USER GUIDE
RESEARCH NAVIGATOR
Discover your research projects in one place
1. Start at researchnavigator.northwestern.edu

2. Select the Login at the top right corner of the homepage and enter your NetID and password

3. The SEARCH PROJECTS page appears

ABOUT YOUR SEARCH

The search criteria uses AND clauses and is a restrictive search. In other words, data entered in multiple search fields will narrow down the results and only the records matching ALL the entered criteria will be shown.

The main search page finds all matching projects that are accessible for your login.
This first search screen allows you to find any project that has been entered into any linked system. You can search by PI name, project name or any system ID.

Results will show projects which you are able to access with your login.

Once you are signed in with your NetID and password, Research Navigator knows who you are and will display the projects based on your privileges in the related systems.

1. Search with:
   - the PI first or last name, or NetID
   - the entire or part of a System ID number

2. Press the Search button
Once you enter your search criteria, your results will be listed. You can even filter your results from here.

Find more detail on a specific project by selecting the View Details button.

1. The results will be a list of all of the projects for your search criteria, this may include multiple PIs if you are on the team of multiple investigators.

2. The results can be scrolled through, or filtered by using the filter field at the top of the page.

3. Select the project you want to view and press the View Details button.
This is the single project page. It shows the project in a circle diagram, as well as a list. You can see the complexity of your project here.

The component systems feed data into Research Navigator on an hourly basis. Anyone can also add a new project by using Research Navigator.

1. The circles diagram (left) illustrates all of the systems that are associated with this project.

2. The list (right) illustrates the same systems with status indicators.

- !: a block in this system so **action is required**
- ✔: no blocks in this system so **no action is required**
About the Circle Diagram

1. Lines represent the connection and/or dependency of the systems
   - **Solid Line**: System record has been created and connects to this project
   - **Dotted Line**: No system record exists yet
   - **Dotted Line from another Circle**: That circle (system) depends on the first circle (system) to be added, before it can be added

2. Circles represent the component systems
   - **Striped Out Circle**: Dependency for this system is not fulfilled yet, so you need to first connect the circle (system) preceding it
   - **ADD NEW**: indicates a new record needs to be created/added in that component system
   - **VIEW**: Click on the connected circle to enter the corresponding system
You can use Research Navigator like a centralized dashboard. From the list of Links and Tasks, you can link out to all of the systems that are part of your project.

1. When you see a Red exclamation mark there is a block in that system: Select the item in the list. That system will open up in another window. Once in that system, you can discover where the block exists and an action needs to take place.

**Types of actions include:**
- COI - need PI Review
- eIRB - awaiting Review
- eIACUC - awaiting Review
- CTGov - __________
- InfoEd - __________
- NOTIS - __________
- StudyTracker - __________

2. If the whole project has Green check marks, the project is moving forward and no actions are required.
Use Research Navigator to upload your projects early on in your process.

1. Log into Research Navigator.

2. Select **Create New Project** from the main menu at the top of the page.
On the Projects Details Page,

1. In Step 1, name your project and describe it in the way that is most useful to you. There is no standard way to name it for the system, so tailor it to your needs.

2. Write a description that is helpful to you.

3. Select the NEXT button.
1. In Step 2, Select the component systems that will be involved in this project, based on what kind of activities will be performed for this project. Animal Studies? Clinical Trials? Oncological?

2. Select the SUBMIT button. The project has been created. A circle diagram and list will show up on the next screen.
Notes about the circle diagram:

1. Any circle with **ADD NEW** indicates that you need to add this system to your project. By selecting **ADD NEW** you will be taken to that system to add it to your project.

2. Any circle connected with a dotted line has not been added to the project.
If you select MY PROJECTS from the top navigation, you will see a full list of your projects.

1. Check mark and Exclamation Mark images indicates the status of the records in the corresponding systems for this project.

2. Clicking on these links will take you to the corresponding system.

3. The result records are displayed in the order of projects with blockages and then chronological order with latest ones on the top. Click on the column heading to sort the results based on that column.

If you don’t have privileges in that system, you will see an alert indicating the insufficient privileges message.