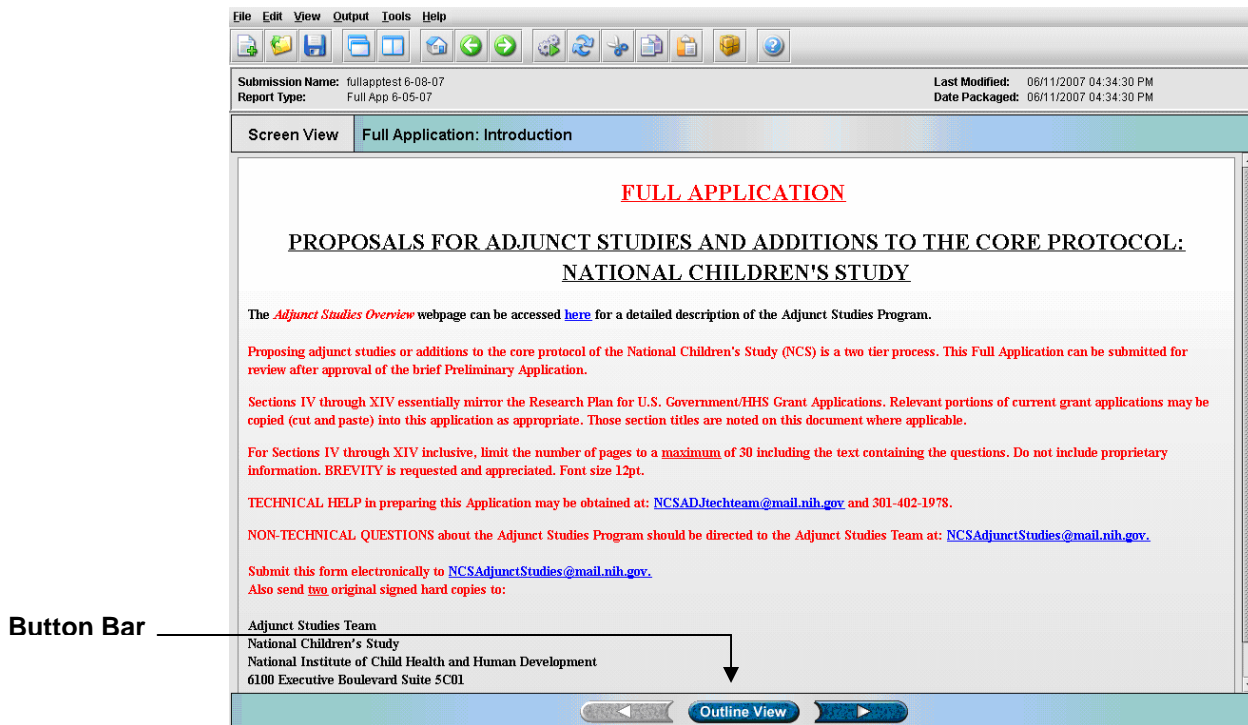


Figure 3: Simple Screen Layout

Expert view

The expert view allows the user to navigate through the application form using an outline tree located on the left side of the screen. An example of the expert view is shown in *Figure 4*.

To switch between the **Simple** and **Expert** view, select the Simple or Expert icons on the tool bar.



eSubmitter Application Window

The Application Window, whether in simple or expert layout, is divided into three parts.

- Menu Bar
- Tool Bar
- Primary Work Area

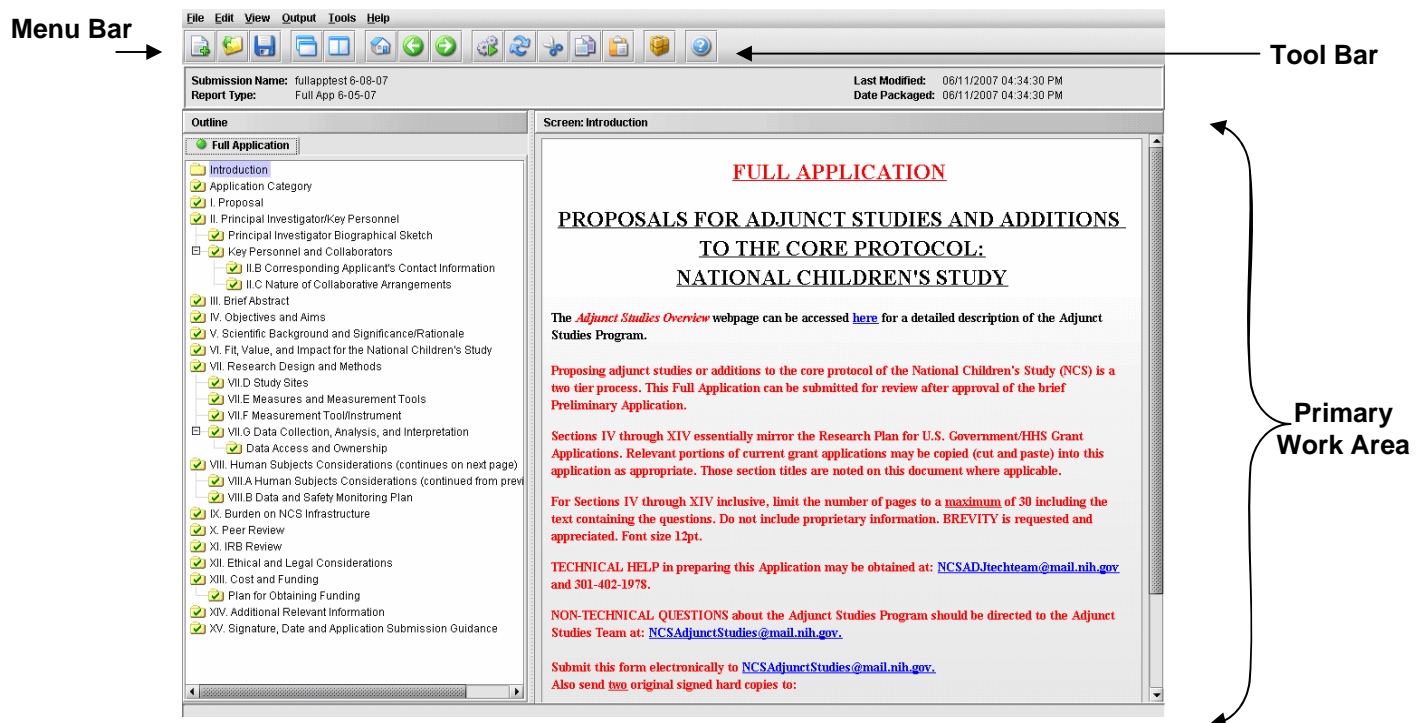

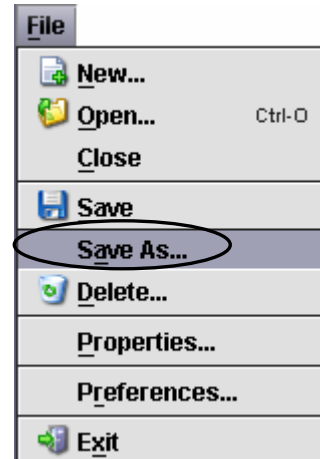


Figure 4: Expert Layout, Parts of the Window

4. Creating Revisions to an Application

This section provides an overview on how to use the “Save As” functionality to create and submit revisions or supplemental information to a previously submitted application.

1. Click **File > Open**. The user can also open files by clicking the  icon on the Tool Bar.
2. Select the previously submitted, Original application file. You will revise the content and resubmit this to NICHHD.
3. Click **File > Save As**.
4. The **Save Submission As** dialog box will appear. You are required to enter data into the following two fields:
 - **Descriptive Name**
 - **File Name**
5. The Application will open and the new file name will appear in the top right corner. All the data from the previous submission will be entered.
6. Revise the application as necessary. When finished, package the submission and send to NICHHD. See *Section 7: How to Package an Application for Submission* for details on how to submit your revised application to NICHHD.



5. How to Attach Files to Questions

To attach a file to a particular question, you must perform two distinct operations:

1. You must add the file to your File List.
2. You must then select the specific file to attach to the question that you are answering.

File Attachment Question Types

NCS eSubmitter has a Multiple File Attachment question type that allows you to attach **more than one** file in response to a question.

To follow the steps in the instructions, locate a question in your report that allows you to attach a file. The screens shown are used as an example, and the text featured may be different than the actual question to which you are attaching a file.

A sample multiple file attachment question (with no files attached) is shown in *Figure 5*.

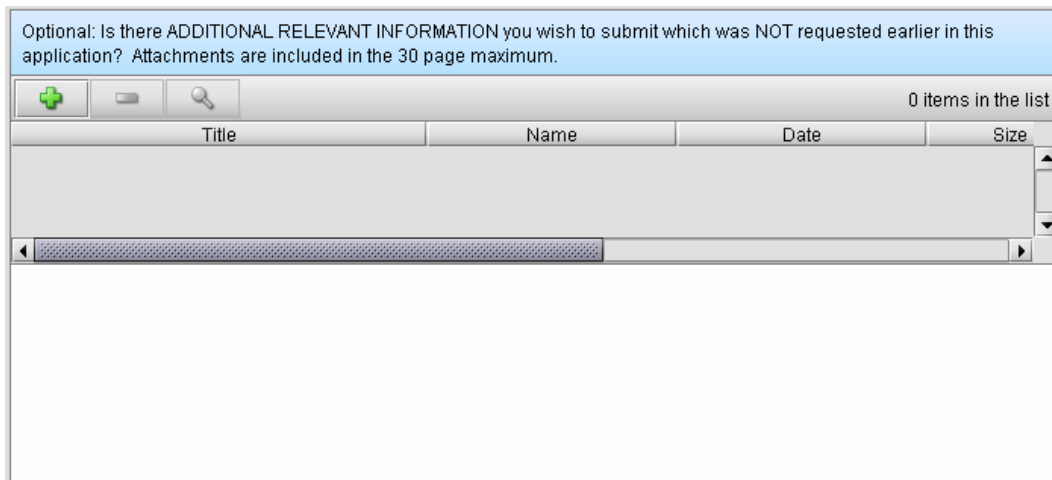


Figure 5: Example of a Multiple File Attachment Question

A sample file attachment question (with a file attached) is shown in *Figure 6*.

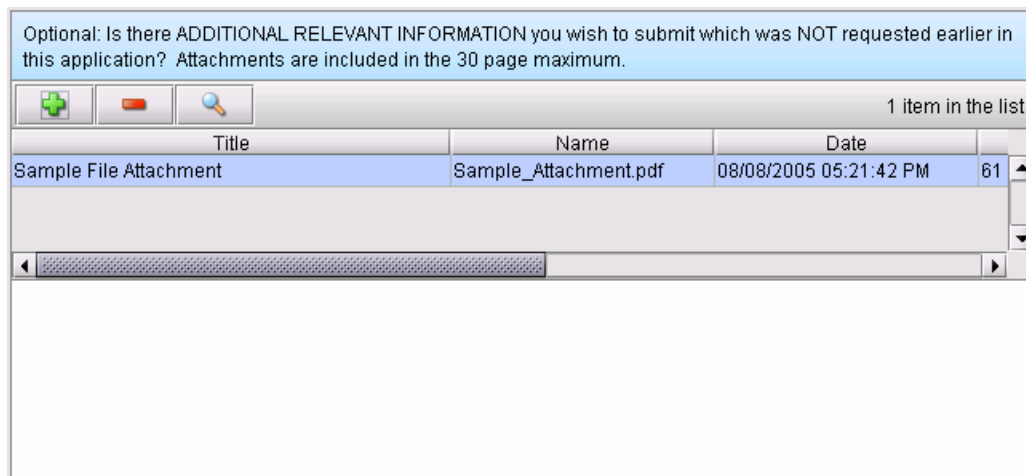


Figure 6: Example of a Single File Attachment Question

1. Add Files to File List

To add files:

1. Click  icon. A **Master File List Dialog** box similar to the one shown in *Figure 7*.

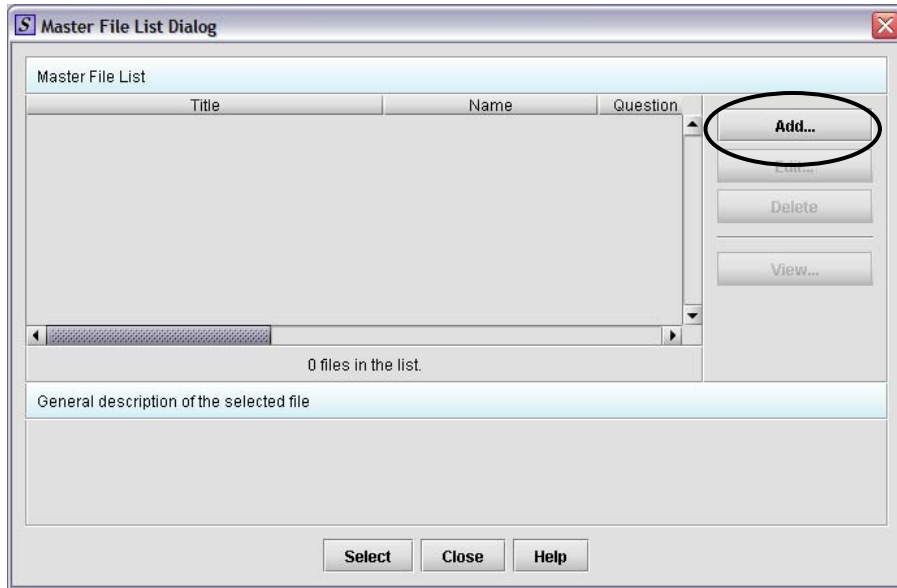


Figure 7: Example of a Master File List Dialog Box

2. Click **Add**. A **New File Dialog** box as shown in *Figure 8* will be displayed:

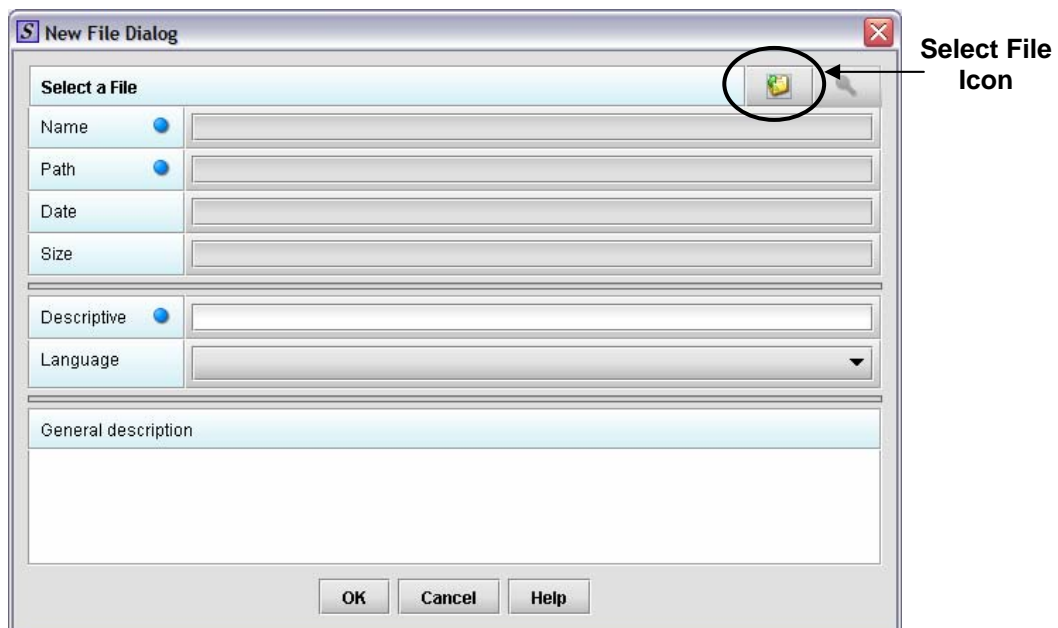


Figure 8: Example of a New File Dialog Box

3. Click **Select File**. You see a **Select File** dialog box as shown in *Figure 9*.

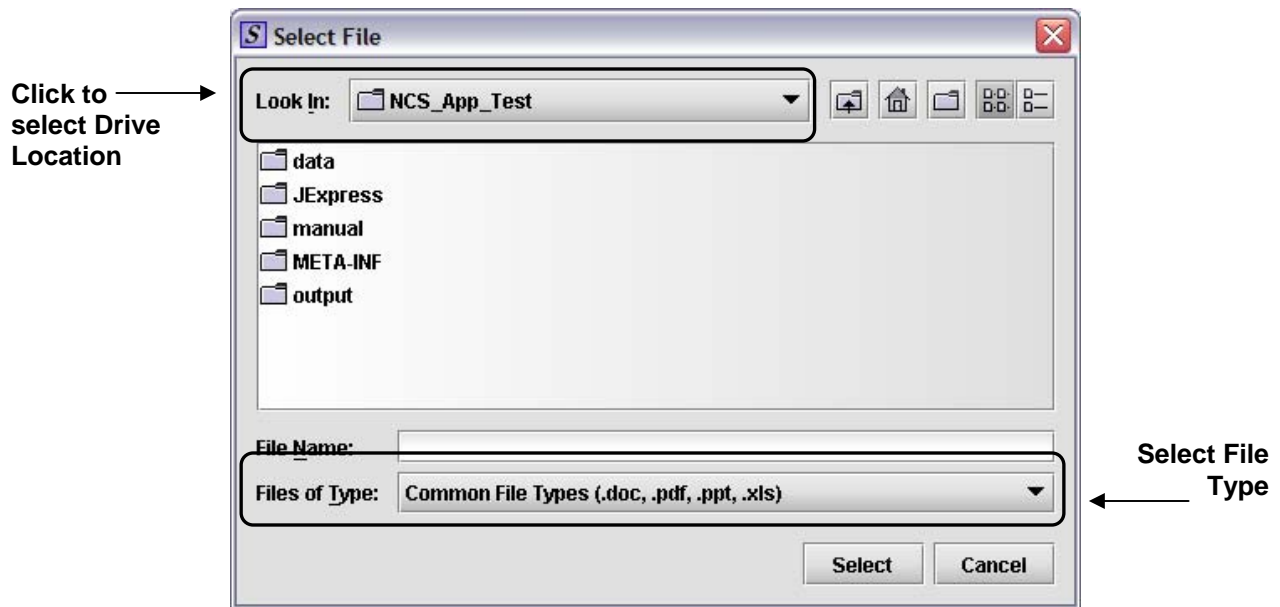


Figure 9: Example of a Select File Dialog Box

4. In the **Look In** field, select the location of the drive (such as Local Disk (C:)), or folder where the file attachment is stored.
5. In the **Files of Type** field, select the files types to be attached. The following file types can only be attached:
 - Adobe Acrobat Portable Document Format (.pdf)
 - Excel Files (.xls, .cvs)
 - Graphic Files (.gif, .jpg)
 - PowerPoint Presentations (.ppt)
 - Word Documents (.doc)

Note: In Figure 10, “Common File Types” is selected. These include Word documents, Adobe files, PowerPoint presentations, and Excel files.

6. When the desired file is located, click to select it (highlight). The name of the file appears in the **File Name** field. See *Figure 10*.

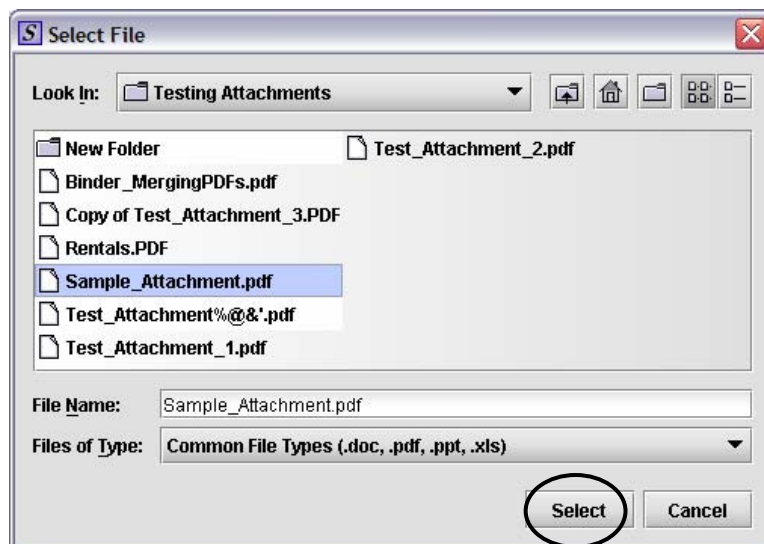


Figure 10: Example of Specifying a File

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7. Click **Select**. The **Select File** dialog box closes, and you return to the **New File Dialog** box with the file specified. The name, location, size and date of the file are displayed. See *Figure 11*.

- 8.

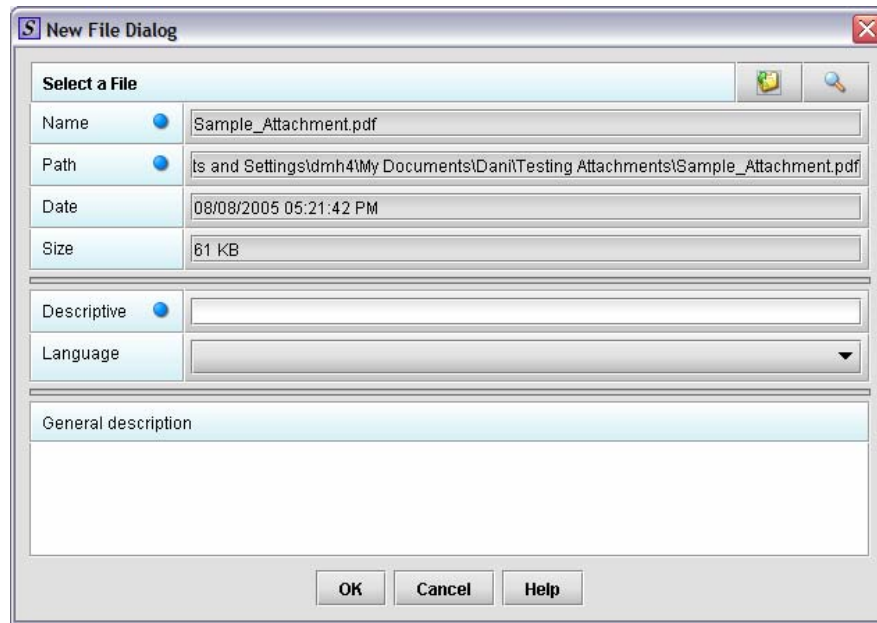


Figure 11: Example of a New File Dialog Box with Specified File

9. Enter a title in the **Descriptive title** field and optionally, a description in the **General description** field.
10. Click **OK**. You return to the **File List Dialog** box, which shows the file added. See *Figure 12*.

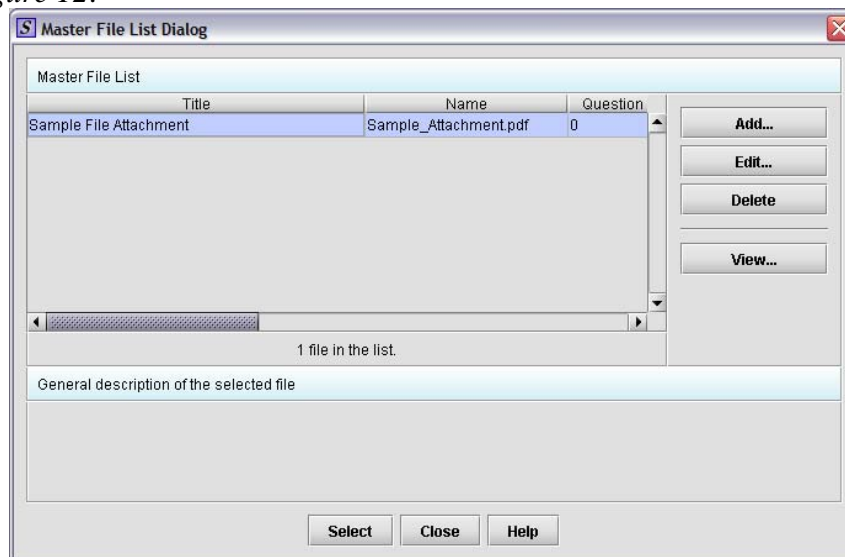


Figure 12: Example of a Master File List Dialog Box with Added File

11. Use the scroll bar to see details about the file.

IMPORTANT: At this point, the file is NOT attached to the question. In the **Master File List Dialog** box (*Figure 12*), the **Question Count** column shows the number of questions with attached files. A zero (0) indicates that the file is not attached to a question.

2. Select File for Attachment

To select files:

1. The **Master File List Dialog** box should be open for the question needing a file attachment as shown in *Figure 12*.
2. From the **Master File List Dialog** box, select (highlight) the file to be attached.
3. Click **Select**. Return to the file attachment question which now displays the file selected for attachment. See *Figure 13*.
4. If the question has a **Details** section, enter any other information that will identify the necessary information in your attachment, such as “See page 14 in the attached document.”

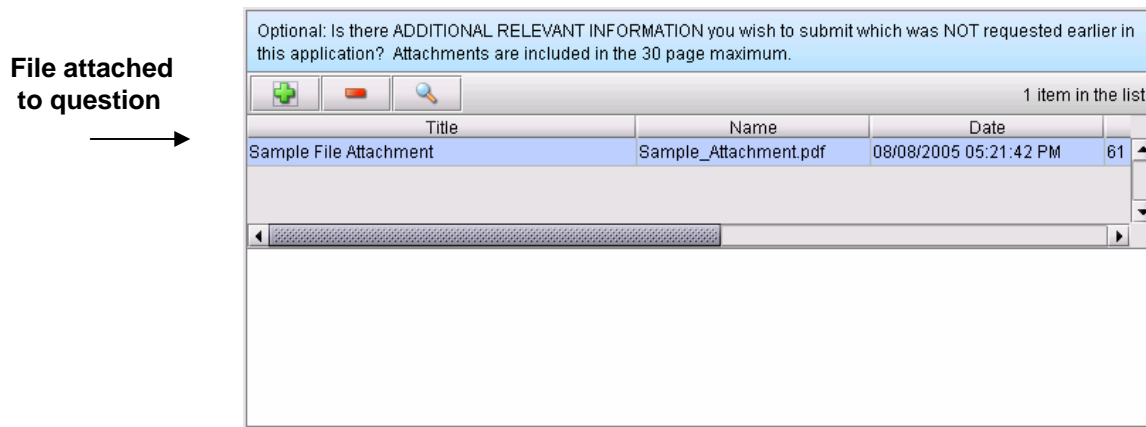


Figure 13: Example of a File Attachment Question with an Attached File

An example of the updated question count in the **Master File List** is shown in *Figure 14*.

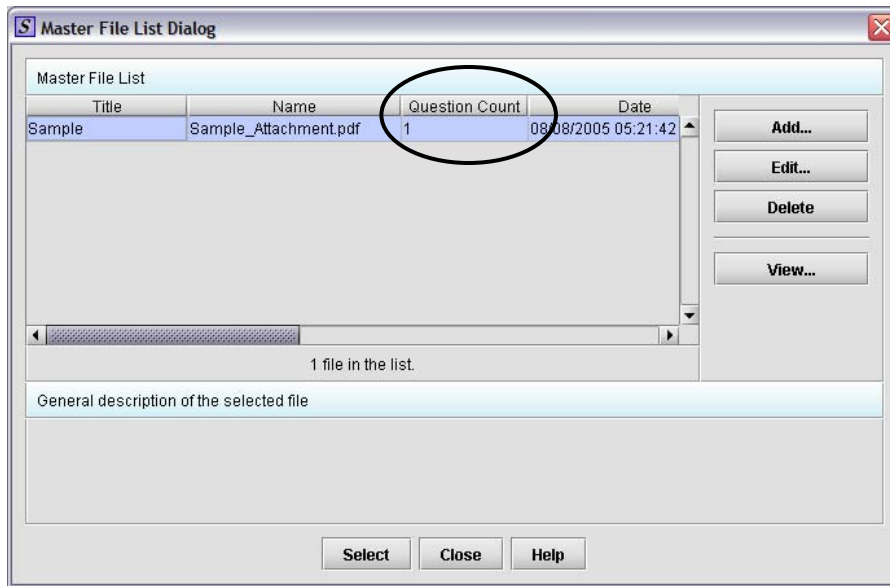


Figure 14: Example of a Master File List, Question Count

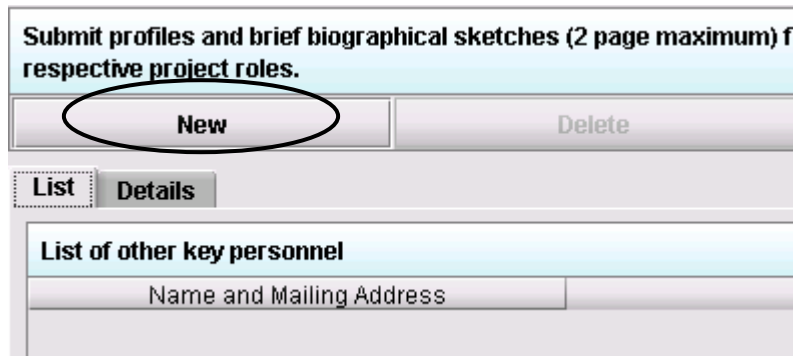
Follow these procedures to continue adding files to the **Master File List** and selecting files as attachments to questions in your submission. You may use one file as an attachment to several questions.

6. How to Navigate Tabular Screens

The tabular screens in eSubmitter allow the user to create a data table by answering certain questions multiple times

1. Add an entry to a Tabular Screen:

To begin creating your table, click **New**, as depicted in *Figure 15*:

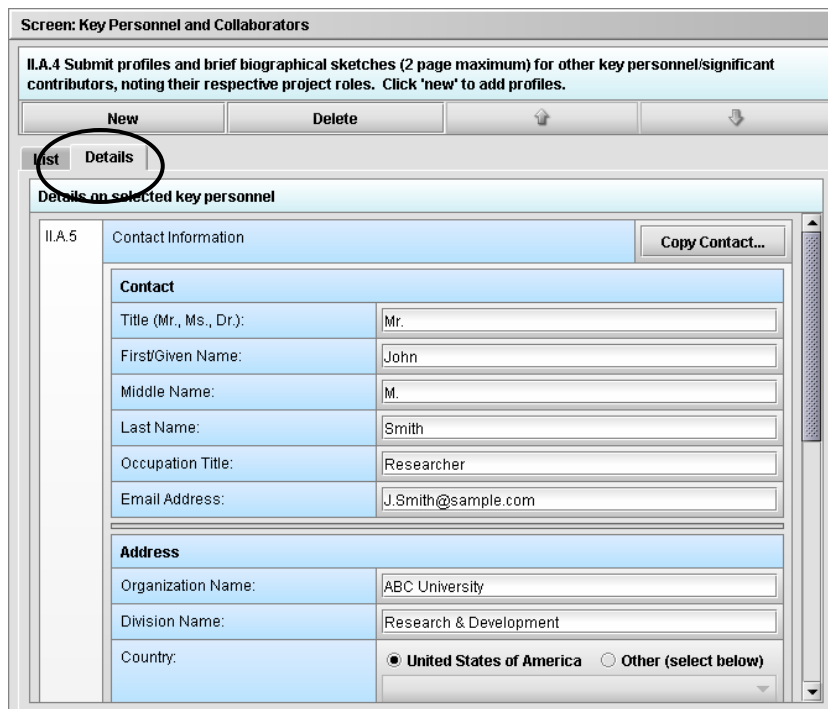


The screenshot shows a web interface with a light blue header containing the text "Submit profiles and brief biographical sketches (2 page maximum) for respective project roles." Below the header is a navigation bar with two buttons: "New" and "Delete". The "New" button is circled in red. Below the navigation bar are two tabs: "List" and "Details". Below the tabs is a section titled "List of other key personnel" with a sub-header "Name and Mailing Address".

Figure 15: Example of an entry being added to a Tabular Screen

2. Add your data to an entry in a Tabular Screen:

The **Details** tab will appear and the questions are now enabled. Enter data into each question on the screen as depicted in *Figure 16*:



The screenshot shows a web interface titled "Screen: Key Personnel and Collaborators". The main heading is "II.A.4 Submit profiles and brief biographical sketches (2 page maximum) for other key personnel/significant contributors, noting their respective project roles. Click 'new' to add profiles." Below the heading is a navigation bar with buttons for "New", "Delete", and two arrows. Below the navigation bar are two tabs: "List" and "Details". The "Details" tab is selected and circled in red. Below the tabs is a section titled "Details on selected key personnel". The first entry is labeled "II.A.5" and has a "Copy Contact..." button. The entry is divided into two sections: "Contact" and "Address". The "Contact" section has fields for Title (Mr., Ms., Dr.), First/Given Name, Middle Name, Last Name, Occupation Title, and Email Address. The "Address" section has fields for Organization Name, Division Name, and Country (with radio buttons for "United States of America" and "Other (select below)").

Figure 16: Example of data being entered to create an entry

3. View your row entry in the List Tab:

Click the **List** tab to view the row entry made. Use the scroll bar at the bottom of the screen to view all entries in the row. See *Figure 17*.

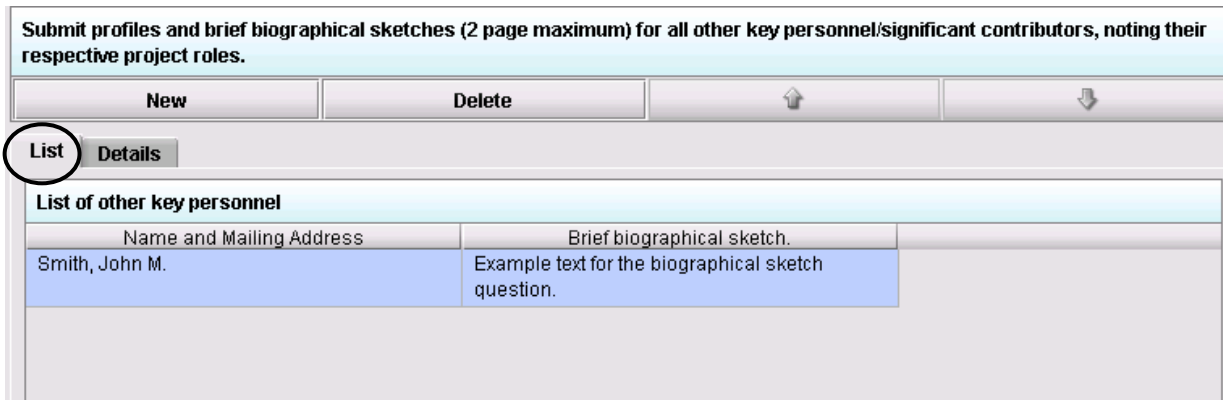


Figure 17: Example of one row of data in the List tab

4. Repeat Steps 1, 2, and 3 to continue adding data to the table:

See *Figure 18* for an example of a table with two row entries. The order of these rows can be rearranged by using the up and down arrows. Click **Delete** to delete an entry.

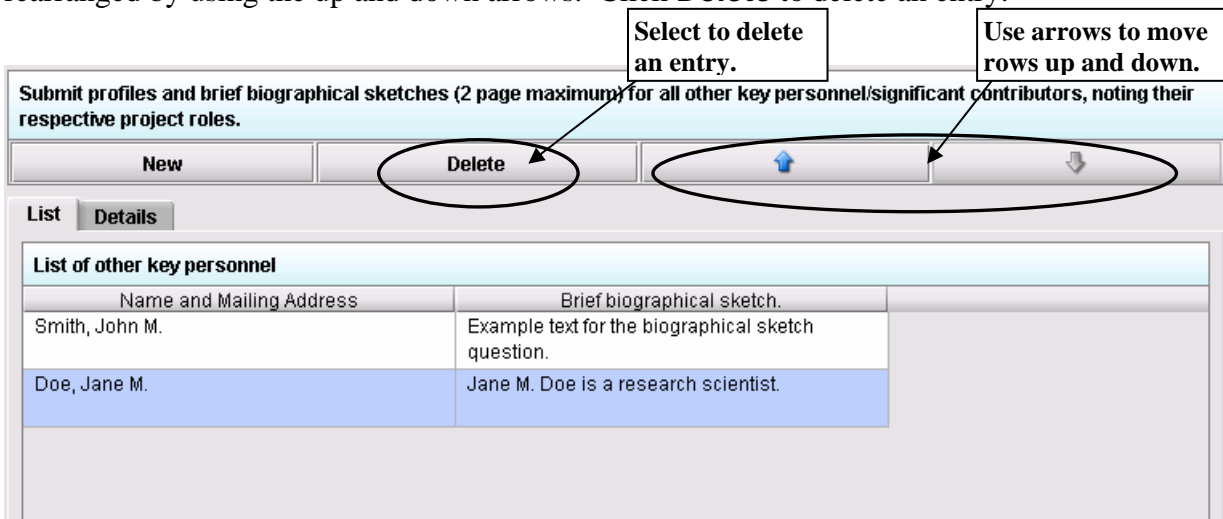


Figure 18: Example of a tabular screen in List view

7. How to Package an Application for Submission

After completing the submission and verifying that all required information is provided, the files are ready to be packaged for submission. The finished submission displayed on your computer screen.

To package the files for submission:

1. Click **Output > Package Files for Submission** from the menu bar,. A warning is shown if data are missing. See *Figure 19*:

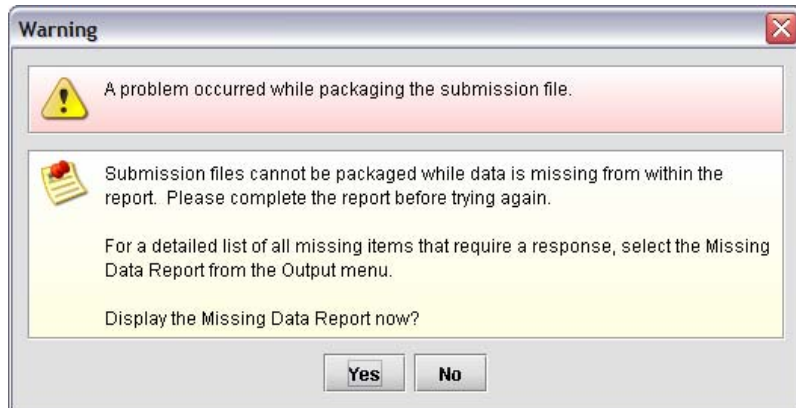


Figure 19: Missing Data Warning

- The **Package Files for Submission Dialog** box is displayed if the submission contains all required data. See *Figure 20*:

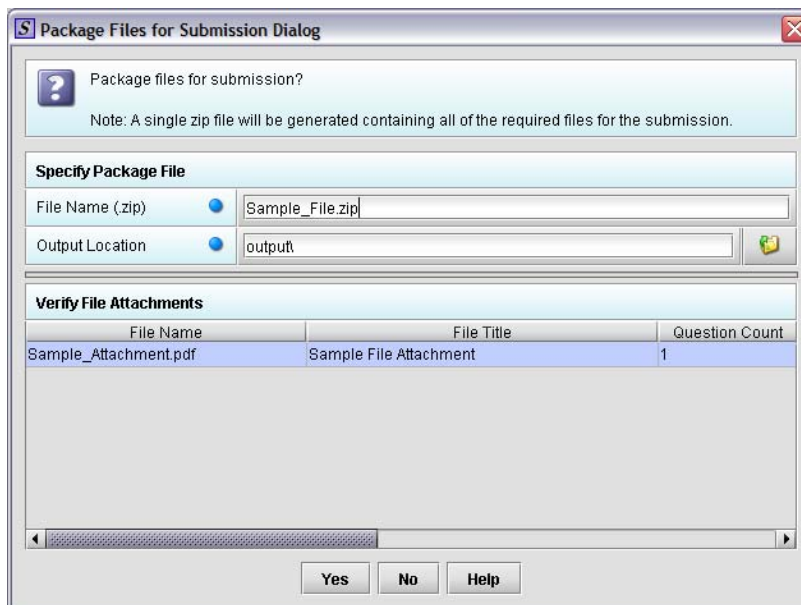


Figure 20: Package Files for Submission Dialog Box

2. On the **Package Files for Submission Dialog** box:
 - The **File Name (.zip)** text box identifies the default zip file name for the application. Note the name for the zip file. eSubmitter automatically uses the name of the application for the zip file. **Do not modify the zip file after it is generated by eSubmitter.**

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- The **Output Location** identifies the default file folder where the zip file is located. Note the output location.
If you did not change the location of the eSubmitter software when you installed it, the output location is *C: Program Files\eSub\output*.
 - ⇒ To change the location click the file folder icon, locate the desired location and click **Select**.
 - **Verify File Attachments** lists all the file attachments used in the application.
 - ⇒ Ensure that all of the appropriate file attachments are listed. Only files referenced in responses will be included. Check the question counts for confirmation.
 - ⇒ Check the file dates, size and locations to ensure the correct versions of the files are provided.
3. Perform one of the following steps after checking the file name, output location and file attachments:
- Click **Yes** to close the dialog box and attempt to package the files for submission. If any problems occur, a dialog box appears to explain the issue. Once completed, an informational dialog box will display the names and locations of the files that were generated.
 - ⇒ Click **Close**. You will return to the open submission.
 - Click **No** to close the dialog box without packaging the files for submission.
 - Click **Help** to display the help window and help text.
4. Locate the files on your computer to send to NICHD. The zip file will be located in the Output folder in the eSubmitter directory.
- If you did not change the location of where your files are stored, then the packaged submission will be located in the following location: **C:\Program Files\NCS_App\output**
 - Email only the **zip** file to the following email address:
NCSADJsubmission@mail.nih.gov.

***NOTE: Do not modify the zip file after it is generated by eSubmitter.**

8. Contact Information

Please direct technical questions or comments to the Technical Support Team at: NCSADJtechteam@mail.nih.gov or call 301-402-1978 during the business hours of 9:00 a.m.–4:00 p.m. ET, Monday–Friday.

Questions regarding the Adjunct Studies Program (other than technical support) should be directed to NCSAdjunctStudies@mail.nih.gov.

Please be sure to include your name, affiliation, and contact information in all correspondence.