CTSA Online Project Reporting Form
PI Instructions

About the Online Reporting Form

Starting this year, CTSA is transitioning to an online reporting format using Jotform (www.jotform.com) to streamline and digitize the reporting process and improve efficiency. Project information is prefilled by CTSA to make report preparation easier for PIs.

1. Start Your Report

- Use the project-specific prefilled link provided by CTSA to begin your report.
- Review the prefilled project information. If any information needs to be corrected, please contact CTSA.
- Complete all applicable sections of the report.

2. Pasting Text into Narrative Fields

Important: When copying text from Word, Google Docs, or another document into a Rich Long Text field, please paste it as plain text to avoid formatting problems in the final PDF.

- Windows: Ctrl + Shift + V
- Mac: Command + Shift + V
- After pasting, apply any needed bold, bullets, or other formatting using the toolbar provided in the online form.

3. Save and Continue Later

- You do not need to complete the report in one session.
- Before leaving an unfinished report, click Save and follow the prompts to save your progress.
- Keep the Save and Continue Later link provided by Jotform. Use this saved link—not the original prefilled link—to continue the report you have already started.
- If you are signed in to a Jotform account when you save, you may also return through My Workspace → Drafts → Continue Filling.

4. Review Before Submitting

- When the report is complete, use Review Before Submit to review your responses.
- You may use the Print button to print or save a copy for review.
- If corrections are needed, return to the form and make the changes.
- After reviewing the full report, scroll to the bottom of the review page and click Submit.

5. Confirmation and Editing After Submission

After the report is submitted, confirmation emails will be sent to both the Principal Investigator (PI) and the submitter. Each confirmation email will include a PDF copy of the submitted report and an Edit link for the submitted report.

Please keep the confirmation email for your records. If a correction or update is needed, use the Edit link in the confirmation email to reopen the submitted report. After making changes, review the report and click Submit again to save the updated submission.

6. Which Link Should I Use?

Link	When to Use It
CTSA Prefilled Link	Use this to start your report for the first time.
Save and Continue Later Link	Use this to return to an unfinished report before submission.
Edit or Update Your Submitted Report Link	Use this from the confirmation email to make changes after submission.

Technical Assistance

For technical questions or assistance with the online reporting form, please contact the CTSA office:
Email: ctsa@hawaii.edu **Phone:** 808-956-3974