How to Request Access to Kuali Protocols

Some groups (like undergraduate students) aren’t included by default in the researcher database and won’t have access to Kuali 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
4) Enter the requested detail into the form prompts:

**Summary:** Requesting Access to Kuali Protocols

**eID:** Researcher’s CSU eID

**Description:** Include the researcher’s name and the relevant Kuali Protocol number (if available)
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.
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.