Requests via CoRR

1. Go to CoRR [https://researchrecord.osu.edu](https://researchrecord.osu.edu)
2. Log into CoRR using your Ohio State ID or CoRR Account
3. Click “Create New Project” on Left Navigation Menu

4. Enter New Project Information
   a. Project Title *(required)* – Enter the project title.
   b. Project Description *(required)* – Enter brief description of the project
   c. Your Role *(required)* – Select most appropriate role
   d. Members *(at least one member who is the primary contact is required)* – add project members as appropriate
   e. Funding – add funding information if project has been submitted for funding, been awarded, or other funding is available. If no funding is available enter “Unfunded”.
   f. IRB/IACUC Information
      i. Requirement *(required)*
      ii. Enter additional IRB information as appropriate
   g. Click “Submit”.
h. You should receive an email that your project has been submitted

![Email Confirmation]

5. Go to the “My Projects” Page and select the project to request services

![My Projects Page]
6. In the top right corner select “Request a Service”

7. Search or browse under Research Clinic for the ‘Research Clinic Consultation’ service and click “Add Service”
8. Click “Request Services” when all requests have been added.

9. Your request now shows up under “Services Requested”

10. Check the status of Projects
    a. Log into CoRR → My Projects

Questions?

Contact: ccts-clinics@osumc.edu