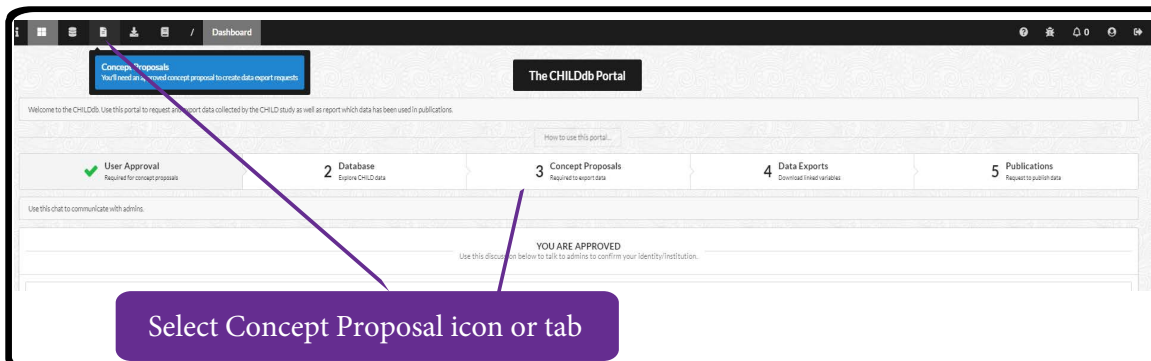
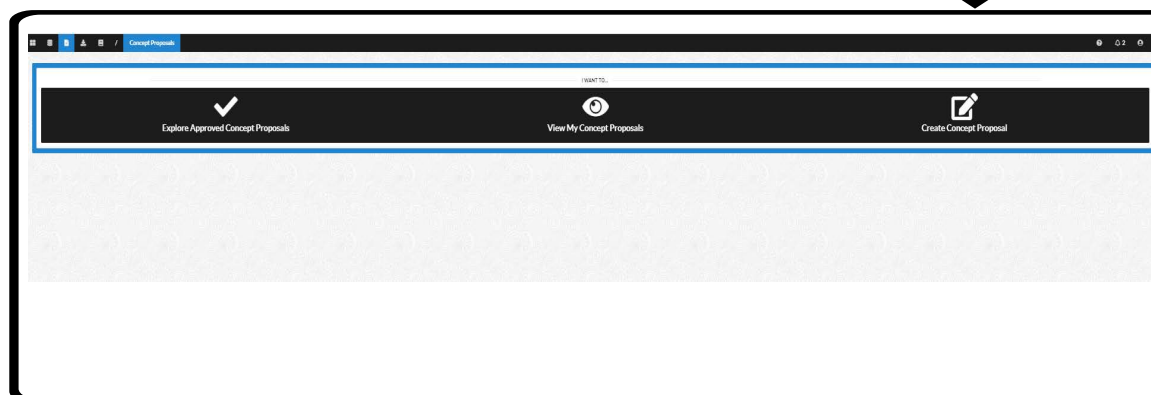


How to create a Concept Proposal (CP)

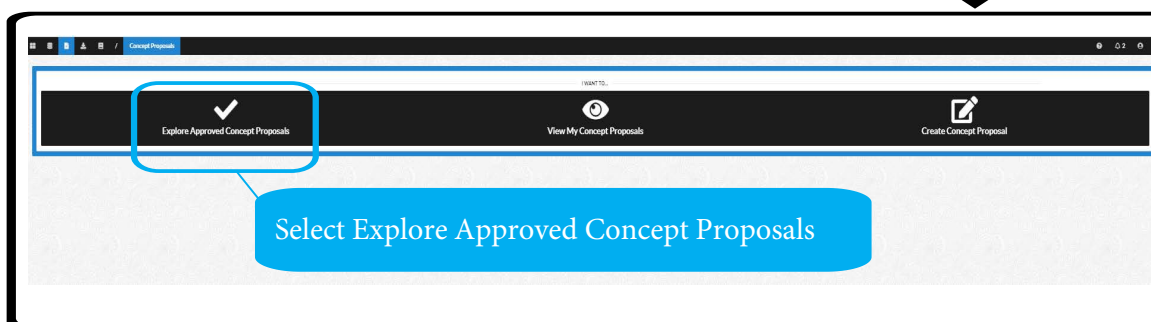


1. From the CHILD db Dashboard, select the **Concept Proposal (CP)** icon or tab.

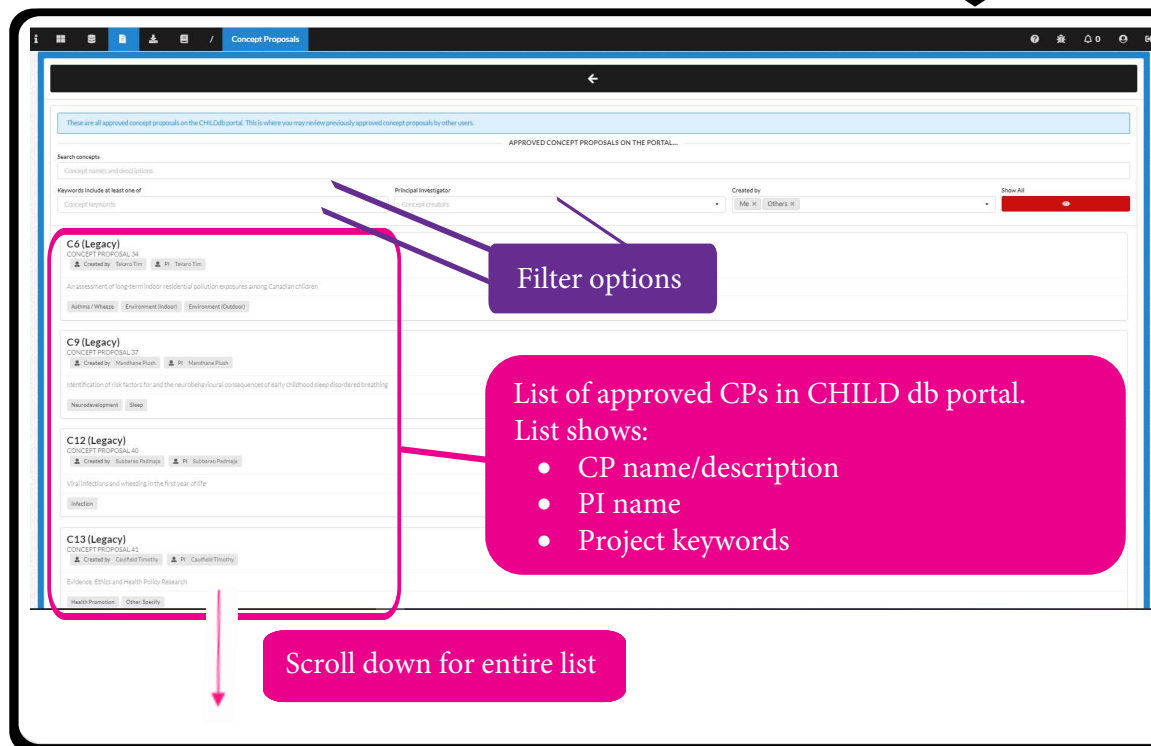


2. You have three options to select from:

- **Explore Approved Concept Proposals** (created by other researchers)
- **Create Concept Proposal**
- **View My Concept Proposals**

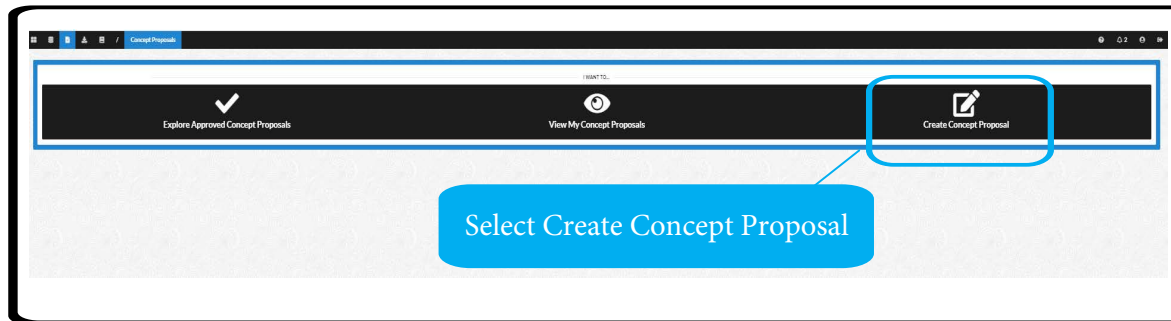


3. Select **Explore Approved Concept Proposals** if you wish to view a list of approved CPs in the CHILD db portal.

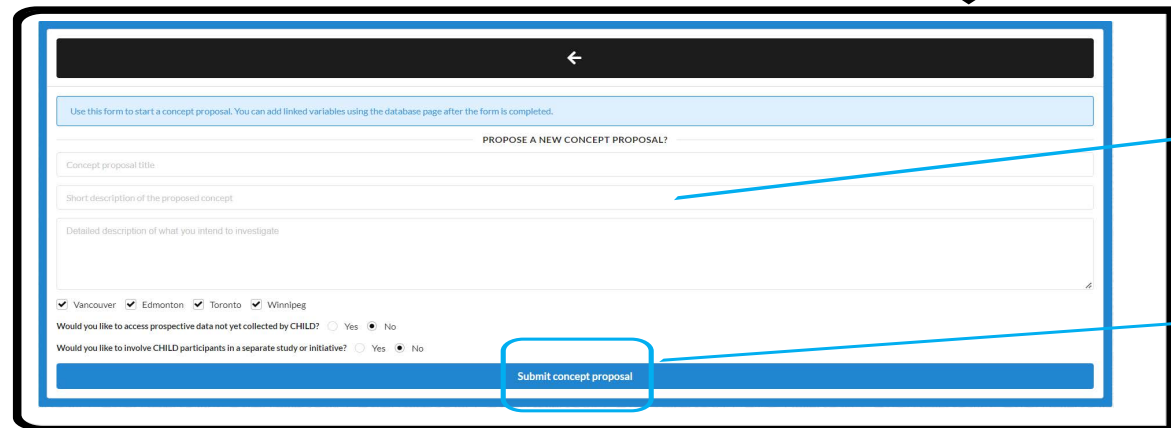


4. You may filter the list by CP name / short description, PI name, or project keywords.

Create a new Concept Proposal (CP)

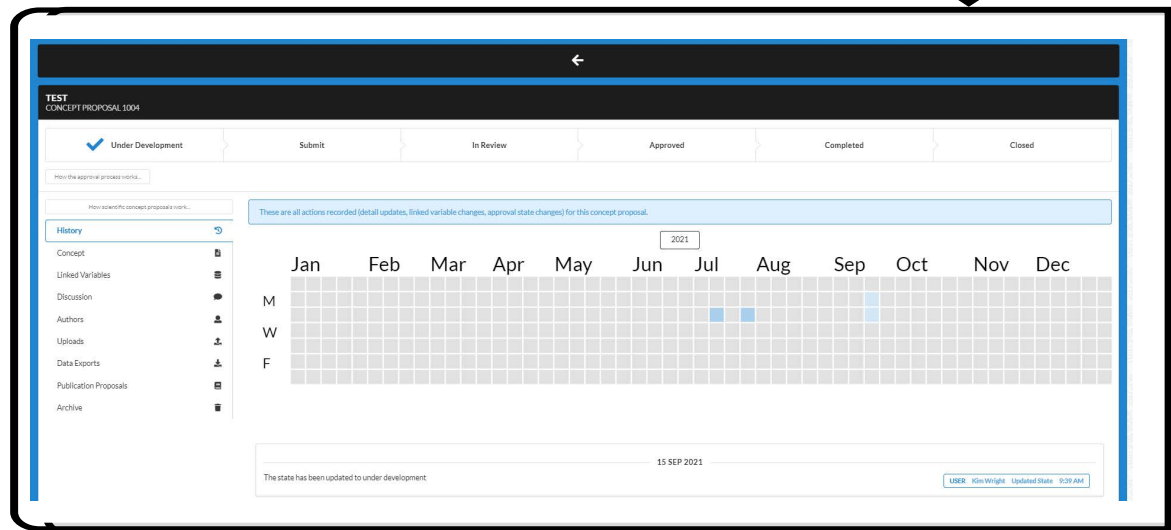


5. Select **Create Concept Proposal**.



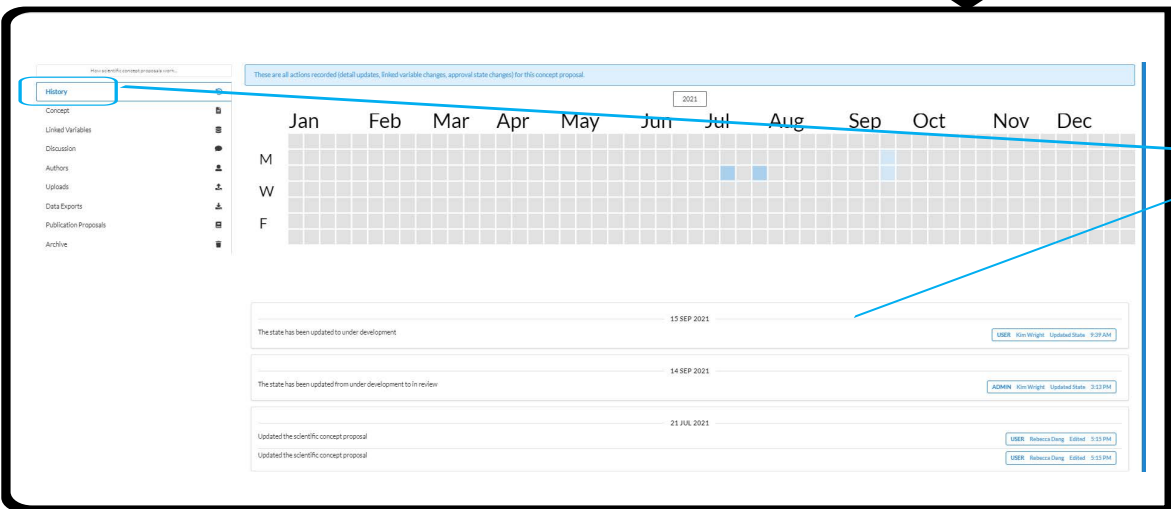
6. You will be prompted for basic information about your proposal and asked a few questions about how you intend to use CHILD data and samples.

Click **Submit**. You will be taken to the main page of your newly created CP.

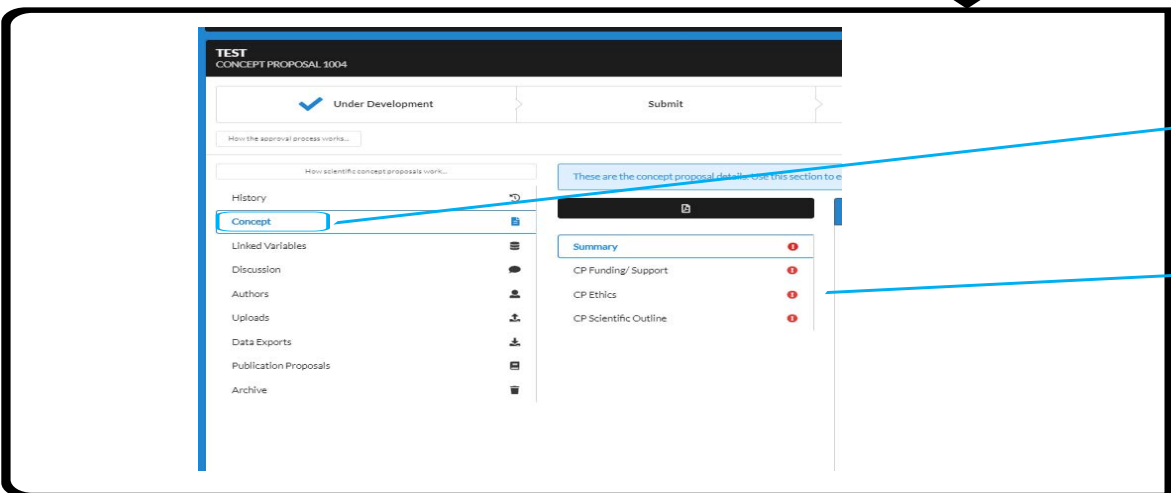


7. Your CP is now under development. From this main page you can:

- view the history of your CP updates
- modify content and variables
- add co-investigators
- upload documents
- chat with the CHILD db administrator
- export data (**once the CP has been approved**).








8. Select **History** to see details of updates that have been made to the CP, including edits and status changes.



9. Select **Concept** to enter the main text of your CP. There are four sub-sections of information to fill in:

- Summary
- Funding/Support
- Ethics
- Scientific Outline

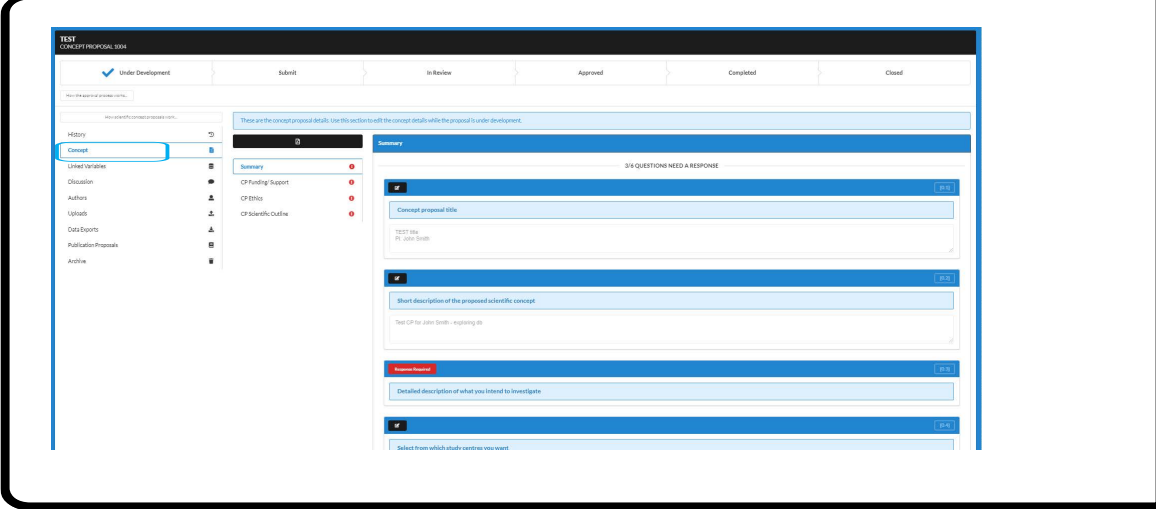
		
Edit	Cancel, close screen without saving	Save

	
Not yet visited, requires attention	Section missing responses

10. Throughout the Concept Proposal form, black symbols indicate actions that can be taken. Red symbols indicate sections requiring attention:

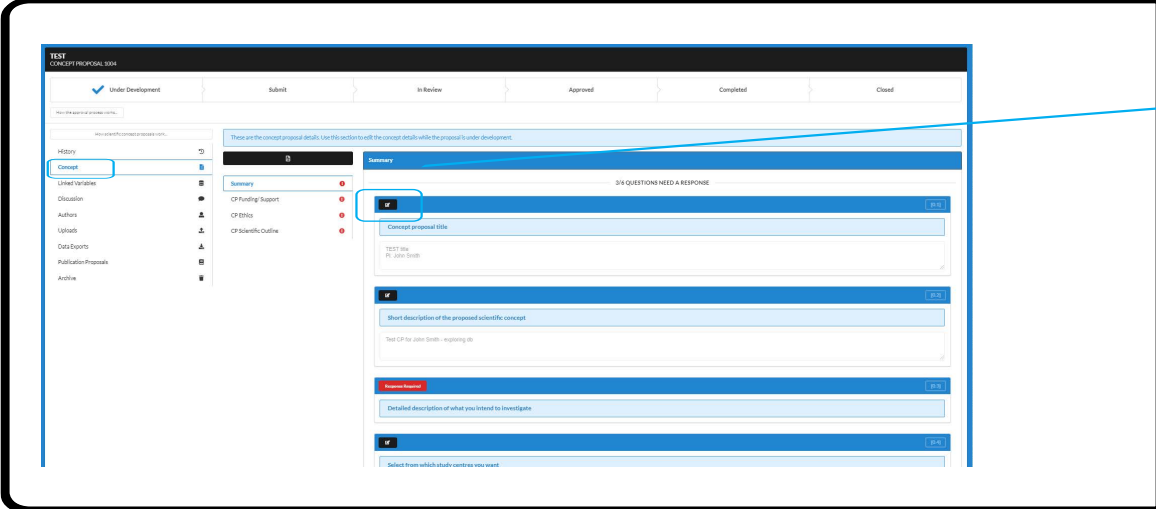
- red hand means the section not yet visited
- red exclamation mark means missing information

All sections of the CP must be filled in before the proposal can be submitted.



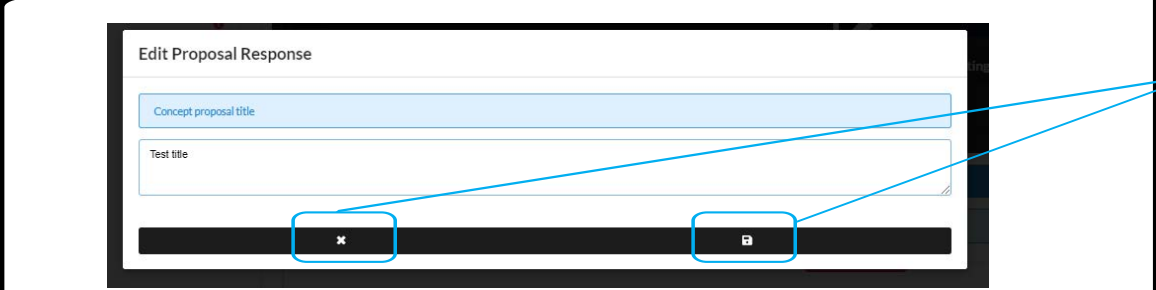
11. Begin with your Concept Summary.

Fill in the concept proposal title, name of PI, short and detailed descriptions of the proposal, study centres and keywords (concept and methodology).

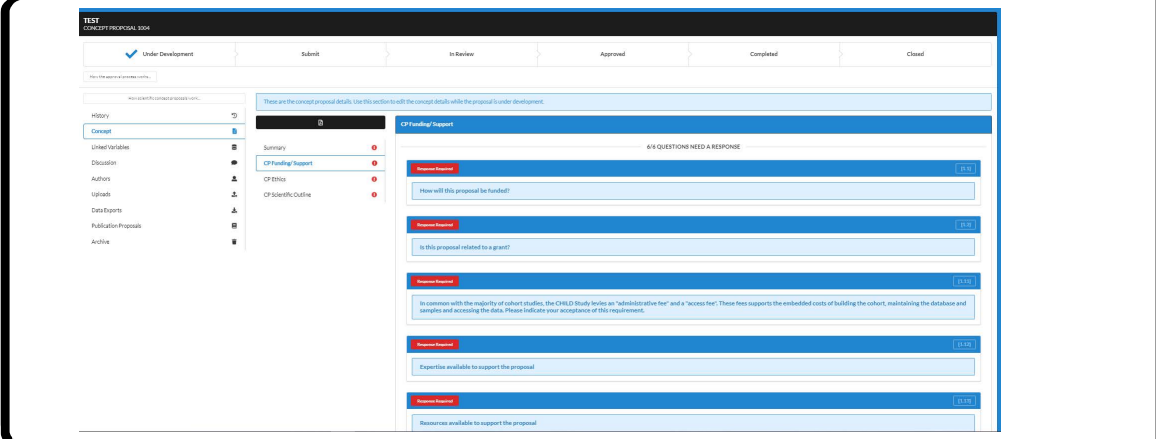


12. To enter or edit text, click the pencil icon in the top-left corner of each question.

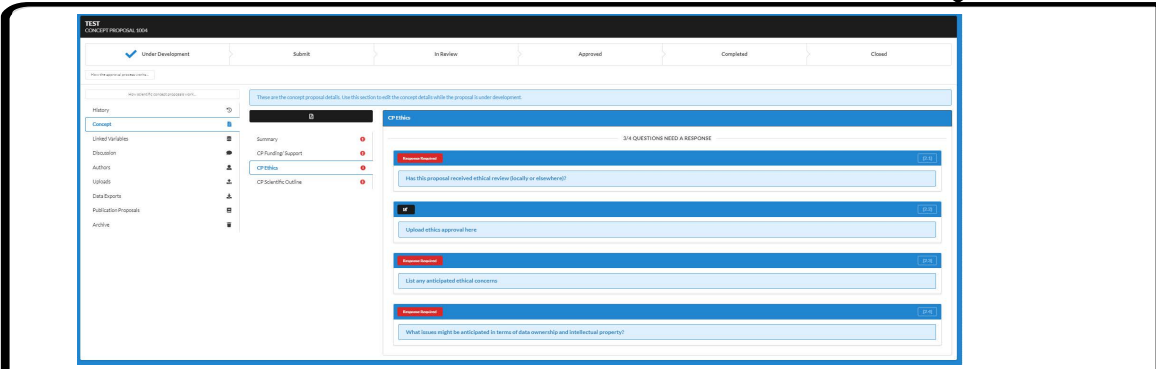
Note: To avoid editing conflicts, other members working on the same CP will be locked out of that question until you are finished editing.



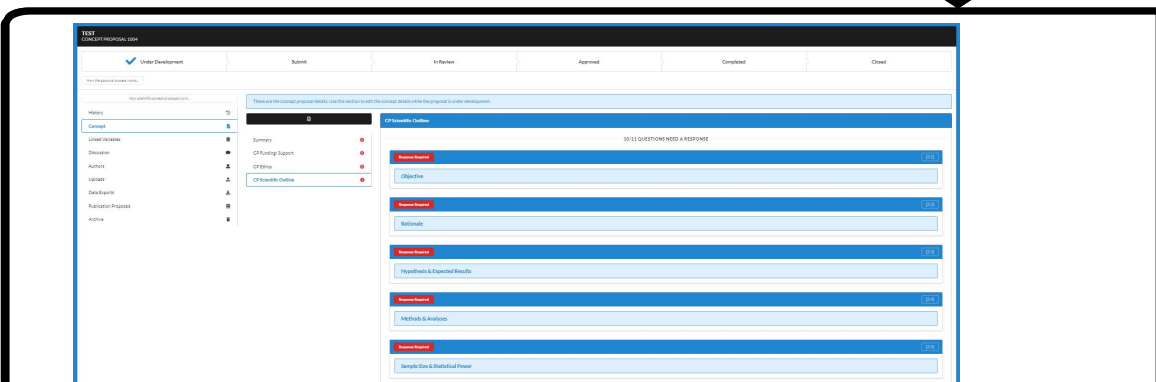
13. After filling in a field, click the disc icon on the right to **Save your edits or click the 'x' on the left to exit without saving. Once all questions are filled and all red icons are gone, the Concept Summary is complete.**



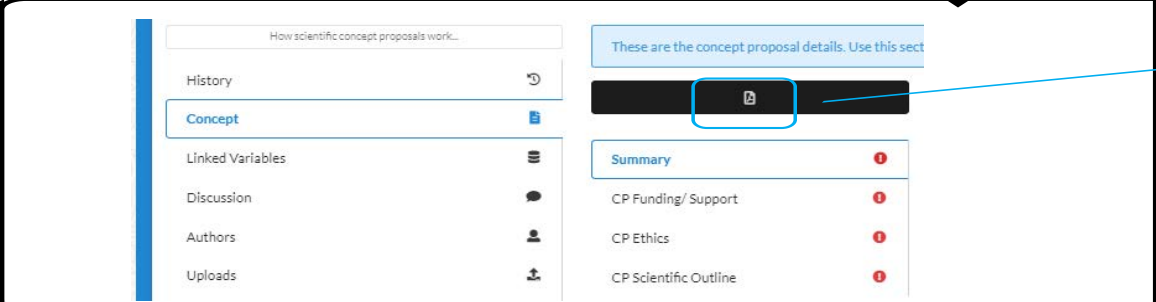
14. Fill in the CP Funding/Support information. If the proposal is related to a grant application, indicate the grant due date and whether a Letter of Support from CHILD is required. Allow 3 weeks for a Letter of Support to be generated.



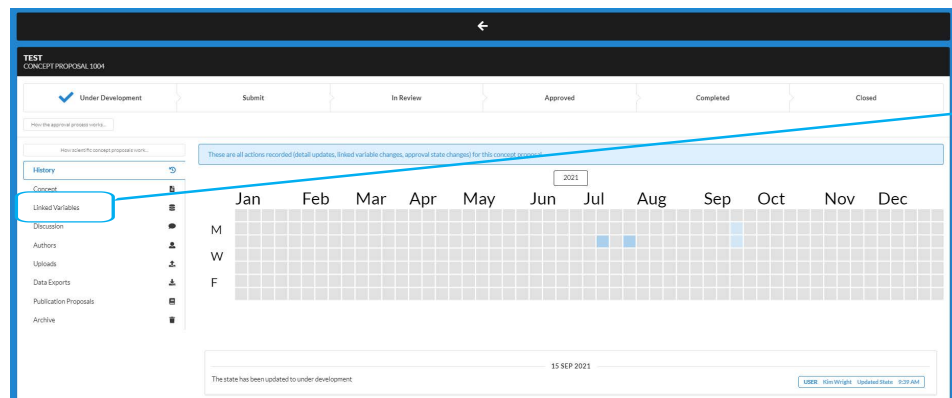
15. Fill in the CP Ethics information. You may upload your ethics approval documents here.



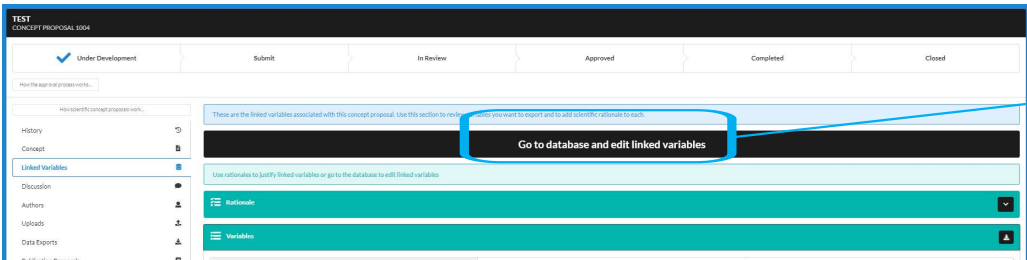
16. Fill in the CP Scientific Outline.
There are 12 questions to complete.



17. You can download a PDF of the four Concept sections of your proposal by clicking the download button.

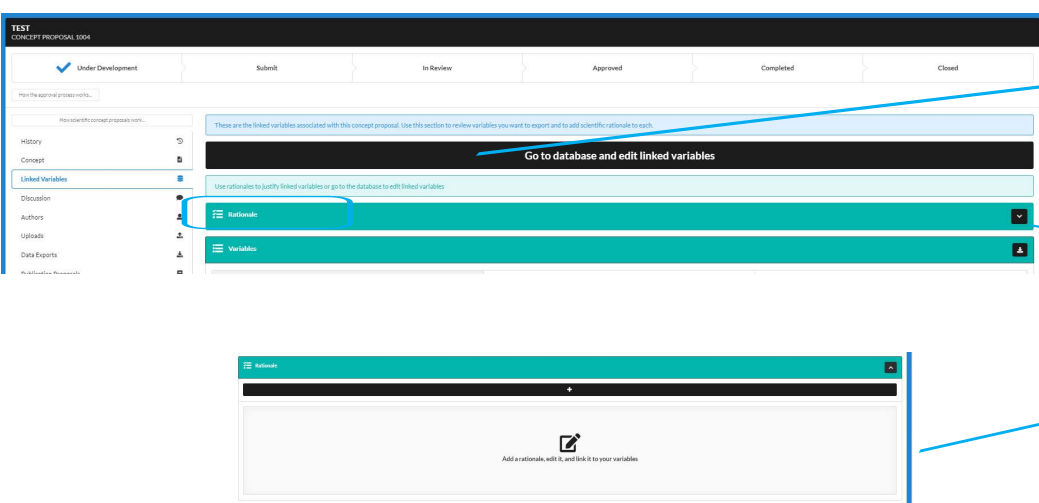


18. When you have completed the four Concept sections, select **Linked Variables** to review or link variables to your CP.



19. Click **Go To Database and edit linked variables**.

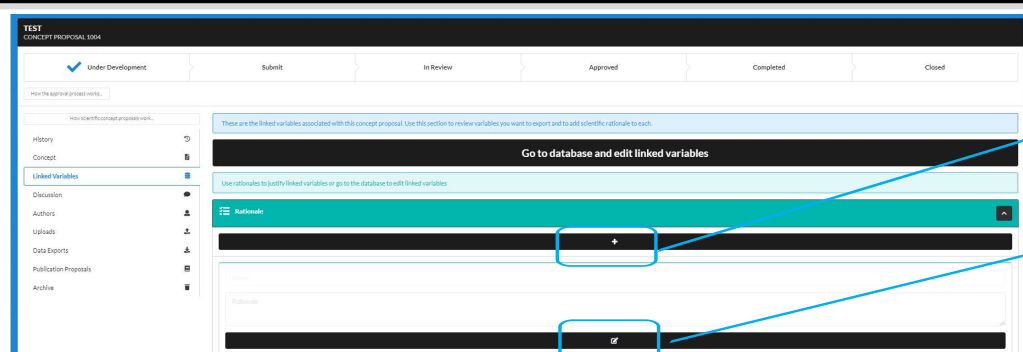
For information on how to explore and select variables for your CP, follow the **How to Explore CHILD db data** instructions.




20. Once you have selected variables, use the **Rationale** section to explain any confounding variables selected for your CP.

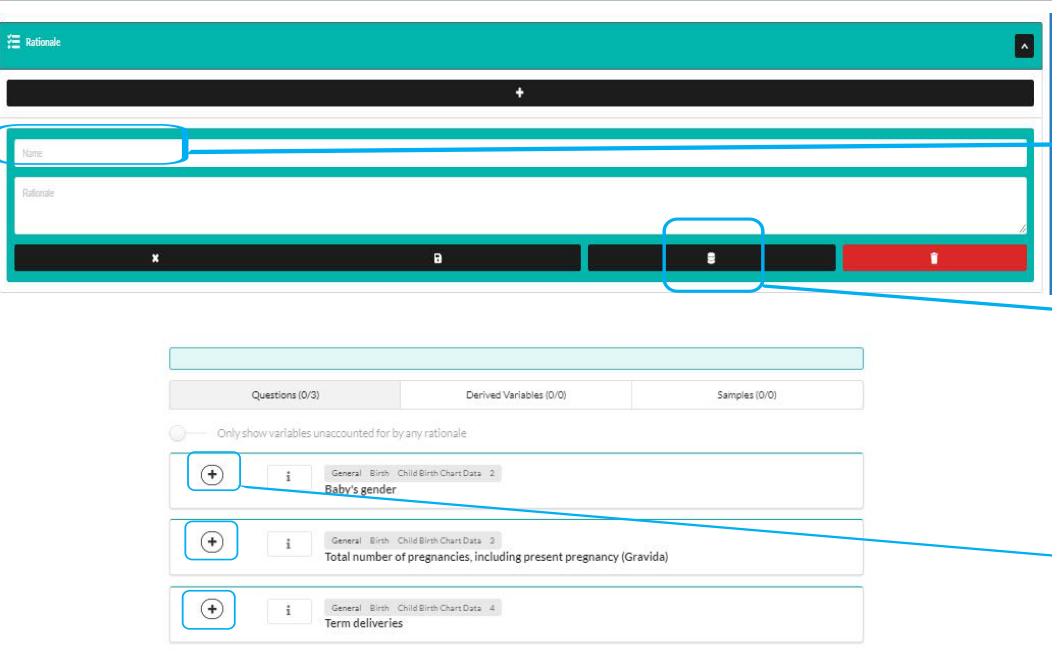
Click the black 'v' symbol to expand the **Rationale** text box.

Note: A rationale is only required for confounding variables. However, you may use this section to provide justification to the CHILD administrator for any variables selected.




21. Click the '+' symbol to add a rationale.

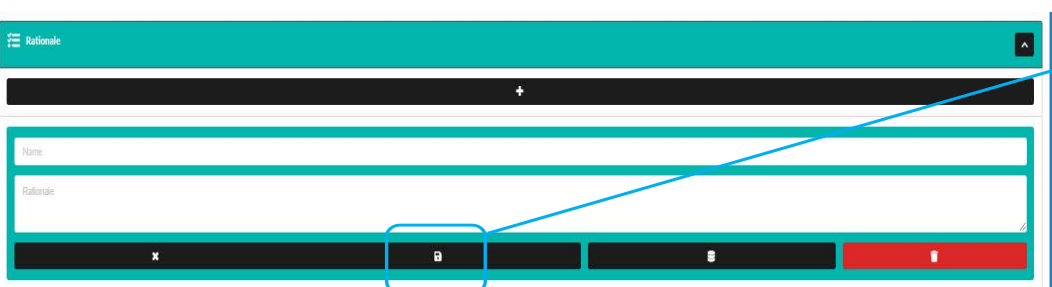
Click the pencil icon  to edit a rationale.




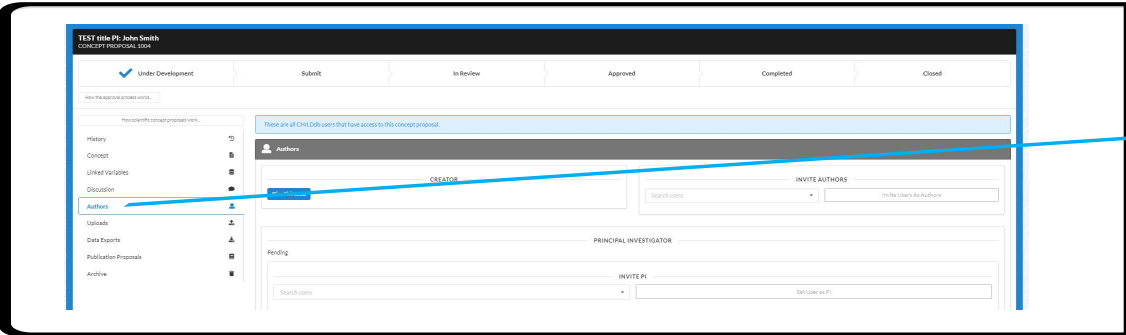
22. Enter a name for your rationale. It may be helpful to assign a name related to the variable(s) you are studying.

Click the database icon  to display a list of your selected variables.

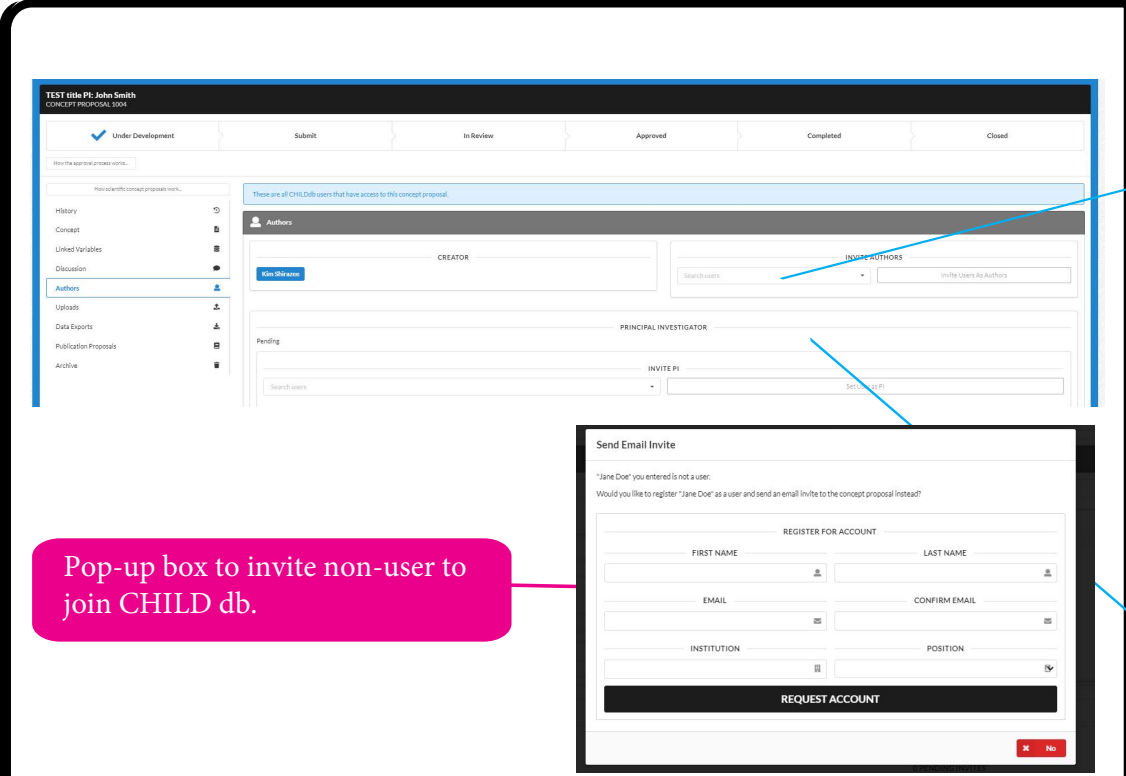
Click the '+' symbol beside a variable to link the variable with your rationale. Once selected, click outside the pop-up variables list to exit.



23. Click the disc icon  to save.



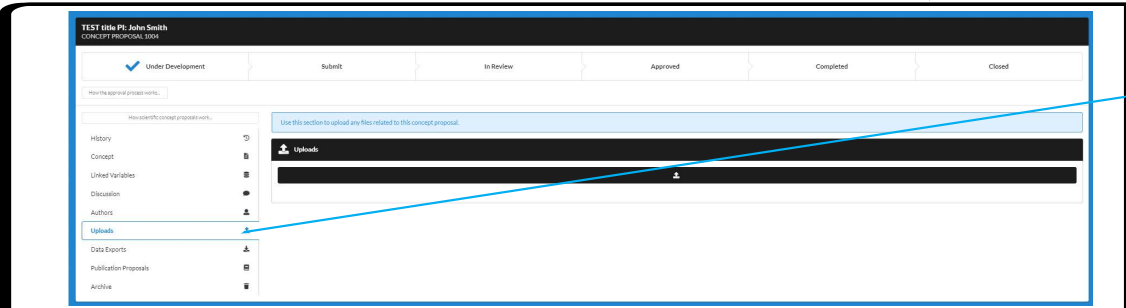
24. Select **Investigators** to identify co-investigators and members of your CP. Trainees and students that need access to the CP are also considered "co-investigators" for the purpose of the CHILD CP.



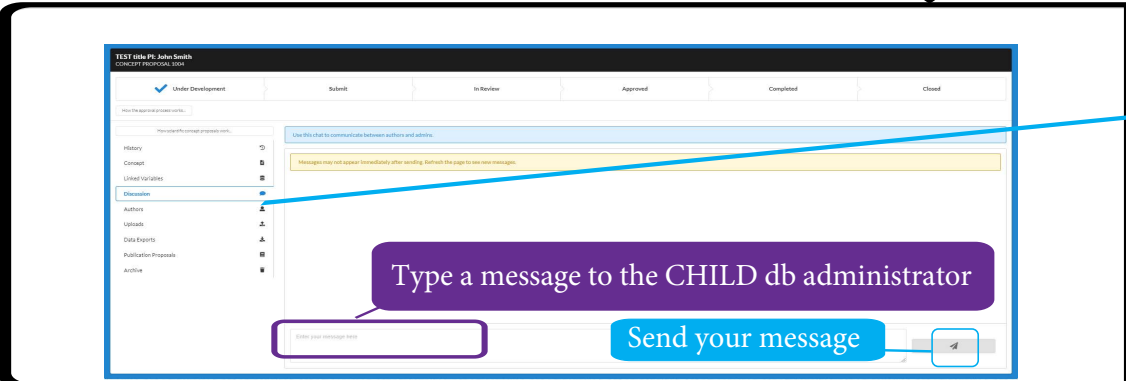
25. Click on the dropdown list to search current users of CHILD db. Select a name and click **Invite as Co-Investigator?** A co-investigator will not part of your CP until the individual accepts the invitation.

Note: To add a co-investigator who is not a current user of CHILD db, type the person's name and hit **Enter**. A pop-up box will allow you to send an email invitation to the individual to register for CHILD db.

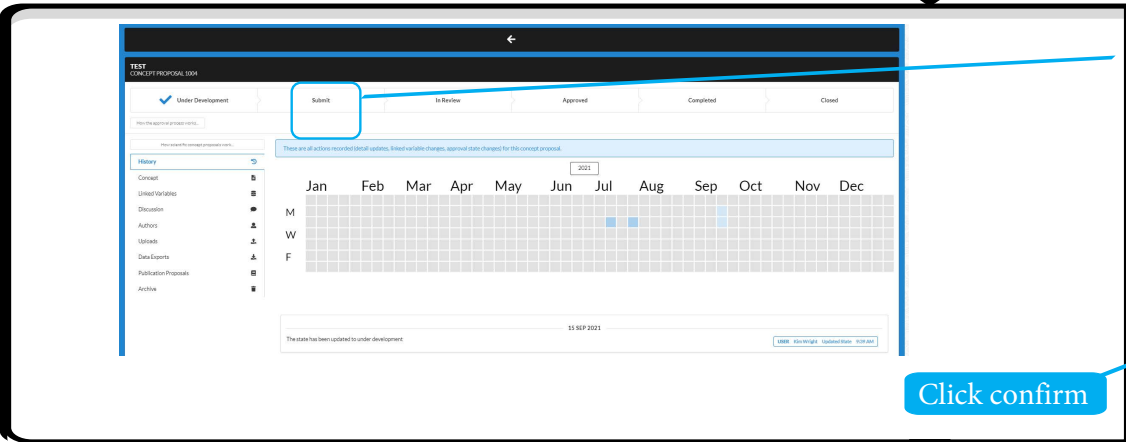
From your list of co-investigators, identify the Principal Investigator. Type the PI's name and click **Set as PI?**



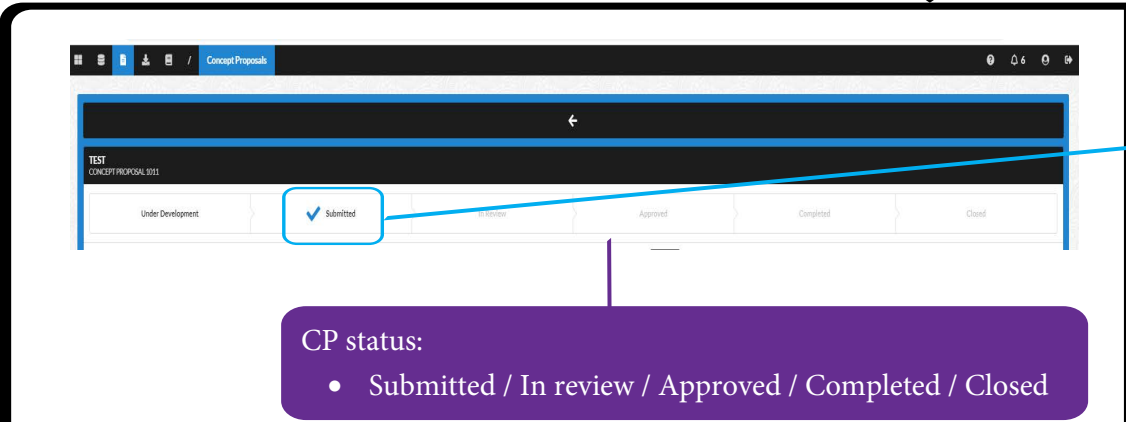
26. Select **Uploads** to upload additional documents, files or materials related to your proposal.



27. Select **Discussion** if you wish to contact the CHILDdb administrator. Enter your message in the dialogue box and click the **Send** arrow. All sections of the CP must be filled in before the proposal can be submitted.



28. You can save your CP as a draft to work on later. When your CP is ready for review, click the **Submit** button at the top of the page. Click **Confirm** in the pop-up dialogue box.



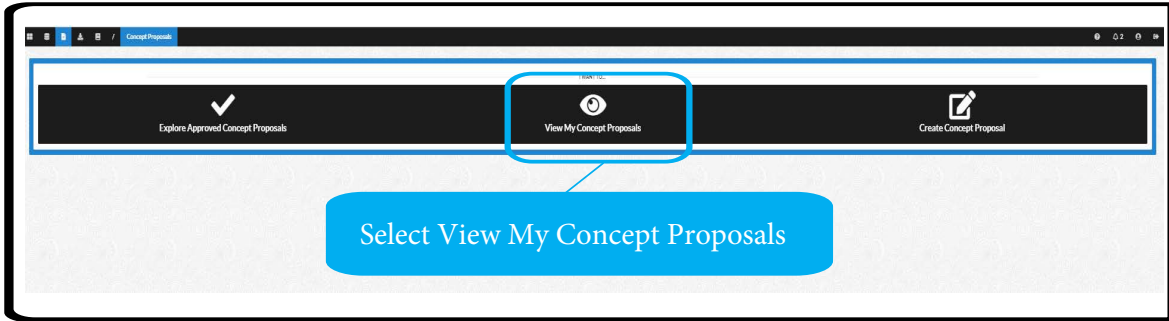
29. Congratulations! Your CP has been submitted for review.

You will receive an email when your CP is approved. You may also check the status of your CP from within the db portal.

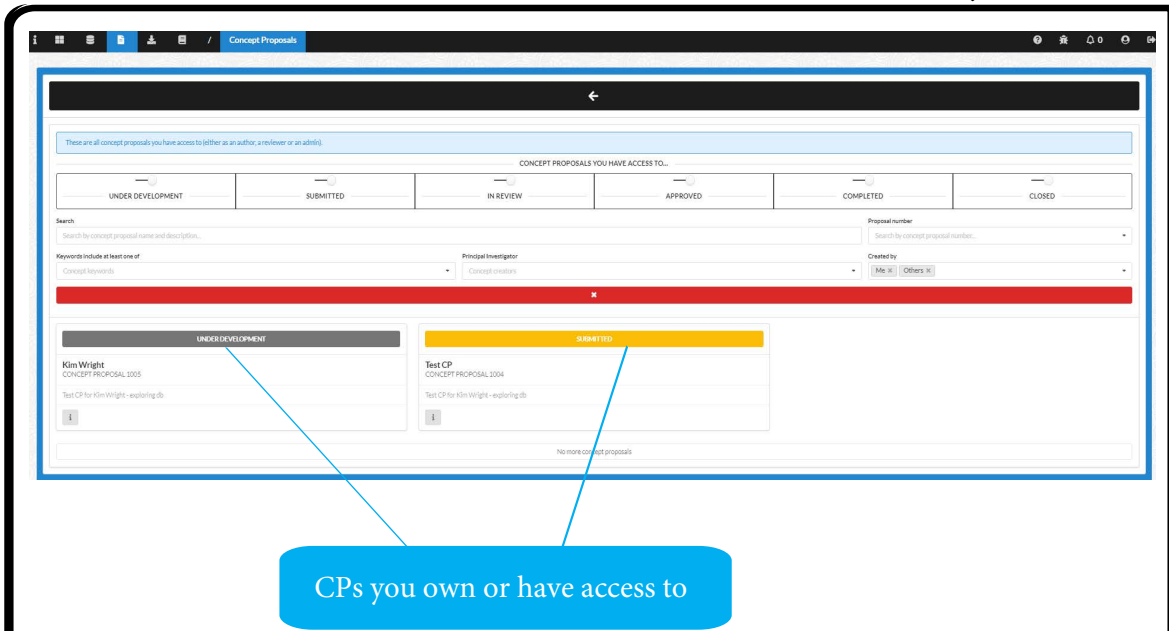
Note: The time to approve a CP varies. Once approved, PIs must submit ethics documents, sign a MITA and pay a data access fee before data is released.

View My Concept Proposals

To review or revise existing CPs



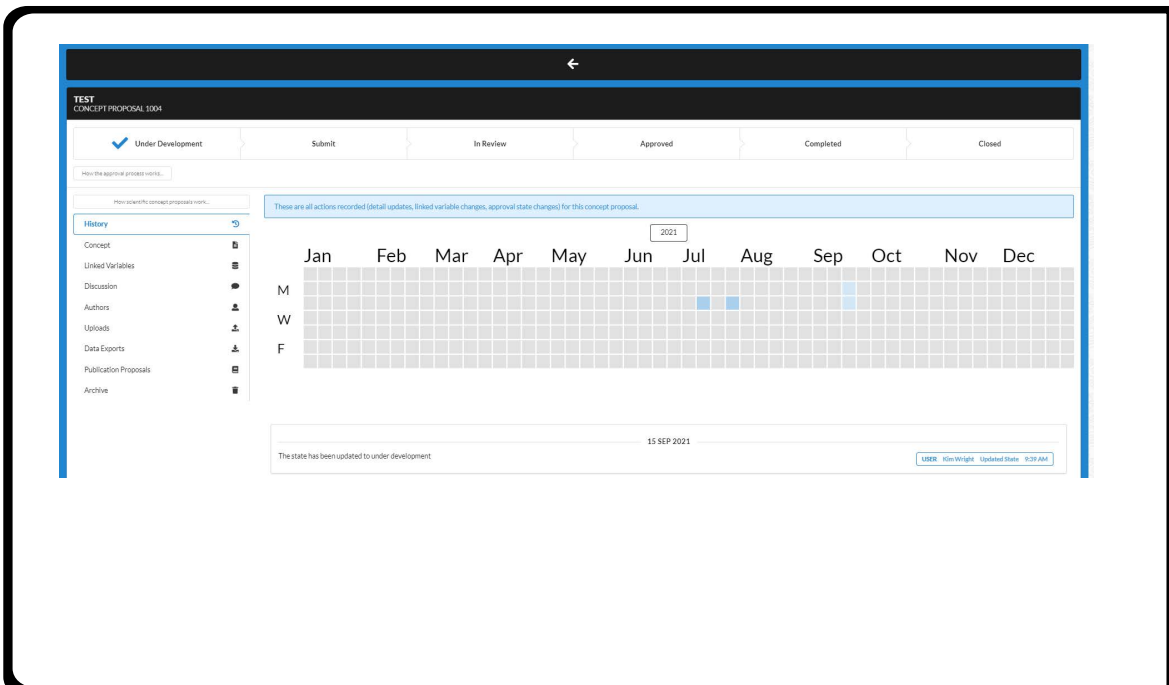
30. Select View My Concept Proposals.



31. Select from a list of CPs that you "own" or have access to as a PI, co-investigator or reviewer.

Note: The PI and all co-investigators may modify/edit the CP.

Only CPs that are under development (*i.e.* unsubmitted) may be modified. Once submitted, a CP is locked to editing. You may contact the CHILD db administrator to reopen a locked CP if editing is required.



32. Select the CP you wish to modify. From the main page of the CP you can:

- view the history of your CP updates
- modify content and variables
- modify/add co-investigators
- chat with the CHILD db administrator
- export data (**once the CP has been approved**).

Follow the steps for "**Create a new Concept Proposal**" to make edits to an existing CP.