B-BRITE Application User Guide

We're glad you're here! The Knight Cancer Institute works with the online platform Research Logix for internship program applications. Please refer to this guide to assist you with filling out your application. You can also reference the Applicant Guide created by Research Logix for a general How-To.

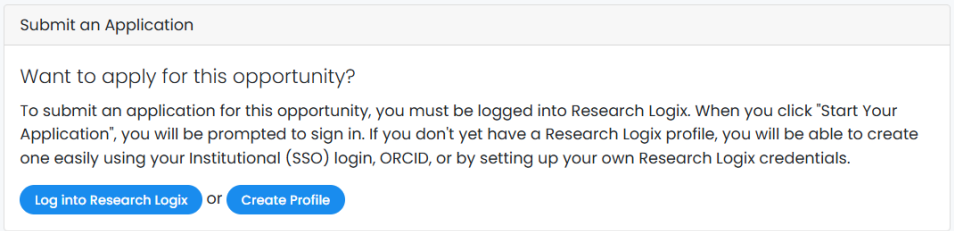
When you open the link to the application, you'll be greeted with the words, "**Welcome to the Summer 2027 B-BRITE Program Application!"** which will contain:

- **Point of Contact information** (how to contact the B-BRITE Coordinators)
- **Important Dates**
- **Application Requirements**
- **Eligibility Requirements**

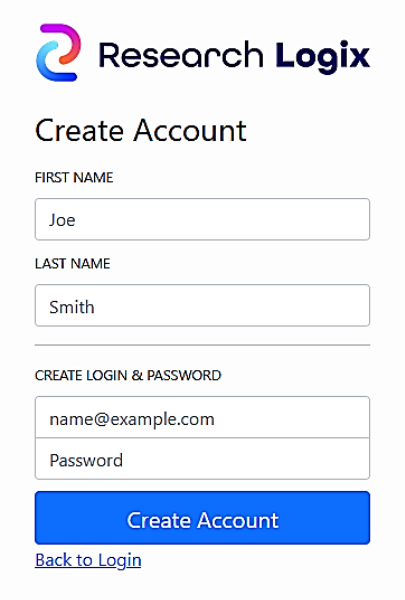
Getting Started

Once you are ready to begin your application, you will be prompted to create a Research Logix profile.

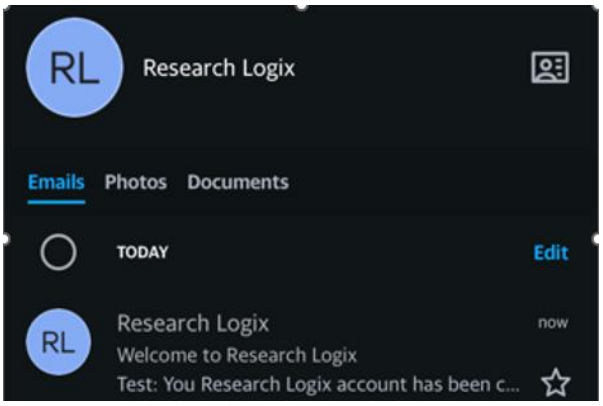
Screenshot of the "Submit an Application" section explaining that applicants must log in to Research Logix to begin an application. Selecting "Start Your Application" prompts users to sign in or create a Research Logix profile using institutional SSO, ORCID, or their own Research Logix credentials.

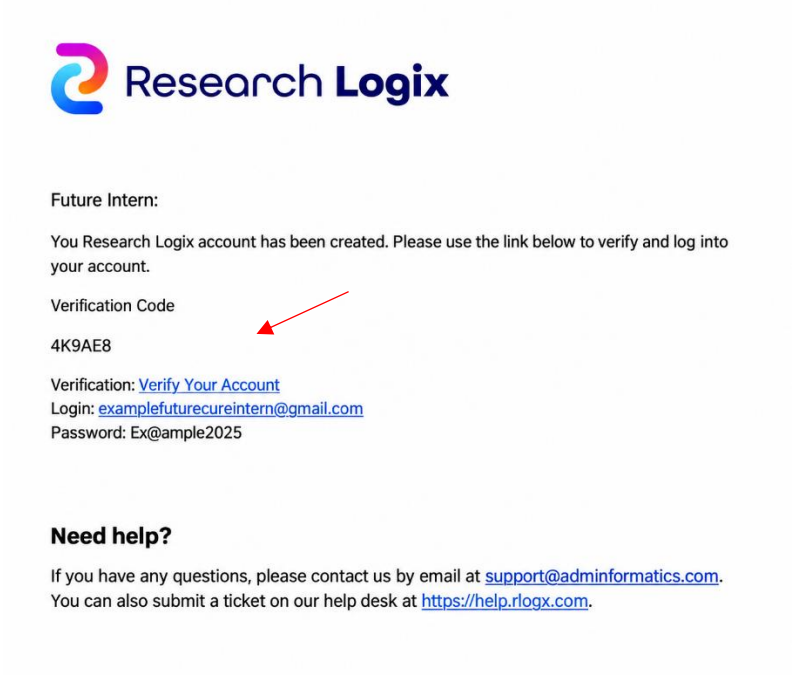


Enter your first name, last name, and email address. You will then be prompted to create a password and set up your Research Logix credentials.

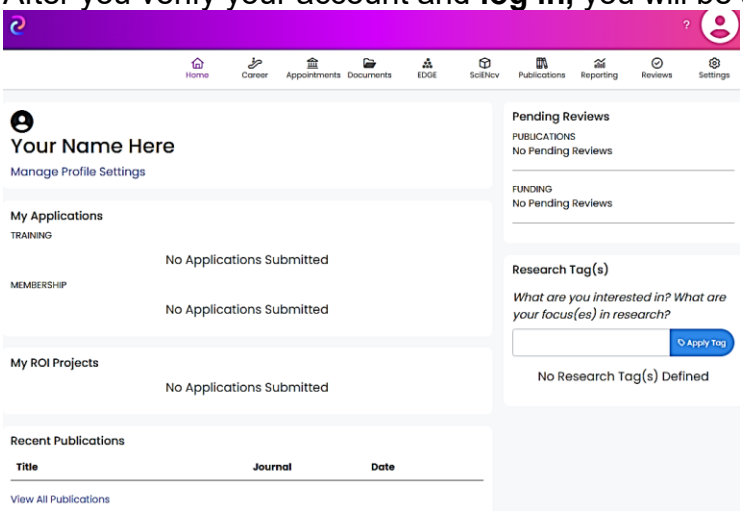


You will receive a “Welcome to Research Logix” email from no-reply@rlogx.com. Click “Verify Your Account” and enter the verification code.





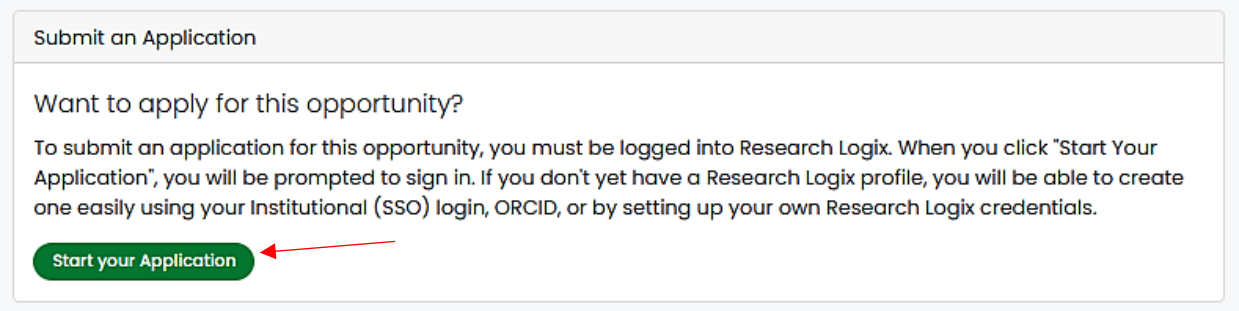
After you verify your account and **log in,** you will be able to view your profile.



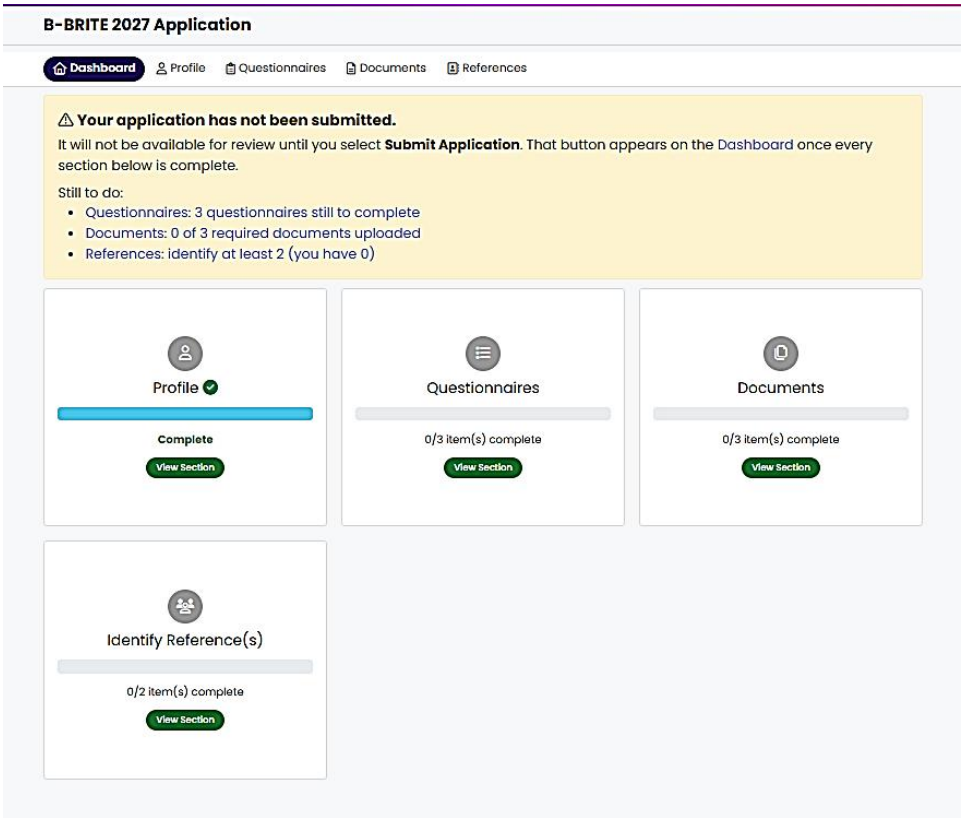
You do not need to take any further action on this page.

Starting Your Application

Return to the 2027 B-BRITE Application. Scroll down and click “Start Your Application.”



The dashboard below is divided into four categories.



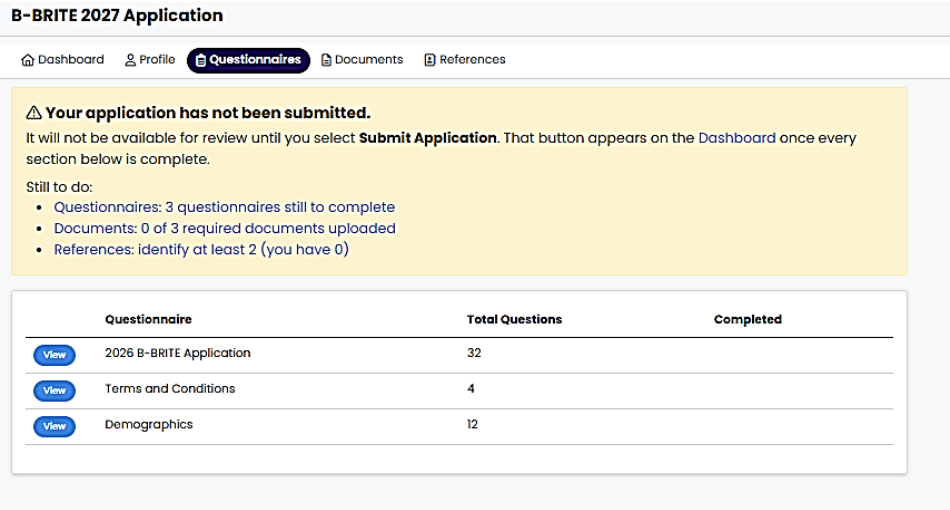
Your profile will already be complete and not require further actions.

To continue your application, complete each of the following sections:

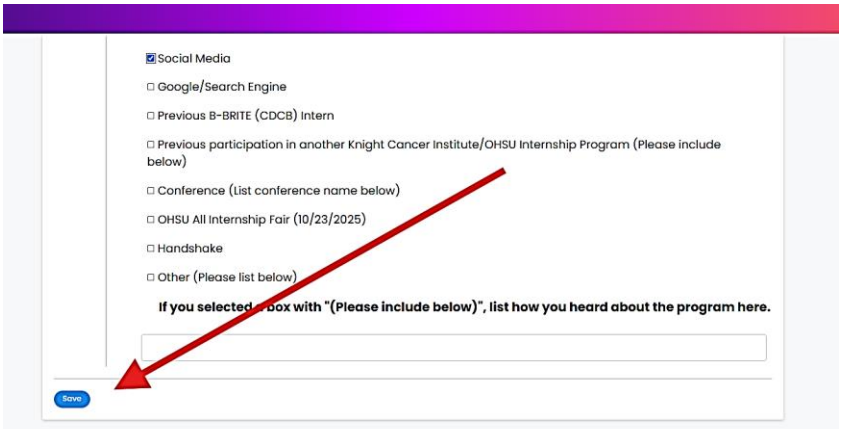
- Questionnaires
- Documents
- Identify Reference(s)

Begin by selecting “Questionnaires” and completing all three questionnaires.

Click **“View”** next to each questionnaire to navigate to the list of questions.



After completing a questionnaire, click **“Save”** before navigating away. This will ensure that your responses are saved.



Once you have completed and saved all three questionnaires, scroll to the top of the page and click **“Dashboard”** to return to your application dashboard.



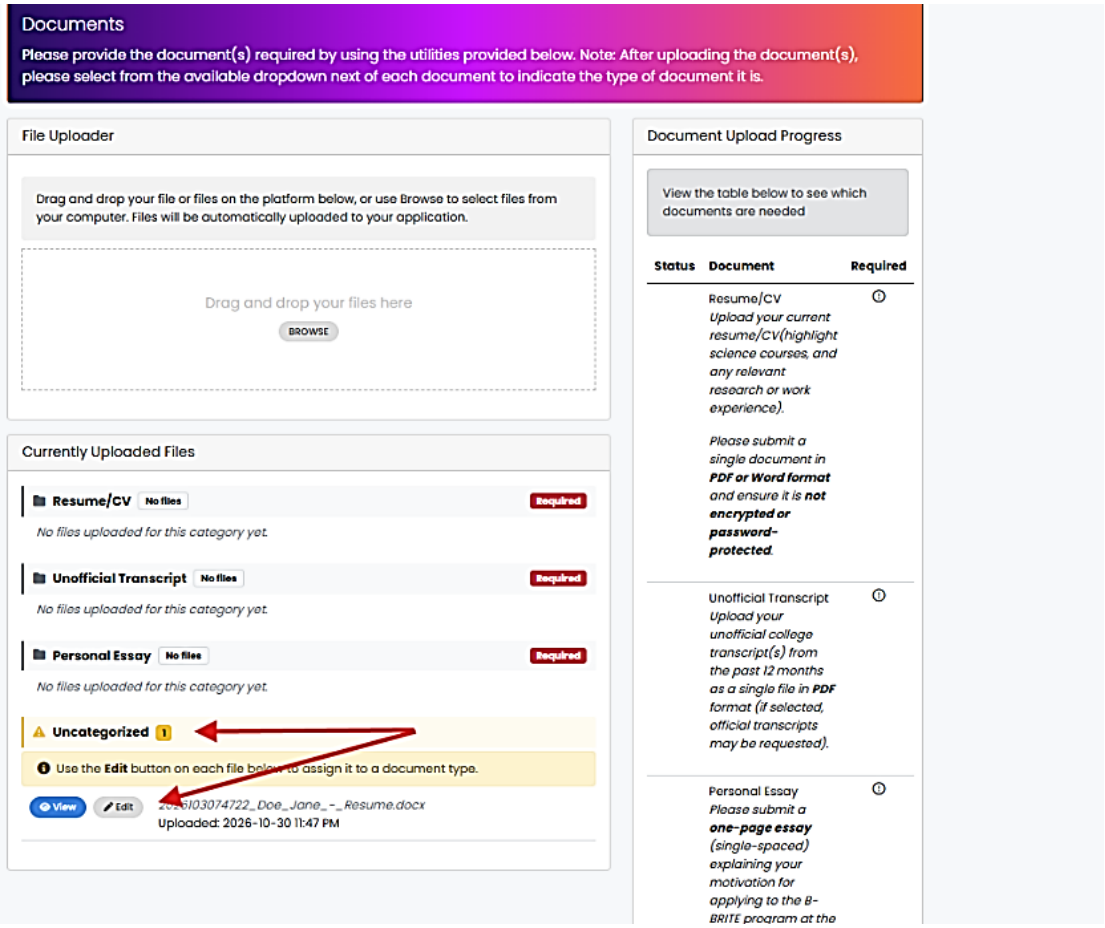
Your work will be saved, allowing you to return to your application later.

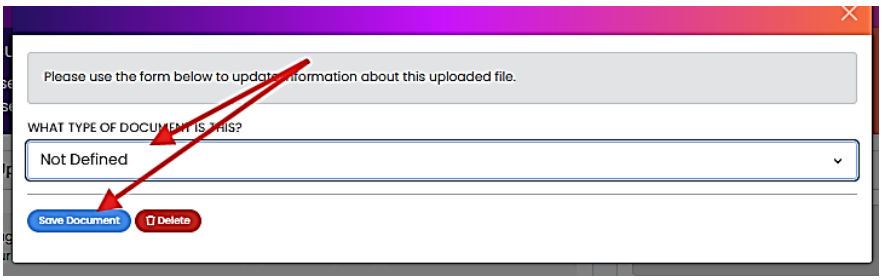
Documents

Once you have navigated to the **“Documents”** section, ensure that each file is named using the following format: **“Last Name, First Name – Document Type”** (for example, **Smith, Jane – Personal Statement**).

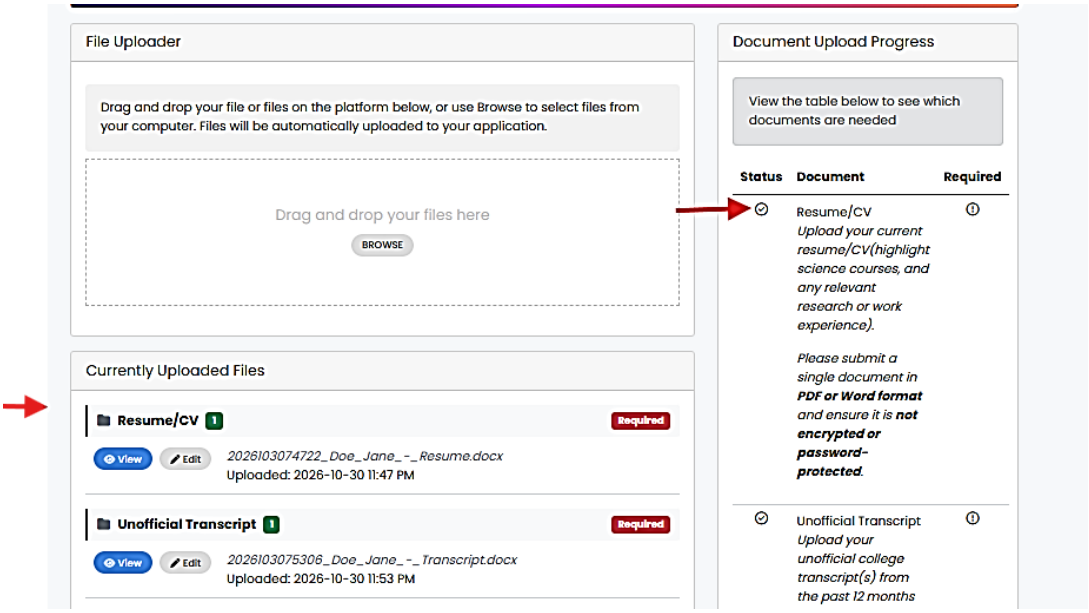
To upload each required document, drag and drop a PDF or Microsoft Word file (.pdf, .doc, or .docx) into the upload box.

After uploading a document, click **“Edit”** and change the document type from **“Not Defined”** to the appropriate option.



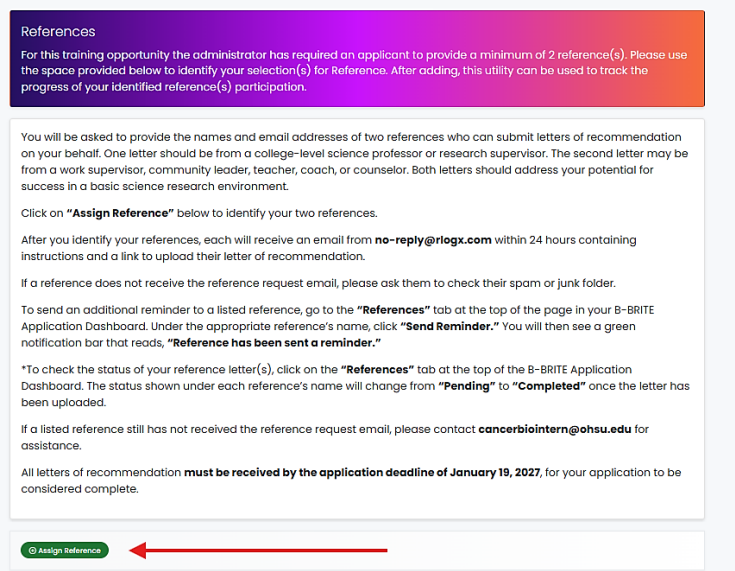


Once the document has been categorized, a checkmark will appear next to the corresponding document type in the **“Document Upload Progress”** box. After uploading and categorizing all required documents, return to your dashboard.



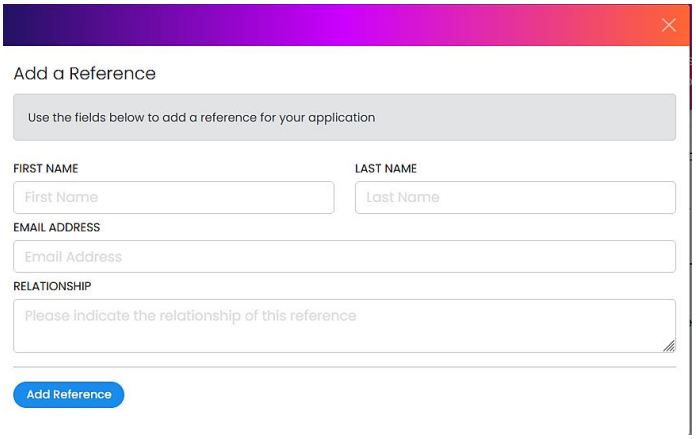
Assigning References

When you are ready to assign your references, select the “Identify References” box on your dashboard or the “References” tab at the top of the page. You will then see instructions for adding your references.



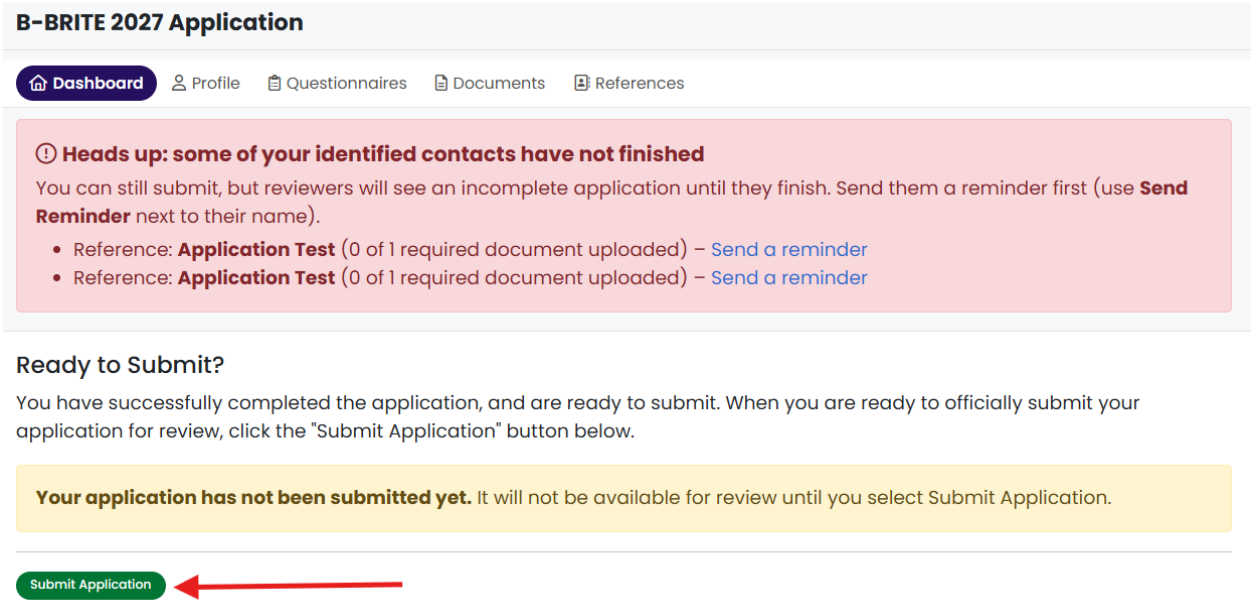
Please be prepared to provide the following information about each reference:

- First and Last Name
- Email Address
- Relationship to You



After adding both references, confirm that you have completed all required sections of your application. The word **"Completed"** should appear under each of the four boxes on your dashboard.

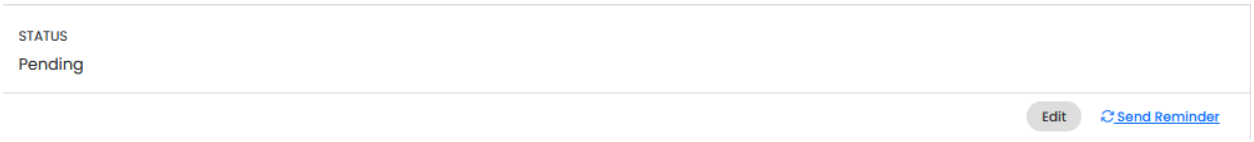
Congratulations! You can now submit your portion of the application. Your portion of the application is not complete until you click "Submit."



After submitting your application, you will receive a confirmation email from no-reply@rlogx.com with the subject line "Application Submitted."

Your application will be complete once your references have submitted their letters of recommendation.

You can visit your dashboard to check the status of your reference letters and send reminders as needed. The "Send Reminder" button is located to the right of each reference's status.



Thank you for applying to the B-BRITE Program!

If you have any questions about your application or letters of recommendation, please email the B-BRITE Program Coordinators at *cancerbiointern@ohsu.edu.*