




# Create New Application



## Creating the application form

There are multiple ways to create a new Internal Competitions application form. This guide will outline the most *descriptive* method to follow and provide shortcuts below.

 NuRampHello James  
Your Account ▾

Welcome to NuRamp, James

**⚙ Quick Add Actions**

-  Add New IC Appl...
-  Add New EC Ass...

**Your Recently Viewed Items**


You have not viewed any items.



**★ Your Starred Items**

You have no starred items.

**Open Internal Competitions**

- Collaboration Initiative ...  
Due 01/13/2020 5:00 pm
- Collaboration Initiative: ...  
Due 01/13/2020 5:00 pm
- NRI Proof of Concept G...  
Due 10/01/2030 12:00 am
- University of Nebraska ...

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**Additional Links**

University of Nebraska Online Privacy Statement

### Step by Step

First, access the Internal Competitions module.

In the top left of the Applications page, click the "Add a New Application" button.



From the dropdown menu, select the program for which you would like to apply. Additional information about the program including the description, due date, sponsor, primary and secondary contact information, and attached files will be displayed.



To start the application, scroll down to the bottom of the information page and click the "Start Application" button.



A new application will be created.

**Only click the "Start Application" button once.** It may take a moment to generate the new application. While the system is working, do not click any applications buttons or reload the page.

## Shortcuts

### Menu Bar

In addition to the steps above, you may click the "add new item" button on the menu bar and select "Add New IC Application."



# Quick Add

From the dashboard, you can also click the "Add New IC Application" from the "Quick Add Actions" widget.

