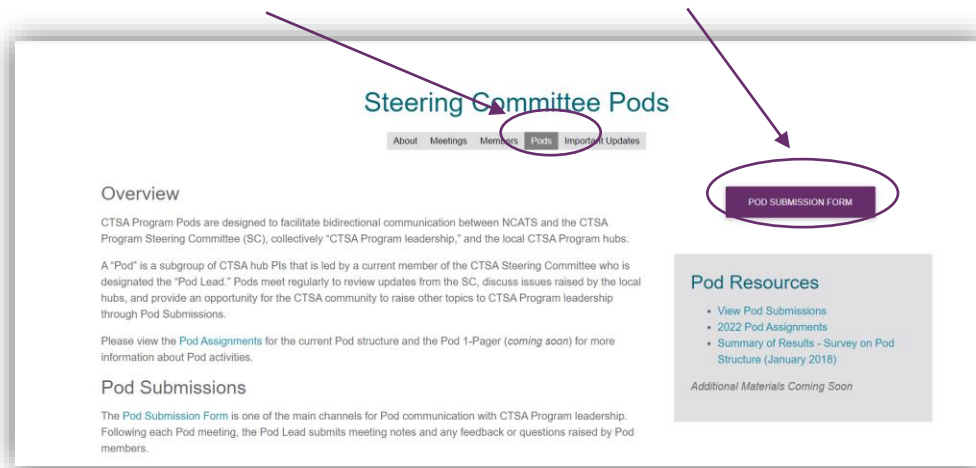


## How to Complete Monthly Pod Submissions

1. Go to the [CTSA Program Steering Committee page](#) on the CLIC website
2. Select the 'Pods' tab and then select the Pod Submission Form button



3. Enter the date and time of the Pod Meeting as well as the Pod Lead's Name.

The screenshot shows the 'Pod Submission Form' page. The 'Date of Pod Meeting' field is annotated with a purple arrow pointing to the date and time input fields. The 'Pod Lead Name' field is circled in purple. The 'Do you have a pod meeting summary report to submit?' dropdown menu is also circled in purple. A purple arrow points from the 'Do you have a pod meeting summary report to submit?' dropdown menu to the 'SUBMIT' button.

4. Choose 'Yes' or 'No' for the question 'Do you have a pod meeting summary report to submit?'

5. If you do have a summary report to submit, selecting 'Yes' will display two more fields for you as seen in the image below. You can either a. type out your report in the textbox provided or b. upload a PDF version of the document.

*Please note: Selecting 'No' doesn't change the form and you can move on to the next question.*

The screenshot shows a form titled "Do you have a pod meeting summary report to submit? \*". A dropdown menu is set to "Yes". Below this, there are two options: "Type your report here:" followed by a large text area, and "Or Upload your report here:" followed by a "Choose File" button and the text "No file chosen". Below the file upload section, there are instructions: "One file only", "256 MB limit", and "Allowed types: pdf". Two purple arrows point from the text above to the "Yes" dropdown and the "Or Upload your report here:" text.

6. Choose 'Yes' or 'No' for the question, 'Do you have feedback to submit?'
- If you do not, then choose 'No' and then your form is complete and you can submit it.
  - If you answer 'Yes,' you will get a new dropdown labeled 'Type of feedback'.

The screenshot shows a form titled "Do you have feedback to submit? \*". A dropdown menu is set to "Yes". Below this, there is a note: "\*You will have the opportunity to submit multiple items of feedback if needed". Below the note, there is a dropdown menu labeled "Type of feedback \*" with the text "- Select -". Below the dropdown menu, there is a blue "SUBMIT" button. A purple arrow points from the text below to the "SUBMIT" button.

'Type of feedback' has three options to choose from based on the type of feedback you need to input.

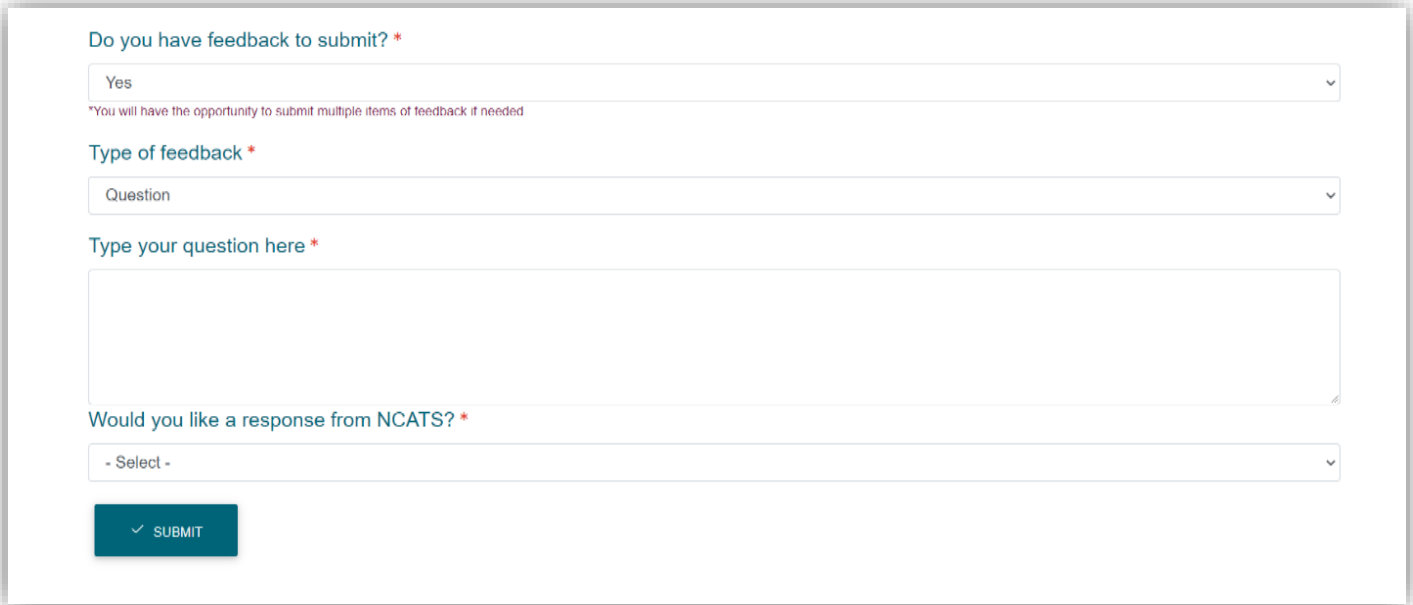
- 'Question'
- 'Idea Sharing'
- 'Response to Request for Information'

*Please note: they come with different field inputs, so select the one that best describes the feedback you have*

- Question feedback

- I. Type question in the text box
- II. Answer question, 'Would you like a response from NCATS?' (yes or no)

*Please note: Both fields must be completed to continue.*



Do you have feedback to submit? \*

Yes

\*You will have the opportunity to submit multiple items of feedback if needed

Type of feedback \*

Question

Type your question here \*

Would you like a response from NCATS? \*

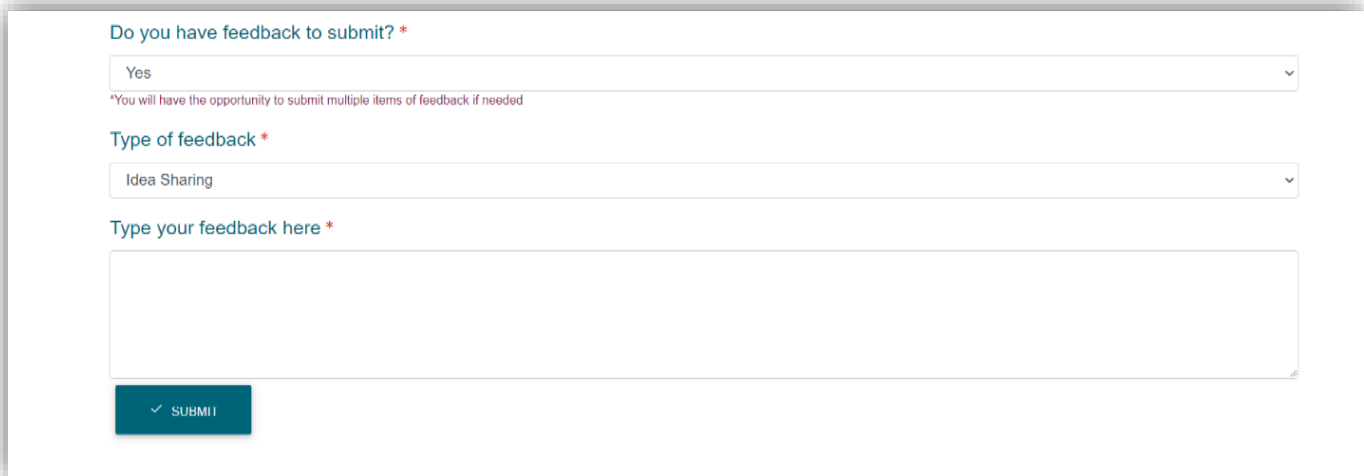
- Select -

✓ SUBMIT

b. Idea Sharing feedback

- I. Type your feedback in the text box provided.

*Please note: The text box must be completed to continue.*



Do you have feedback to submit? \*

Yes

\*You will have the opportunity to submit multiple items of feedback if needed

Type of feedback \*

Idea Sharing

Type your feedback here \*

✓ SUBMIT

c. Response to Request for Information

i. Type your feedback into the text box provided

*Please note: The text box must be completed to continue.*

Do you have feedback to submit? \*

Yes

\*You will have the opportunity to submit multiple items of feedback if needed

Type of feedback \*

Response to Request for Information

Type your feedback here \*

✓ SUBMIT

7. Once all of the fields that appeared have been completed, a new dropdown question is added to the form.

a. 'Do you have more feedback to submit?'

- i. Answer yes, if you have more feedback to give
  - 1. Go back to step 6 and follow the steps through to the end
    - a. You can repeat this process up to 4 times in one form submission
- ii. Answer no, if you are done sharing feedback and are ready to submit.

Do you have feedback to submit? \*

Yes

\*You will have the opportunity to submit multiple items of feedback if needed

Type of feedback \*

Response to Request for Information

Type your feedback here \*

When this box gets filled out, the question below will appear.

Do you have more feedback to submit? \*

- Select -

✓ SUBMIT