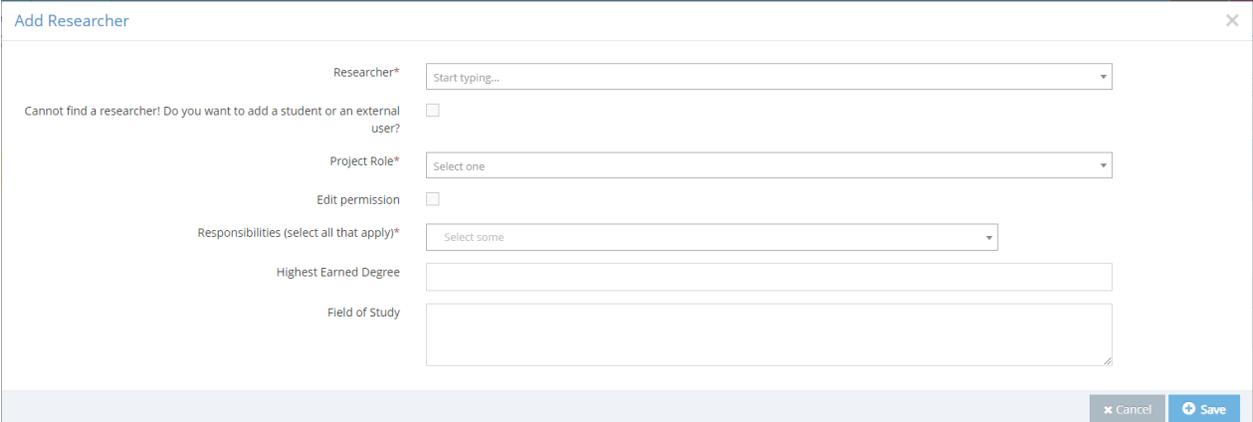


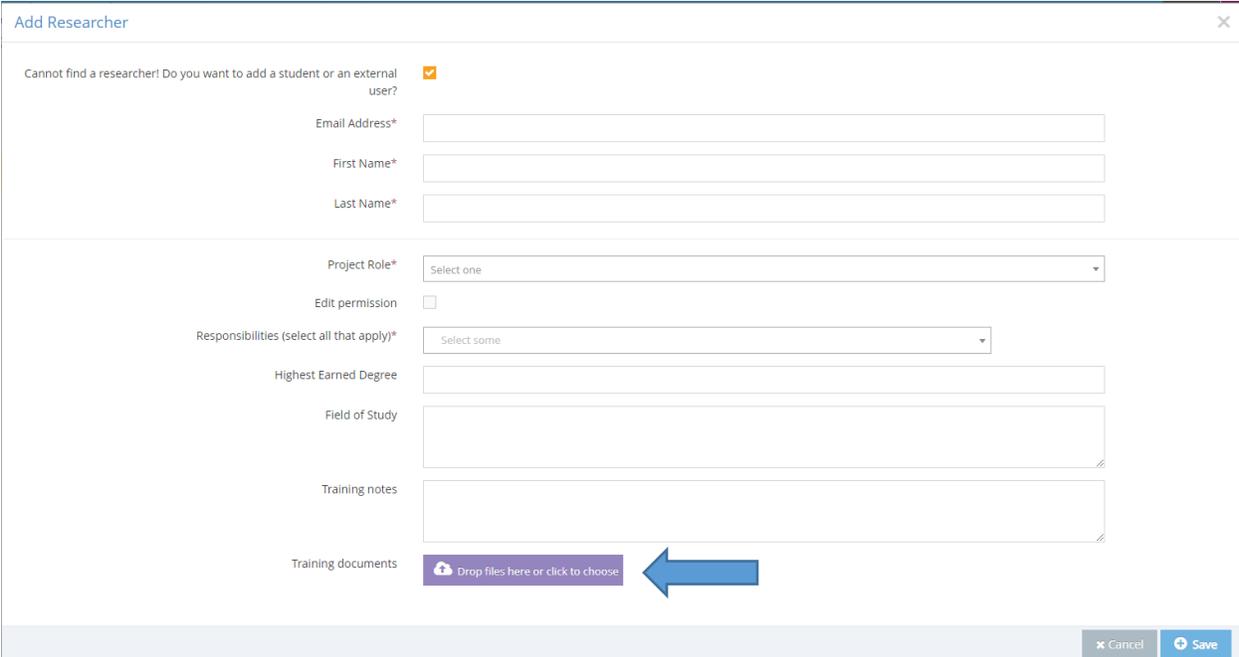
Adding External Researchers or students who are not in Novolution to your IRB protocol

If you are adding a research team member who is not found in the Researcher drop down, click “Cannot find a researcher! Do you want to add a student or an external user?”



The screenshot shows the 'Add Researcher' form. A blue arrow points to the checkbox labeled 'Cannot find a researcher! Do you want to add a student or an external user?' which is checked. Other fields include 'Researcher*' (a dropdown menu with 'Start typing...' text), 'Project Role*' (a dropdown menu with 'Select one' text), 'Edit permission' (checkbox), 'Responsibilities (select all that apply)*' (dropdown menu with 'Select some' text), 'Highest Earned Degree' (text input), and 'Field of Study' (text input). At the bottom right, there are 'Cancel' and 'Save' buttons.

Complete required fields (denoted by a red asterisk *), such as Email Address, First and Last name, and Project Role. If you have access to the individual’s CITI Training Certificate, upload it into the Training documents section.



The screenshot shows the 'Add Researcher' form with the 'Cannot find a researcher! Do you want to add a student or an external user?' checkbox checked. The 'Training documents' section is highlighted with a blue arrow. This section includes a purple button that says 'Drop files here or click to choose'. Other fields include 'Email Address*', 'First Name*', 'Last Name*', 'Project Role*' (dropdown menu with 'Select one' text), 'Edit permission' (checkbox), 'Responsibilities (select all that apply)*' (dropdown menu with 'Select some' text), 'Highest Earned Degree' (text input), 'Field of Study' (text input), and 'Training notes' (text input). At the bottom right, there are 'Cancel' and 'Save' buttons.

Any individual who is not automatically found in the researcher list, will be denoted as an “External Researcher.” Each External user will receive an email from the system with instructions on how to proceed.

- If the “External” user is a **student**, they can log in to Novelution (erac.ndsu.edu) using their NDSU username and password and complete their profile.
 - Once this is done, Novelution should be able to match their CITI training records automatically as long as the email address in their Novelution profile matches the email address listed as their primary email in the CITI program.
 - If the student does not activate their profile, you may upload their training document into the system.
- If the “External” user is truly external to NDSU (e.g. a non-NDSU collaborator), upload their CITI training certificate in the Training Documents upload in the Add Researcher Modal.