

How to complete the Irving Institute's TL1 Postdoctoral Application

The TL1 application is available only on the CUIMC campus or via VPN. It is firewall-protected. Once you are connected to the CUIMC network click in the link below that will take you to the application interface (WebCAMP) and follow the steps-by-step instructions provided below.

Link to TL1 Postdoctoral Application:

[https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=5&DSN=1&RootURL=https\\$webcamp.irvinginstitute.columbia.edu\\$WebCAMP\\$SourceCode\\$](https://webcamp.irvinginstitute.columbia.edu/WebCAMP/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=5&DSN=1&RootURL=https$webcamp.irvinginstitute.columbia.edu$WebCAMP$SourceCode$)

Stage 1 | Submit Notice of Intent

1. The link provided will take you to the application initiation page. Answer yes/no and click continue

2. If you selected yes, you will be taken to a screen where you can indicate whether or not your research study has human or animal subjects.

- If you select yes to the human subjects question, additional questions will pop up asking you to specify if those human subjects are children or adults.
 - You will also be asked to indicate if your study is a clinical trial. If you select yes for clinical trial you will need to indicate the phase of the clinical trial
 - Note, if you select yes for animal subjects, you will not be asked additional questions at this time
3. Next indicate what stage of translational research best describes your study and click continue



COLUMBIA

IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Postdoctoral Application

Study information: Is this application related to a research study? Human subjects? Subjects under the age of 18, or a pediatric disease/condition? Subjects 18 years or older, or an adult disease/condition? Is this study a clinical trial? Animal subjects? Translational stage (T0-T4): Basic science research, Translation to humans, Translation to patients, Translation to practice, Translation to community, None of the above

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu

4. Enter your name and the title of your study and click continue



COLUMBIA

IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Postdoctoral Application

PI's name: Lorian Mando last first Short name for study (80 chars or less): Test Post-Doc

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu

5. Note: If you have never applied for any of our training programs/services your information will not exist in our database. As such, when you click "continue" you will be taken to a screen to enter your demographic information.



COLUMBIA

IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Predoctoral Application "Test"

The name 'Lorian, Mando' was not found in the current IrvingInst database. Please click "Continue" to proceed to entering your demographic information.

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu

Next you will be instructed to create a password.



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Predoctoral Application Test

It looks as if you have not previously used the IrvingInst application and review system (ePAR). Please provide a password that will be used for future access to this system to submit your application:

Password:
Re-Type Password:

Passwords are case-sensitive.
DON'T FORGET TO MAKE A NOTE OF YOUR CHOSEN PASSWORD AS YOU WILL NEED IT TO LOG IN!

Questions? Contact ctsa_edu@cumc.columbia.edu.

6. If you do exist in our database, then confirm that your information is correct by selecting yes/no and click continue
- Irrespective of whether you select yes or no, you will be given the opportunity to update your information on the next screen



IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Postdoctoral Application "Test Post-Doc"

The PI name you specified is already in the IrvingInst database with the following information:

PI's name: Lorian, Mando
Institution or Organization: Columbia University
Department: None
Academic/Institutional Title: Predoc
Phone: 404-123-4567
E-mail: km2749@cumc.columbia.edu

Is this the correct person¹? Yes No

¹You will be given a chance to correct institution, dept, phone and e-mail in a later screen.

Questions? Contact ctsa_edu@cumc.columbia.edu.



COLUMBIA

IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Postdoctoral Application "Test Post-Doc"

Please check the following data, correcting any inaccuracies and entering any missing data, then press Continue.

Form with fields for PI's name, Institution or Organization, Department, Academic Title or Job Title, Phone, and E-mail.

Continue

Questions? Contact ctsa_edu@cumc.columbia.edu.



COLUMBIA

IRVING INSTITUTE FOR CLINICAL AND TRANSLATIONAL RESEARCH

Initiate New Submission: TRANSFORM TL1 Postdoctoral Application Test Post-Doc

Thank you for your interest in the IrvingInst. PLEASE DO NOT REFRESH THIS PAGE, AS THIS WILL DUPLICATE YOUR REQUEST. You may now begin working on your application in ePAR.

Click To Log In

You may contact Siddiq Mohamed for technical assistance or if you have forgotten your ePAR password. For more information about the IrvingInst, please visit the IrvingInst Web site.

Questions? Contact ctsa_edu@cumc.columbia.edu.

You have now completed the notice of intent stage. You will receive an email confirmation. You can access the application from the link provided in the confirmation email.

Stage 2 | Navigation

- 1. Using the link provide in your confirmation email login to the WebCAMP application interface



Please log in. Session timeout: 20 minutes. Save user info across sessions. Last name: Lorian, First name: Mando, Password: *****

Troubleshooting

2. Click on the “Current/Past Applications” tab. You should see your application listed.

WebCAMP v.6.0a

WebCamp Adult and Peds

Current/Past Applications | User Tools | Log out

Current or Completed Applications

Show test applications
 Show only latest version of each application
 Limit to open projects (i.e., those that have been approved AND are not closed, completed, or terminated)
 Show only applications I am reviewing or have reviewed

Primary Filter AND Secondary Filter

All applications
 By PI or trainee
 By status
 By investigator/contact/creator/key personnel/admin
 By application type
 By IRB or IACUC number
 By keyword or phrase in title
 By recent application type [More info](#)

All applications (no second filter)
 By PI or trainee
 By status
 By investigator/contact/creator/key personnel/admin
 By application type
 By keyword or phrase in abstract
 By recent application type [More info](#)

Application Type:
 TRANSFORM TL1 Postdoctoral Application

Apply Filters

No.	T0-T4 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Internal Project ID	Abbreviated Title	Application Status	Versions (Amendments)	First Accessed*	Last Accessed*	KL2 <input type="radio"/> Only	TL1 <input type="radio"/> Only	Any Flag <input checked="" type="radio"/> Show
1	1	Lorian, Mando km2749@cumc.columbia.edu	PI/Co-PI - Columbia Univ Other (none)	(not specified)		Test Post-Doc View/Edit Print Cancel Download	In development	(none)	(never or unknown)	(never or unknown)	No	No	

*NOTE: "Accessed" columns include only access by study team. Access by Irving/Jast administration and/or review committee members is not shown.

3. Under the column “Abbreviated Title” select the “View/Edit” link associated with your application.

WebCAMP v.6.0a

WebCamp Adult and Peds

Current/Past Applications | User Tools | Log out

Current or Completed Applications

Show test applications
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 Limit to open projects (i.e., those that have been approved AND are not closed, completed, or terminated)
 Show only applications I am reviewing or have reviewed

Primary Filter AND Secondary Filter

All applications
 By PI or trainee
 By status
 By investigator/contact/creator/key personnel/admin
 By application type
 By IRB or IACUC number
 By keyword or phrase in title
 By recent application type [More info](#)

All applications (no second filter)
 By PI or trainee
 By status
 By investigator/contact/creator/key personnel/admin
 By application type
 By keyword or phrase in abstract
 By recent application type [More info](#)

Application Type:
 TRANSFORM TL1 Postdoctoral Application

Apply Filters

No.	T0-T4 Stage	Principal Investigator/Applicant	Investigator Institution(s)	Primary Contact	Internal Project ID	Abbreviated Title	Application Status	Versions (Amendments)	First Accessed*	Last Accessed*	KL2 <input type="radio"/> Only	TL1 <input type="radio"/> Only	Any Flag <input checked="" type="radio"/> Show
1	1	Lorian, Mando km2749@cumc.columbia.edu	PI/Co-PI - Columbia Univ Other (none)	(not specified)		Test Post-Doc View/Edit Print Cancel Download	In development	(none)	(never or unknown)	(never or unknown)	No	No	

*NOTE: "Accessed" columns include only access by study team. Access by Irving/Jast administration and/or review committee members is not shown.

4. Another window will pop up entitled “Application Status Page”. This is the page you will frequently refer to, to ensure that all parts of your application are complete.

- Note the link at the bottom of the page that allows you to run a detailed completeness check to find out exactly what your application might be missing
- On the left hand side of this window you see links to the various sections of the application; the first of which is to the “application status page” you are currently on.

Application Sections
[Application Status Page](#)
[Trainee Application Form](#)
[Targeted Enrollment Form](#)
[Other Support](#)
[Biographical Sketches](#)
[Supporting Documents](#)

Options

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:
Test Post-Doc
 TRANSFORM TL1 Postdoctoral Application
New application (in development)

Some required data are missing from your application.
 You can view details of missing data by clicking the "Run Detailed Completeness Check" link below.
 When all required fields have been completed, you will see a "Submit for Review" button on this page.
 If there are extenuating circumstances that prevent you from providing all required data,
 please contact IrvingInst administration for assistance.

Section	Status
Applicant Demographics, Biosketches	INCOMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	INCOMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Stage 3 | Completing the Application

- Now that you understand the layout of the application window click on the "Trainee Application Form" link on the left hand side of the "application status page"

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[Trainee Application Form](#) ←
[Targeted Enrollment Form](#)
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Options

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:
Test Post-Doc
 TRANSFORM TL1 Postdoctoral Application
New application (in development)

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 If there are extenuating circumstances that prevent you from providing all required data,
 please contact IrvingInst administration for assistance.

Section	Status
Applicant Demographics, Biosketches	INCOMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	INCOMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

- Select your citizenship status. Then the remainder of the application fields will appear.

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[Biographical Sketches](#)
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Options

TRAINEE APPLICATION FORM

New application (in development)

Citizenship Status
(documentation will be required)

U.S. citizen [More Info](#)
 Non-citizen national [More Info](#)
 Lawfully admitted permanent resident [More Info](#)
 None of the above

- Ensure that all fields of the “Demographics”, “Project Summary”, “Multidisciplinary Integration”, “Proposed Research Study”, “Mentor(s)”, and “Publications” are updated as applicable. As you make edits the “save changes” button will appear in the upper right side of the window. Click the “save changes” button after you edit each section of the application. (you might have to scroll back up to see the button after each section is updated)
 - Note that if you missed something in the section you are trying to save changes for, the system will not allow you to save until you have completed all mandatory fields in that section.

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Options

TRAINEE APPLICATION FORM
 New application (in development)

Citizenship Status
(documentation will be required)

U.S. citizen [More Info](#)
 Non-citizen national [More Info](#)
 Lawfully admitted permanent resident [More Info](#)
 None of the above

Demographics

Internal project ID: (to be entered by administration)

Applicant (trainee): Mando Lorian
[\[change\]](#) [\[edit demographics\]](#)

Application title (<=80 chars): Test Post-Doc

Applicant's Current Institution: Columbia University

Institution at Initial Application: Columbia University

Department: None

Current academic/position title: Postdoc fellow

Current work address: 123 study road

Primary phone: 404-123-4567 [Add extension](#)

mobile home (land-line) work

Work e-mail: km2749@cumc.columbia.edu

The United States Department of Education and the NIH require us to report on the racial/ethnic composition of its student body. The NIH also requires us to report on the number of awardees with disabilities or from disadvantaged backgrounds. Applicants are strongly encouraged to provide this information, however declining to do so will in no way affect their appointments.

Applicant's ethnicity: Unknown or not reported

Applicant's race: (check all that apply)

American Indian/ Native Alaskan
 Asian
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 More than one race
 Unknown or not reported

Other applicant data: (check all that apply)

Applicant is disabled
 Applicant is from disadvantaged background

- Do not click the “close” button in the upper right side of this window until you are finished all of your updates.
 - Clicking “close” will close the entire window and you will need to go back to the “view/edit” link the “abbreviated title column of the application interface to navigate back to your application window.
 - If you are regularly clicking “save changes” as you complete your application then all of your edits will be there when you do come back to the application form

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Options

TRAINEE APPLICATION FORM
 New application (in development)

Citizenship Status
(documentation will be required)

U.S. citizen [More Info](#)
 Non-citizen national [More Info](#)
 Lawfully admitted permanent resident [More Info](#)
 None of the above

Demographics

Internal project ID: (to be entered by administration)

Applicant (trainee): Mando Lorian
[\[change\]](#) [\[edit demographics\]](#)

Application title (<=80 chars): Test Post-Doc

Applicant's Current Institution: Columbia University

Institution at Initial Application: Columbia University

Department: None

Current academic/position title: Postdoc fellow

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mobile home (land-line) work

Work e-mail: km2749@cumc.columbia.edu

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Applicant's ethnicity: Unknown or not reported

Applicant's race: (check all that apply)

American Indian/ Native Alaskan
 Asian
 Native Hawaiian or Other Pacific Islander
 Black or African American
 White
 More than one race
 Unknown or not reported

Other applicant data: (check all that apply)

Applicant is disabled
 Applicant is from disadvantaged background

- After you have completed the “Trainee Application Form” and saved all changes run a completeness check to confirm that you have successfully answered all of the questions on the Trainee Application Form.

- Note that a 3rd window will pop up with the results of the completeness check. It will include links to the exact questions you are missing and/or have incomplete information.

- After you have completed the “Trainee Application Form” and saved all changes click on the “Targeted Enrollment Form” link in the left hand navigation bar.
 - The process here is the same as in step 3: complete each field and save as you go

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Options

TARGETED ENROLLMENT FORM
Mando Lorian, BS, MPH:
Test Post-Doc
 TRANSFORM TL1 Postdoctoral Application
New application (in development)

*Please give detailed plans for ensuring appropriate representation of women and minorities.
 If you need help with these tables, please contact the [Application Review Coordinator](#).*

Enrollment location:
 Source:

	Not Hispanic or Latino		Hispanic or Latino		Total
	Female	Male	Female	Male	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than one race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Last mod by M Lorian on 2/19/21 at 12:47PM.

8. After you have completed the “Targeted Enrollment Form” form run another completeness check
9. After you have completed the “Targeted Enrollment Form” form click on the “Other Support” link in the left hand navigation bar
 - The process here is the same as in step 3: complete each field and save as you go

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OTHER SUPPORT
(GRANTS TO INVESTIGATORS ON THIS STUDY)
Mando Lorian, BS, MPH:
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[Add a source of support](#)

Grant Number	Pl.	Kind	Grantee Organization or Agency	Title	Total Funds	Approval Status	Directly Supports Current Study?
(none specified)							

10. After adding any additional support you have, click on the “Biographical Sketches” link in the left hand navigation bar
 - Upload and save your biographical sketch (pdf only)

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Options

BIOGRAPHICAL SKETCHES
Mando Lorian, BS, MPH:
Test Post-Doc
 TRANSFORM TL1 Postdoctoral Application
New application (in development)

Last mod by M.Lorian on 2/19/21 at 12:43PM.

Selected Investigator:

Name: Lorian, Mando [Click to fix name if mis-spelled or incomplete.](#) **Position Title:**

This biosketch has been configured to support an uploaded file. The file must be a PDF file (with .pdf extension). A biosketch file has already been uploaded. To replace the uploaded file with a new one, please select the updated file below, then click "Proceed with upload".

No file selected. [Proceed with upload](#)

11. Next click “Supporting Documents” link in the left hand navigation bar

- Upload all required documents (pdf only)

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Options

Close [Help](#)

SUPPORTING DOCUMENTS

Mando Lorian, BS, MPH:
Test Post-Doc
 TRANSFORM TL1 Postdoctoral Application
 New application (in development)

Last mod by M Lorian on 2/23/21 at 2:12AM.

Required Before Submission
Each of the following documents must be submitted with your application. Most documents can be uploaded; some documents are required in hardcopy and are marked as such. If you do not see an "[Upload]" link with a document and the document is NOT marked as REQUIRED IN HARDCOPY, then the document is not currently due. Uploadable documents that you are unable to upload can be submitted in hardcopy; in this case, administrative staff of the IrvingInst must mark the document as "Received in hardcopy" before you will be permitted to submit your application. In special cases, specific requirements may be waived for a protocol. In this case, IrvingInst administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:

ctsa_edu@cumc.columbia.edu

X Curriculum Vitae [Upload]	Not yet received
X Personal statement More Info [Upload]	Not yet received
X Research Proposal More Info [Downloadable Form or Instructions] [Upload]	Not yet received
X Training and mentoring plan More Info [Upload]	Not yet received

Other Supporting Documents
You may include below any documents you consider relevant to the current application.

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SUPPORTING DOCUMENTS

Mando Lorian, BS, MPH:
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Last mod by M Lorian on 2/23/21 at 2:12AM.

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Each of the following documents must be submitted with your application. Most documents can be uploaded; some documents are required in hardcopy and are marked as such. If you do not see an "[Upload]" link with a document and the document is NOT marked as REQUIRED IN HARDCOPY, then the document is not currently due. Uploadable documents that you are unable to upload can be submitted in hardcopy; in this case, administrative staff of the IrvingInst must mark the document as "Received in hardcopy" before you will be permitted to submit your application. In special cases, specific requirements may be waived for a protocol. In this case, IrvingInst administrative staff must mark the document as "exempt" before you will be permitted to submit your application. For more information, please see application instructions or contact us at:

ctsa_edu@cumc.columbia.edu

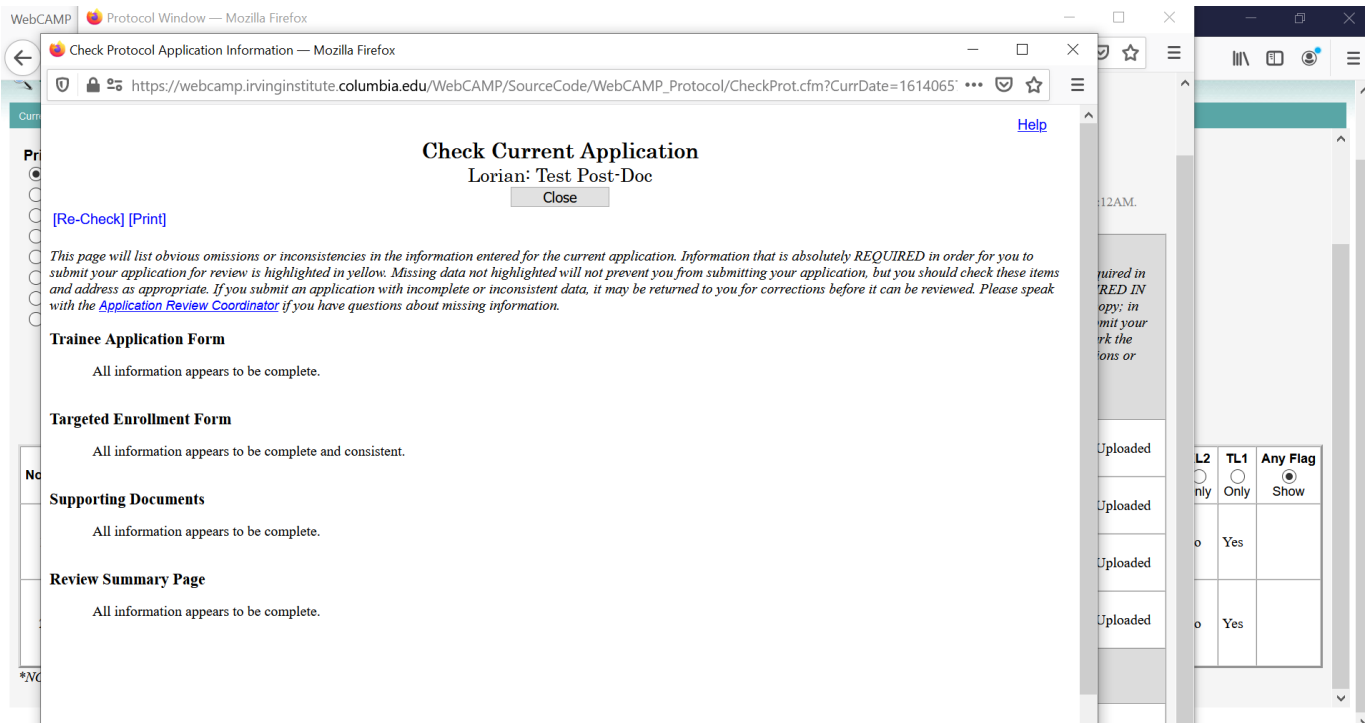
✓ Curriculum Vitae [View] [Replace] [Remove]	Uploaded
✓ Personal statement More Info [View] [Replace] [Remove]	Uploaded
✓ Research Proposal More Info [Downloadable Form or Instructions] [View] [Replace] [Remove]	Uploaded
✓ Training and mentoring plan More Info [View] [Replace] [Remove]	Uploaded

Other Supporting Documents
You may include below any documents you consider relevant to the current application.

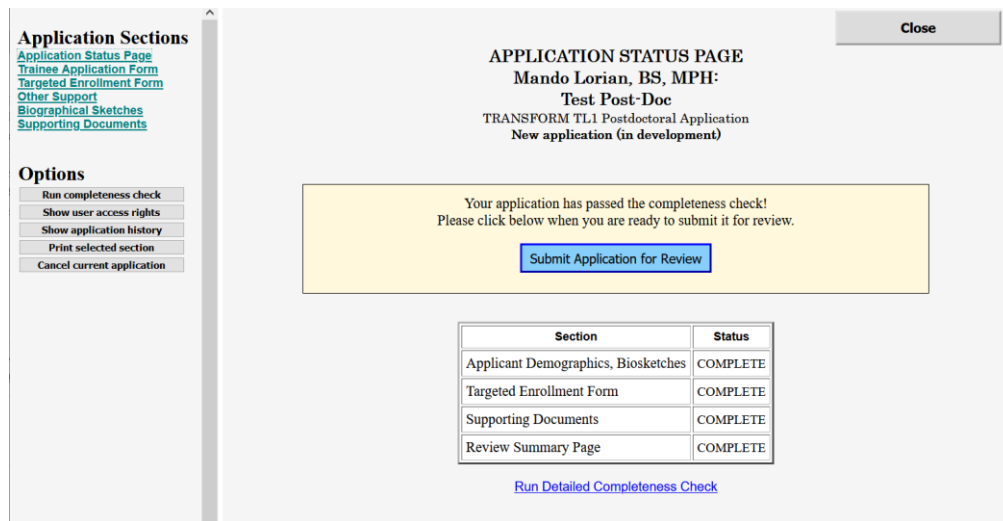
[\[Add a document\]](#)

12. After completing all fields in all of the forms and upload your supporting documents click on “Run Completeness Check” under the “options” section in the left hand navigation bar

- A third window will pop up showing all of the sections of your application with missing items.
- This window will have links to each of the sections with missing information. Each of those links will open a new window. We suggest going through this list one link at a time, closing each window after you have made your edits and saved your changes.



13. When you are sure that all of the missing information has been completed run the completeness check again and/or navigate back to the "Application Status Page" to ensure that all sections are complete



14. Submit application. You will receive a confirmation email.

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Options

Run completeness check
Show user access rights
Show application history
Print selected section
Cancel current application

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test Post-Doc

TRANSFORM TL1 Postdoctoral Application

New application (in development)

Close

You have selected to submit the current application for review. An application should be submitted only after all sections have been completed, OR you have received an exemption from the Protocol Review Coordinator for certain sections. If you proceed, the application will be locked and submitted to the IrvingInst for review. You will be prevented from making further changes until after the review process is complete. Do you wish to continue?

Section	Status
Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Application Sections

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Options

Run completeness check
Show user access rights
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Print selected section
Cancel current application

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test Post-Doc

TRANSFORM TL1 Postdoctoral Application

New application (in development)

Close

Your application will now be checked for completeness. Please click 'OK' to proceed.

Prevent this page from creating additional dialogs

Section	Status
Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Application Sections

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Cancel current application

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test Post-Doc

TRANSFORM TL1 Postdoctoral Application

New application (in development)

Close

All required fields have been completed. Please click 'OK' to proceed with application submission.

Prevent this page from creating additional dialogs

Section	Status
Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

[Run Detailed Completeness Check](#)

Application Sections

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Show application history
Print selected section
Cancel current application

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test Post-Doc

TRANSFORM TL1 Postdoctoral Application

New application (in development)

Close

Your application has been successfully submitted.

Prevent this page from creating additional dialogs

Close

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Options

- Run completeness check
- Show user access rights
- Show application history
- Print selected section
- Cancel current application

APPLICATION STATUS PAGE

Mando Lorian, BS, MPH:

Test Post-Doc

TRANSFORM TL1 Postdoctoral Application

New application (submitted for initial review)

Section	Status
Applicant Demographics, Biosketches	COMPLETE
Targeted Enrollment Form	COMPLETE
Supporting Documents	COMPLETE
Review Summary Page	COMPLETE

[View Details of Completeness Check](#)

Any questions about the application process can be directed Harley Lynch hal2140@cumc.columbia.edu .

If you experience technical issues, please contact iisupport@columbia.edu.