

## How to Request Access to Kualí Protocols

Some groups (like undergraduate students) aren't included by default in the researcher database and won't have access to Kualí Protocols until they are added. If you cannot find someone in the person lookup of an IRB or IACUC protocol submission, please add them as External Personnel and include a note that they are CSU-affiliated.

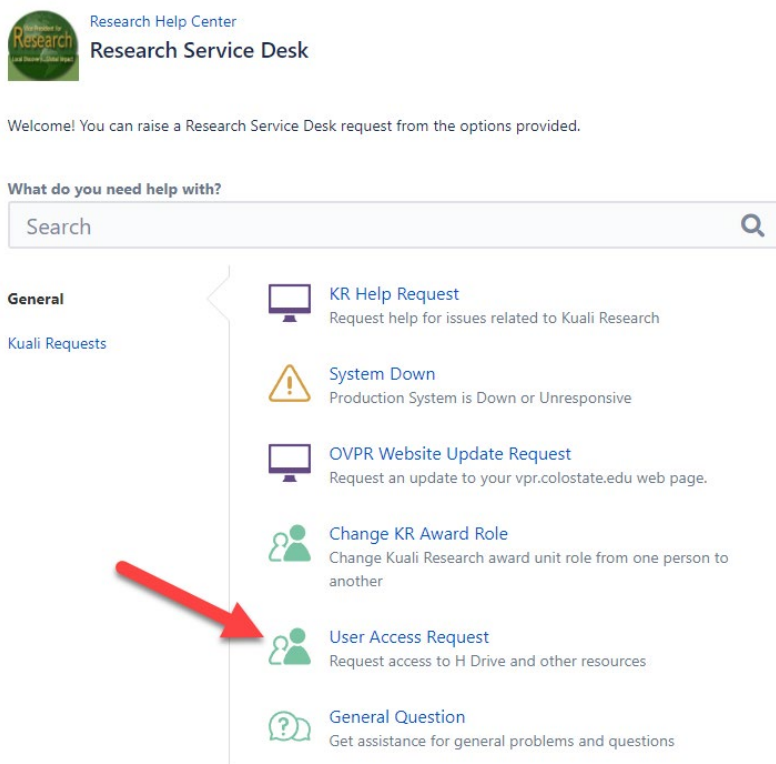
A service ticket will need to be submitted to CSU Research Services using a JIRA ticket.

1) Navigate to the CSU JIRA Research service ticket portal:

<https://jira.research.colostate.edu/servicedesk/customer/portal/1>

2) Log in using your CSU eID and password.

3) Choose User Access Request



The screenshot shows the Research Help Center Research Service Desk interface. At the top, it says "Welcome! You can raise a Research Service Desk request from the options provided." Below this is a search bar with the text "What do you need help with?". A list of request categories is displayed on the right, including "KR Help Request", "System Down", "OVRP Website Update Request", "Change KR Award Role", "User Access Request", and "General Question". A red arrow points to the "User Access Request" option, which is described as "Request access to H Drive and other resources".



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COMPLIANCE REVIEW OFFICE**  
COLORADO STATE UNIVERSITY


**CSU Institutional Review Board**

RICRO\_IRB@colostate.edu

970-491-1553

[https://www.research.colostate.edu/ricro/irb/  
v20211117](https://www.research.colostate.edu/ricro/irb/v20211117)

4) Enter the requested detail into the form prompts:


 [Research Help Center](#) / [Research Service Desk](#)  
**User Access Request**

Summary

Person eID

Enter username for person to apply access to.

Description

Include a list of resources to add or remove  
(e.g. H Drive, Specialized group, etc).  
Due Date *(optional)*  
 

Date when access is needed or should be removed by.

*Summary:* Requesting Access to Kualii Protocols

*eID:* Researcher's CSU eID

*Description:* Include the researcher's name and the relevant Kualii Protocol number (if available)



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*Due Date:* Be sure to enter something here. Submissions entered without a due date are considered low priority.

5) Click Create

6) You will be updated via email when the ticket is resolved.



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Create Issue Configure Fields

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Project\* Research Service Desk (SVCD...)

Issue Type\* IT Help

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Summary\* Requesting Access to Kuali Protocols

Description

Style B I U A Link Image List Emoji +

This individual is not available in the Kuali Protocols person lookup. Please add them.

NAME

CSU eID

CSU IRB/IACUC/IBC Protocol # if available (optional)

Visual Text

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Priority High

Escalate No

Does JIRA Ticket need immediate attention?

Attachment Drop files to attach, or browse.

Component/s

Start typing to get a list of possible matches or press down to select.

Module Institute Proposal  
Invoices  
IRB Protocol  
JIRA

Create another Create

7) Updates will be sent to the requester via email. Once the service ticket is completed and the individual is added, they can be granted access to Kuali to view and edit protocols.