

**Application User Guide**  
**Human Microbiome Data Discovery**  
**A Data Science Short Course to Unveil Microbial Insights to Human Health**

*We're glad you're here! The Knight Cancer Institute works with the online platform 'Research Logix' for educational program applications. This guide will walk you through the application process.*

When you open [the link to the application](#), you'll be greeted with the words, "**Welcome to the Human Microbiome Data Discovery Application!**" Which will contain:

- **Point of Contact information** (how to contact the Program Coordinator)
- **Important Dates**
- **Application Requirements**
- **Eligibility Requirements**

The exact words of the Welcome Page are as follows:

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**Welcome to the Human Microbiome Data Discovery Application!**

The Knight Cancer Institute (KCI) Human Microbiome Data Discovery: A Data Science Short Course to Unveil Microbial Insights to Human Health is a two-week training program at Oregon Health & Science University (OHSU) in Portland, OR designed for early-career researchers. The course combines lectures, hands-on practicums, and mentorship to build skills in data science and microbiome analysis, with a focus on accessing, integrating, and reusing NIH Common Fund Data Ecosystems datasets to advance human health research.

Please review the [Human Microbiome Data Discovery website](#) to learn more about the program.

**The application and all supplemental materials including the letter of recommendation** for Human Microbiome Data Discovery must be submitted online **by the deadline of 5:00 PM (PST) on Tuesday, January 20, 2026**. Late applications will not be accepted.

The Human Microbiome Data Discovery will take place May 4-15, 2026 in Portland, OR at the OHSU campus.

**Please prepare all information listed below prior to starting the application.**

**You can start and return to the application.**

### **Application Requirements**

To complete the Human Microbiome Data Discovery application, you will need the following:

1. **A Research Logix profile.** A prompt to create your profile will appear when you start your application. You'll need to supply your first & last name, email address and create a password. (Please reference the Application User Guide for examples)

2. Your **current CV, Resume or NIH Biosketch** that does not exceed 5 pages in **.pdf or .docx format** uploaded to your application profile.
3. **Contact information for one reference** to upload a letter of recommendation to your application profile
  - The full name and email address of your reference.
  - Your reference should be a faculty mentor, advisor, or chair.
  - **Letter of Recommendation is due: Tuesday, January 20, 2026**

After you identify your reference in the application, they will receive an email from no-reply@rlogx.com within 24 hours containing a link to upload their letter of recommendation.

If your reference does not receive the email within that timeframe, please ask them to check their spam or junk folder. If the email is still not found, contact champaga@ohsu.edu for assistance.

### Eligibility Requirements

1. This research education program is designed for **post-doctoral fellows, clinical fellows and junior faculty** who have some prior training in research methods and biomedical science.
  2. U.S. citizens, permanent residents, or individuals in the U.S. with a current visa\*  
*\*visa sponsorship is not available for this program*
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Below this is the option to **Submit an Application**.

You will be prompted to Create a Research Logix Profile:

Submit an Application

Want to apply for this opportunity?

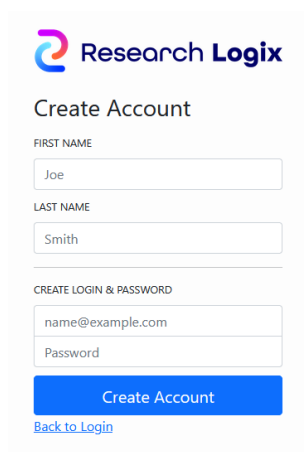
To submit an application for this opportunity, you must be logged into Research Logix. When you click "Start Your Application", you will be prompted to sign in. If you don't yet have a Research Logix profile, you will be able to create one easily using your Institutional (SSO) login, ORCID, or by setting up your own Research Logix credentials.

Log into Research Logix

 or 

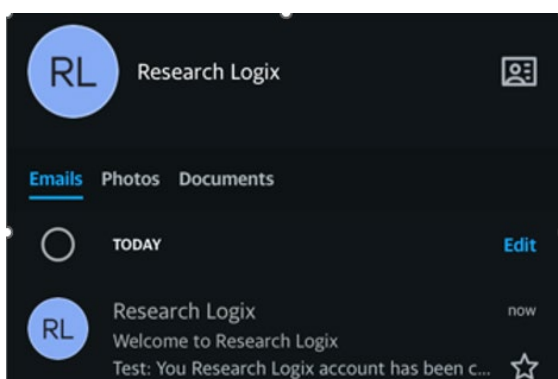
Create Profile

Please set up your own Research Logix credentials. To create your Research Logix profile, you'll need to supply your first & last name, email address and create a password.



The form is titled "Create Account" and includes the Research Logix logo at the top. It contains four input fields: "FIRST NAME" (with "Joe" entered), "LAST NAME" (with "Smith" entered), "CREATE LOGIN & PASSWORD" (with "name@example.com" entered), and "Password". A blue "Create Account" button is at the bottom, with a "Back to Login" link below it.

You'll then receive a "Welcome to Research Logix" email from no-reply@rlogx.com to verify your account and with a Verification Code



Future Example Applicant

You Research Logix account has been created. Please use the link below to verify and log into your account.

Verification Code

4K9AE8

Verification: [Verify Your Account](#)

Login: [exampleapplicant@gmail.com](#)

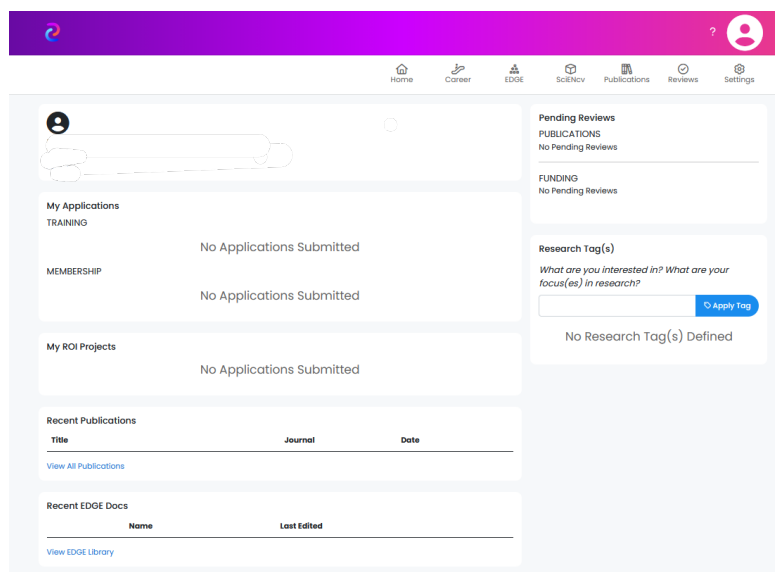
Password: [Ex@mple2025](#)

#### Need help?

If you have any questions, please contact us by email at [support@admininformatics.com](mailto:support@admininformatics.com).

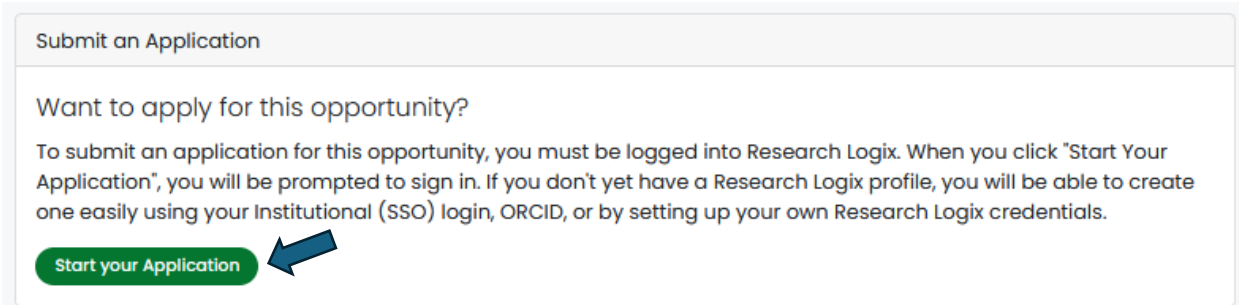
You can also submit a ticket on our help desk at <https://help.rlogx.com>.

After you verify your account and login you'll be able to view your Profile:

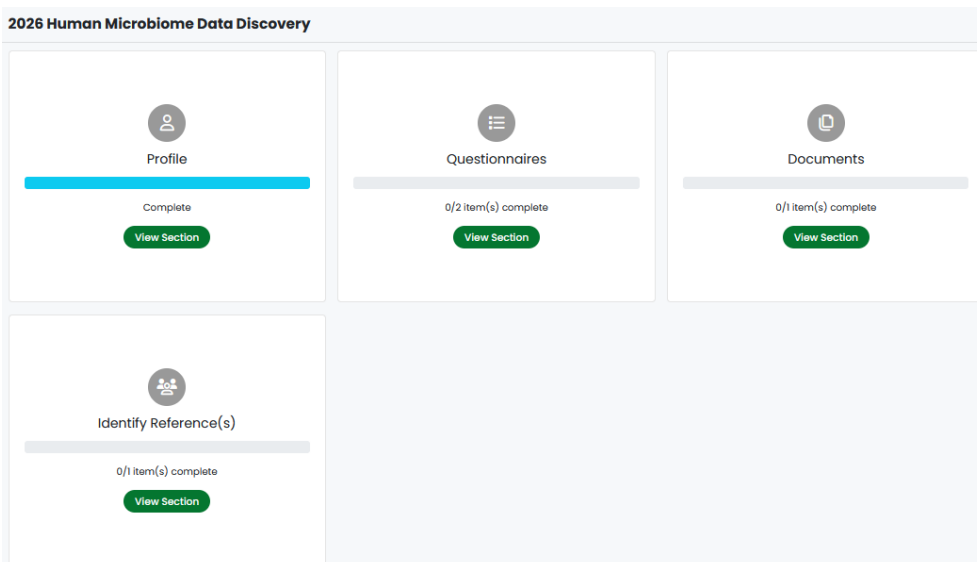


You do not need to do anything further with this page. Now it's time to start your application by revisiting [the link to the application](#).

You'll see the Welcome Page once again. Please navigate to the bottom to "Start your Application"



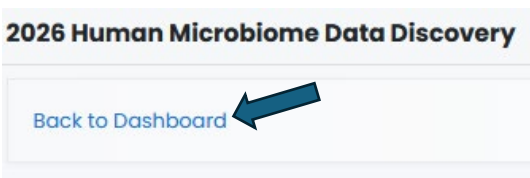
You'll see the Dashboard, broken up into four categories:



You've completed creating your profile, next navigate to each category, and View Section to fill out the application.

- Questionnaires
- Documents
- Indentify Reference(s)

When you're done with each of the questionnaires, and sections, navigate back to the top of the page to click back to the dashboard.



Your work will be saved, and you can revisit your application.

**NOTE:** If you click on a hyperlink within the application, you must use the BACK button to return to the application. If you X-out, you'll need to re-login to Research Logix

To upload your required document, “Drag and Drop” your .pdf or .docx into the box.

File Uploader

Drag and drop your file or files on the platform below to have them automatically uploaded to your application.

Just drag and drop files here

Currently Uploaded Files

Document

After you upload the required document, **you must edit** the document from Not Defined to CV, Resume or NIH Biosketch and save document. Then navigate Back to Dashboard

Currently Uploaded Files

Document

Edit

Not Defined

20251211124357\_NIH Biosketch.pdf

Uploaded: 2025-12-11 1:43 AM

Next you **identify your Reference**, the person who will write your Letter of Recommendation.

References

For this training opportunity the administrator has required an applicant to provide a minimum of 1 reference(s). Please use the space provided below to identify your selection(s) for Reference. After adding, this utility can be used to track the progress of your identified reference(s) participation.

You are required to provide the name and email address of one reference who can submit a letter of recommendation on your behalf. Your reference should be a faculty mentor, advisor, or chair.

After you identify your reference in the application, they will each receive an email from **no-reply@rlogx.com** within 24 hours. This email will contain the instructions and a link to upload their letter of recommendation to your application profile.

If you need to re-send your reference the request for a Letter of Recommendation, navigate to the "Send Reminder" link below your reference's name, beside Edit.

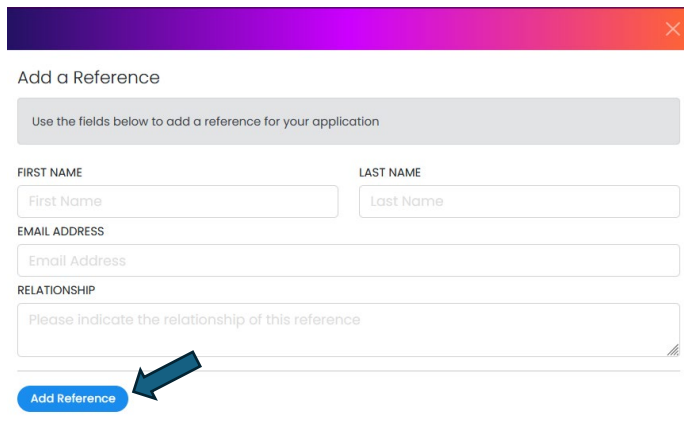
If your reference does not receive the email within 24 hours, please ask them to check their spam or junk folder.

If the email is still not found, please contact the program coordinator at **champaga@ohsu.edu** for assistance.

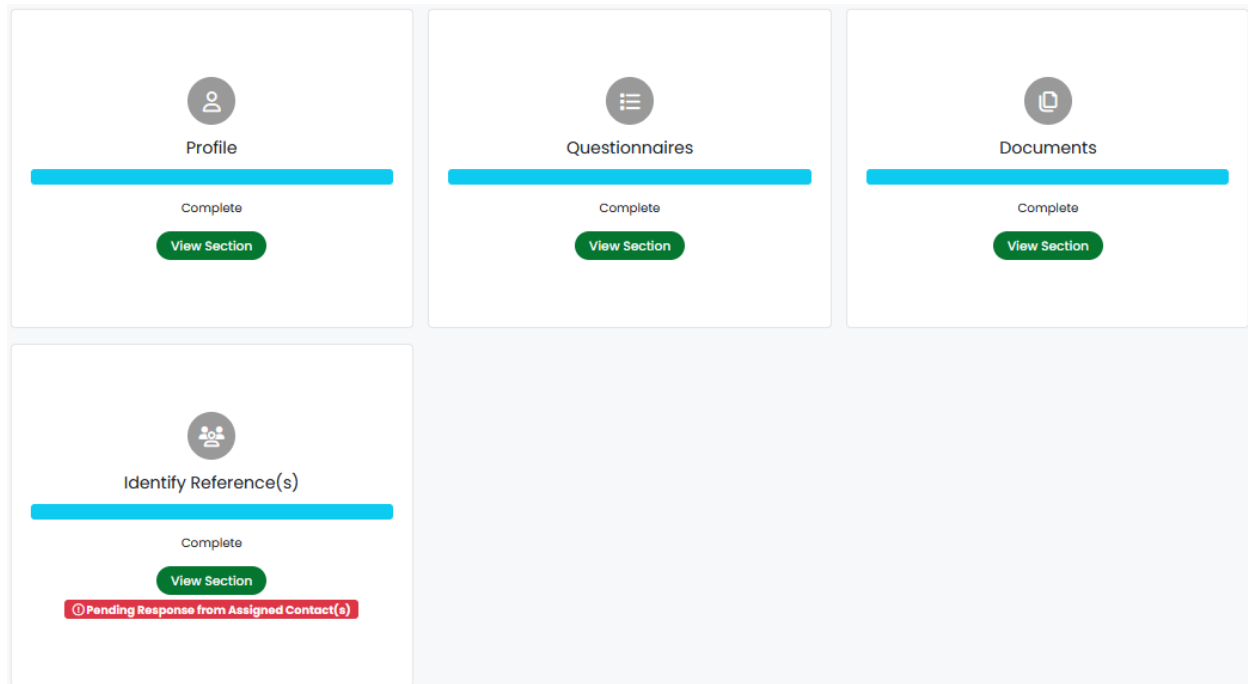
Assign Reference

No reference(s) are currently assigned for this application

You'll need their first & last name, email address and tell us the relationship of this reference to you.



Once you have assigned your reference, confirm that you have filled out **all the required** sections of the entire application. Your Dashboard should look like this:



Congratulations, you can now Submit Application!

#### Ready to Submit?

You have successfully completed the application, and are ready to submit. When you are ready to officially submit your application for review, click the "Submit Application" button below.

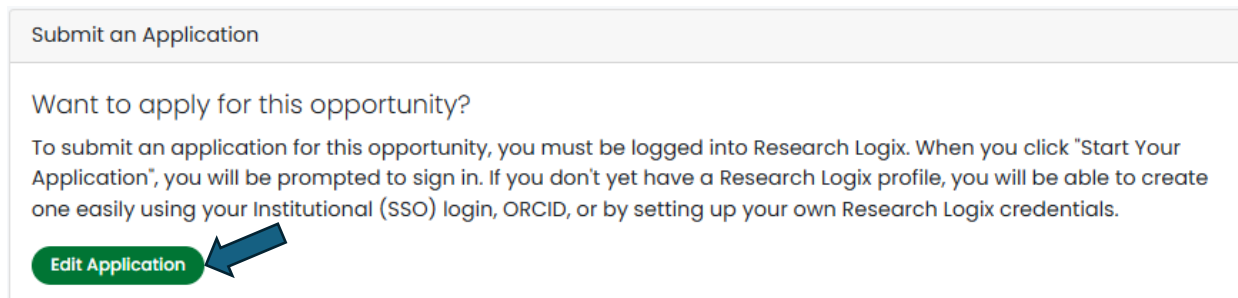


[Submit Application](#)

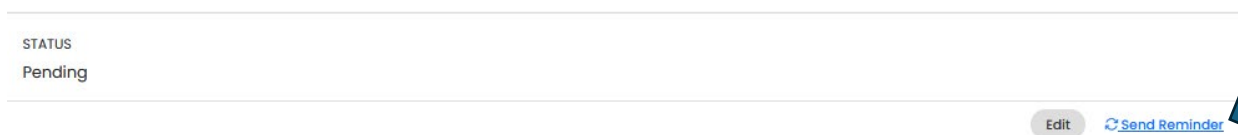
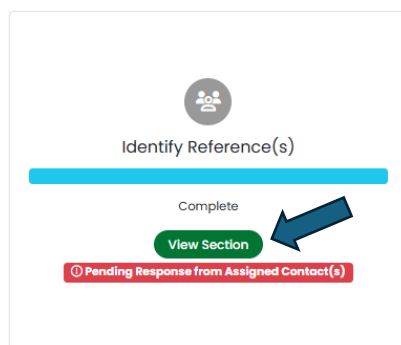
After you submit your application, you'll receive an email confirmation from no-reply@rlogx.com with the subject "Application Submitted"

**Once your Reference submits their Letter of Recommendation, your application will be complete.**

You can revisit your application, make edits, or check on your Reference by going to [the application link](#) and navigating to **Edit Application** on the home page:



To check on your Reference's status and send them a reminder to submit their Letter of Recommendation, visit your Dashboard, navigate to Identify Reference(s), and View Section. There's a button to the right of their status:



**Thank you for applying for the Human Microbiome Data Discovery!**

**If you have any questions regarding your application or letters of recommendation, please email the Program Coordinator at [champaga@ohsu.edu](mailto:champaga@ohsu.edu)**

***Best of luck in the selection process!***