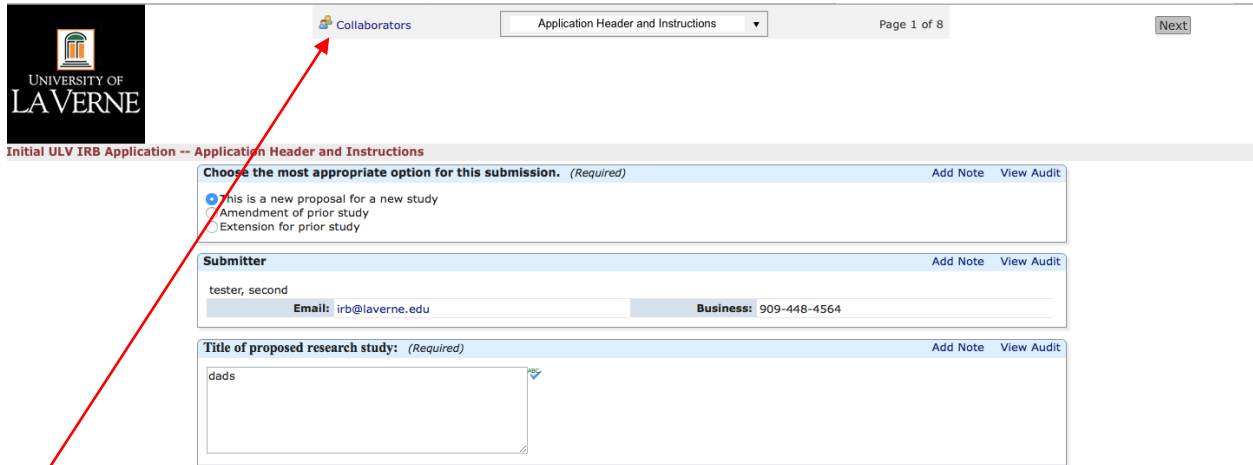


## Add Overseeing Personnel to Your Application

Some programs will require their students to add overseeing personnel to their applications as collaborators. Please follow the instructions to do so below.

1. From the Mentor Approved or Initial ULV IRB applications, click on **Collaborators** at the top of the screen.



The screenshot shows the 'Collaborators' tab selected in the top navigation bar. The main content area displays the 'Application Header and Instructions' section. A red arrow points from the 'Collaborators' tab to the 'Collaborators' button in the top navigation bar.

**Collaborators** Application Header and Instructions Page 1 of 8 [Next](#)

**Initial ULV IRB Application -- Application Header and Instructions**

Choose the most appropriate option for this submission. (Required) [Add Note](#) [View Audit](#)

This is a new proposal for a new study  
 Amendment of prior study  
 Extension for prior study

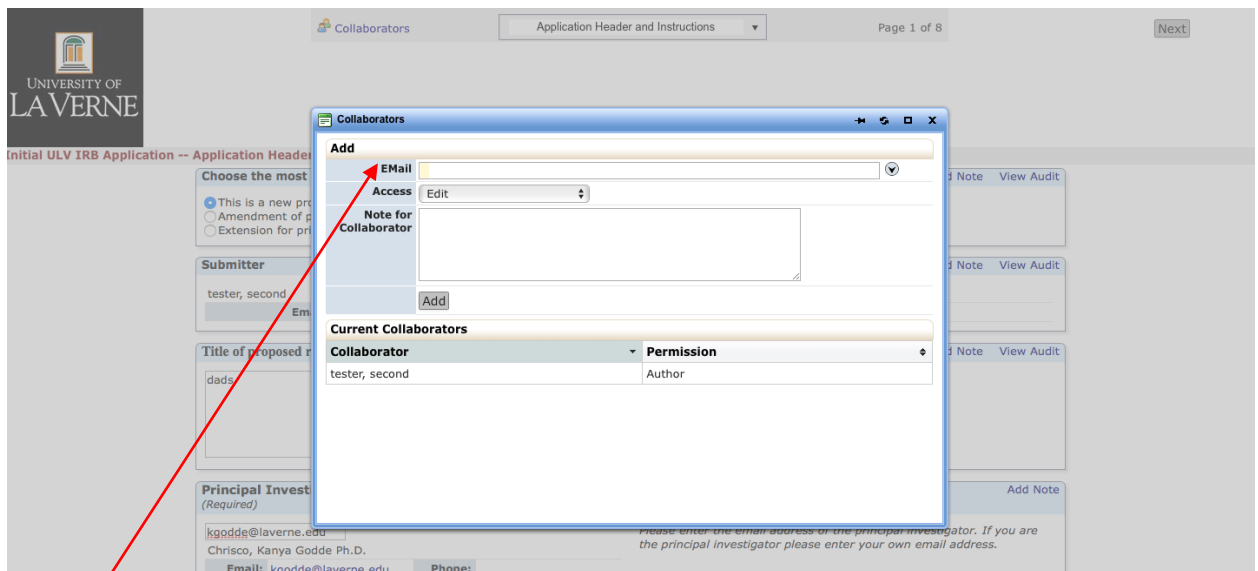
**Submitter** [Add Note](#) [View Audit](#)

tester, second  
Email: irb@laverne.edu Business: 909-448-4564

**Title of proposed research study: (Required)** [Add Note](#) [View Audit](#)

dads

2. The following screen will appear. Input the email address of the individual you would like to add as a collaborator.



The screenshot shows the 'Collaborators' tab selected in the top navigation bar. The main content area displays the 'Application Header and Instructions' section. A red arrow points from the 'Add' button in the 'Add Collaborator' dialog box to the 'Add' button in the top navigation bar.

**Collaborators** Application Header and Instructions Page 1 of 8 [Next](#)

**Initial ULV IRB Application -- Application Header and Instructions**

Choose the most appropriate option for this submission. (Required) [Add Note](#) [View Audit](#)

This is a new proposal for a new study  
 Amendment of prior study  
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**Submitter** [Add Note](#) [View Audit](#)

tester, second  
Email: irb@laverne.edu Business: 909-448-4564

**Title of proposed research study: (Required)** [Add Note](#) [View Audit](#)

dads

**Principal Investigator: (Required)** [Add Note](#)

kgodde@laverne.edu  
Chrisco, Kanya Godde Ph.D.  
Email: kgodde@laverne.edu Phone:

**Add Collaborator**

**Add**

**Current Collaborators**

Collaborator	Permission
tester, second	Author

Please enter the email address of the principal investigator. If you are the principal investigator please enter your own email address.

3. Select **View Only** as the **Access** option. You may also add a note if your overseeing personnel request one. Click **Add**.

**Collaborators**

**Add**

**Email** Chrisco, Kanya Godde Ph.D. (kgodde@laverne.edu)

**Access** View Only

**Note for Collaborator**

**Add**

**Current Collaborators**

4. The following screen will appear. The red X can be clicked to remove a collaborator. Click the X in the top right hand corner to exit the Collaborators module and return to the application.

**Collaborators**

**Add**

**Email**

**Access** Edit

**Note for Collaborator**

**Add** Chrisco, Kanya Godde Ph.D. added as collaborator.

**Current Collaborators**

Action	Collaborator	Permission
X	Chrisco, Kanya Godde Ph.D.	Edit
	tester, second	Author