How to Request a Voucher from the CCTS

1. Go to the CCTS website using this link http://ccts.osu.edu/
2. Click on the right of the screen, under CCTS QUICK LINKS, 2nd option down, “Request a Service”.

   CCTS QUICK LINKS
   - Become a CCTS Member
     Sign up to be a CCTS Member
   - Request a Service
     Request a CCTS Service or track your current projects through CoRR
   - Research Concierge
     We can assist researchers with their projects
   - List of CCTS Services
     Supports the needs of the OSU Research Community

3. This will take you to the sign-in screen, where you should select the left button and Log In With Ohio State ID (OSUname.# and associated password.)

4. If this is your first time logging in to CoRR, you will be prompted for some additional information to create your profile.

5. If the project that you are requesting a voucher for is not already in CoRR, then you need to “Create New Project” (top left button); otherwise, select the project you want to request a voucher for and skip to page3, step 14, on how to request the voucher service.

6. Enter the Project Title, Project Description, and Your Role on the project. Press the NEXT button.
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7. If you are not the PI on the project, then the PI must be entered.

8. Add any additional project members by selecting the Add Project Member button.

   ![Add Project Member]

Type in the Member field either the first or last name of a project member you wish to add to the project. If the individual is already in CoRR, select him/her from the list. Otherwise, he/she will need to be added to CoRR by pressing the button **This user is new to the CoRR System**.

![Add Member to Project]

You were automatically designated as the Primary Contact for this project, so change this responsibility to the appropriate project member if it is not you.

9. When all project members have been entered, press the NEXT button.

10. Indicate if you have funding, and if you do, add the appropriate funding.

   ![Add Funding]

11. Press the NEXT button.

12. Enter Requirement (for IRB / IACUC information) and if applicable.

13. Press the SUBMIT button.
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14. You will then be taken to this project where you can Request A Service (blue button at the top right of the screen).

15. Type “voucher” (not case-sensitive) in the search field and press the ENTER key.

16. Select the CCTS Core Voucher Award button.

This will move the service to the right of your screen under New Requests.

17. Click on the button under the voucher service at the right of the screen.

18. By requesting the service, an email is automatically generated to the appropriate staff under Dr. Jackson who will be in contact with you regarding your voucher request.

19. Logout of CoRR is up at the top right.

Any questions or problems, please contact cctsvoucher@osumc.edu.