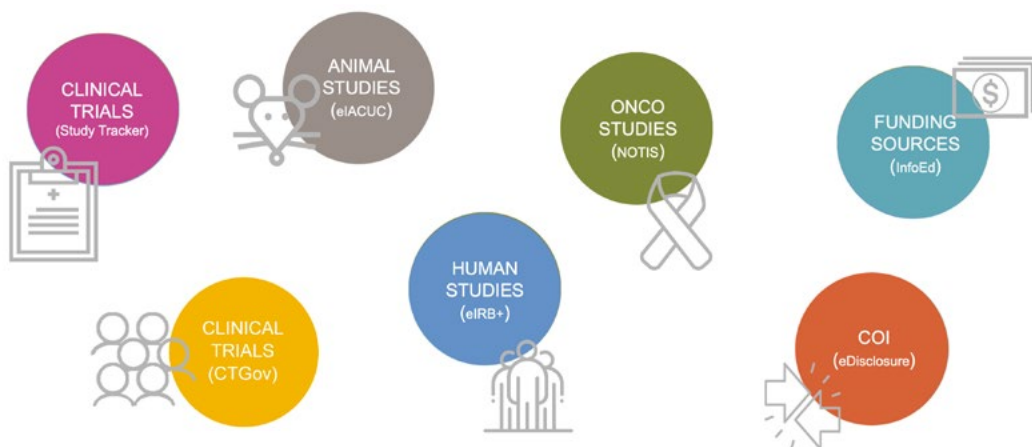


USER GUIDE

RESEARCH NAVIGATOR

Discover your research projects in one place



1

GET STARTED

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

Northwestern | RESEARCH NAVIGATOR

SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT EDIT PROJECT HELP

SEARCH PROJECTS

Search PI or Project Title/Description

Principal Investigator [?](#) Project Title/Description [?](#)

Search Systems/IDs

Oncological Studies (NOTIS) [?](#) Human Studies (eIRB) [?](#) Clinical Trials (Study Tracker) [?](#)

Animal Studies (eACUC) [?](#) Funding Sources (InfoEd) [?](#)

Search

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**.

2

THE SEARCH PAGE

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.

The screenshot shows the 'Northwestern | RESEARCH NAVIGATOR' search interface. At the top, there are navigation links: SEARCH PROJECTS, MY PROJECTS, CREATE NEW PROJECT, EDIT PROJECT, and HELP. The main section is titled 'SEARCH PROJECTS' and contains several search fields:

- Search PI or Project Title/Description**
 - Principal Investigator [?]
 - Project Title/Description [?]
- Search Systems/IDs**
 - Oncological Studies (NOTIS) [?]
 - Human Studies (eIRB) [?]
 - Clinical Trials (Study Tracker) [?]
 - Animal Studies (eIACUC) [?]
 - Funding Sources (InfoEd) [?]

A purple 'Search' button is located at the bottom center of the form.

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



ALL PROJECTS PAGE

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.

Northwestern | RESEARCH NAVIGATOR

SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT EDIT PROJECT HELP

PROJECTS [Search Again](#)

Type to filter selected projects by name, description, PI, STU#, SP# etc [Clear](#)

Index	Name	Description	Principal Investigator	Actions
	DRUG CA209-7DX	a phase III study for the treatment of Metastatic Castration-resistant Prostate Cancer from the portfolio of upcoming treatments for Prostate Cancer	Maha Hussain	View Details
DRUG CA209-7DX (NOTIS) 				
	NU UCSF15U05	A Phase 1b/2 Study of the Oral CDK4/6 Inhibitor LEE011 (Ribociclib) in Combination with Docetaxel plus Prednisone in Metastatic Castration Resistant Prostate Cancer	Maha Hussain	View Details
SP0035686 (eDisclosure) ✓ STU00201751 (eDisclosure) ✓ SP0035686 (InfoEd) ✓ STU00201751 (eIRB) ✓ NU UCSF15U05 (NOTIS) ✓ 				
	SWOG 1216	A Phase III Randomized Trial Comparing Androgen Deprivation Therapy + TAK-700 with Androgen Deprivation Therapy + Bicalutamide in Patients with Newly Diagnosed Metastatic Hormone Sensitive Prostate Cancer	Maha Hussain	View Details
STU00202881 (eDisclosure) STU00202881 (eIRB) ✓ SWOG 1216 (NOTIS) ✓ 				
	DRUG 17777	A randomized, double-blind, placebo-controlled Phase III study of Darolutamide (ODM-201) versus placebo in addition to standard androoen deprivation therapy and docetaxel in patients	Maha Hussain	View Details

4

SINGLE PROJECT PAGE

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**

Northwestern | RESEARCH NAVIGATOR

SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT EDIT PROJECT HELP

PI NAME HERE < BACK TO PROJECT LIST

ABCDEFG PROJECT NAME
A Pilot Study

External IRB

Oncological Studies NOTIS (VIEW >)

Human Studies eIRB (VIEW >)

ABCDEFG PROJECT

Funding Sources InfoEd (ADD NEW >)

Clinical Trials Study Tracker (ADD NEW >)

Conflict of Interest eDisclosure

Links & Tasks

! Action Required ✓ No Action Required

eDisclosure	STU0020 Under Review:	!
eIRB	STU0020 Under Review:	!
eDisclosure	PROJ0014 Review Complete:	✓
InfoEd	PROJ0014 Requested: 7/26/2018	✓
eIRB	IRBSITE000004 Active: 2019-06-21	✓
NOTIS	ETCTN 10 Open: 2019-08-12	✓

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SINGLE PROJECT PAGE 2

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





SINGLE PROJECT PAGE 3

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.

Links & Tasks		
Action Required	No Action Required	
eDisclosure	STU0020 Under Review:	
eIRB	STU0020 Under Review:	
eDisclosure	PROJ0014 Review Complete:	
InfoEd	PROJ0014 Requested: 7/26/2018	
eIRB	IRBSITE000004 Active: 2019-06-21	
NOTIS	ETCTN 10 Open: 2019-08-12	



CREATE A NEW PROJECT PAGE

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.

Northwestern | RESEARCH NAVIGATOR

SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT EDIT PROJECT HELP

SEARCH PROJECTS

Search PI or Project Title/Description

Principal Investigator [?](#)

Project Title/Description [?](#)

Search Systems/IDs

Oncological Studies (NOTIS) [?](#)

Human Studies (eIRB) [?](#)

Clinical Trials (Study Tracker) [?](#)

Animal Studies (eIACUC) [?](#)

Funding Sources (InfoEd) [?](#)

Search



CREATE A NEW PROJECT PAGE 2

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.

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SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT HELP

PROJECT DETAILS

Project Name Blue
This is a project about the color blue

Name & Description Choose Activities

Project Name ?
Project Name Blue
Maximum 100 characters

Description ?
This is a project about the color blue
Maximum 250 characters

Cancel Next



CREATE A NEW PROJECT PAGE 3

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.

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SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT HELP

PROJECT DETAILS

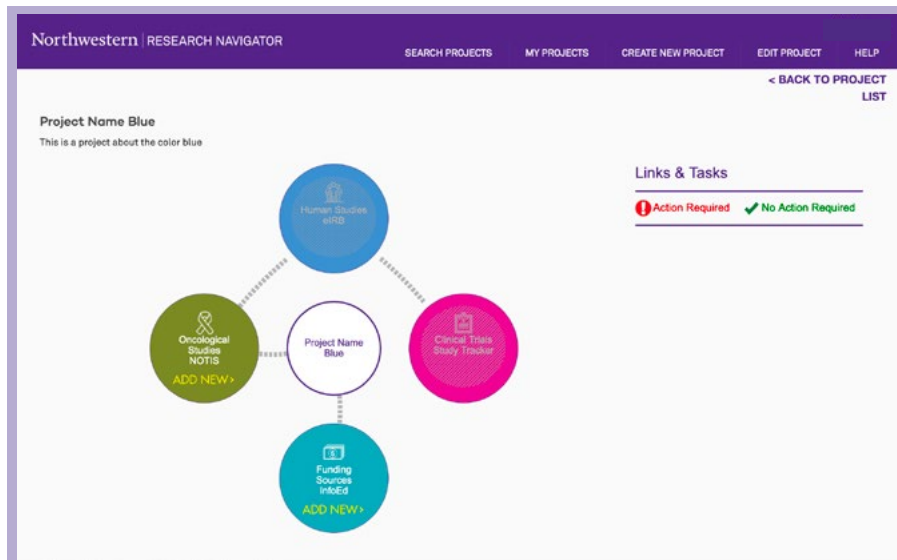
Project Name Blue
This is a project about the color blue

Name & Description Choose Activities

Please review selections below and adjust if needed. Click the "Switch" to adjust your selection.

Animal Studies (eIACUC)	<input type="checkbox"/>	Funding Sources (InfoEd)	<input type="checkbox"/>
Oncological Studies (NOTIS)	<input type="checkbox"/>	Human Studies (eIRB)	<input type="checkbox"/>
Clinical Trials (Study Tracker)	<input type="checkbox"/>	Conflict of Interest (COI)	<input type="checkbox"/>

Previous Submit

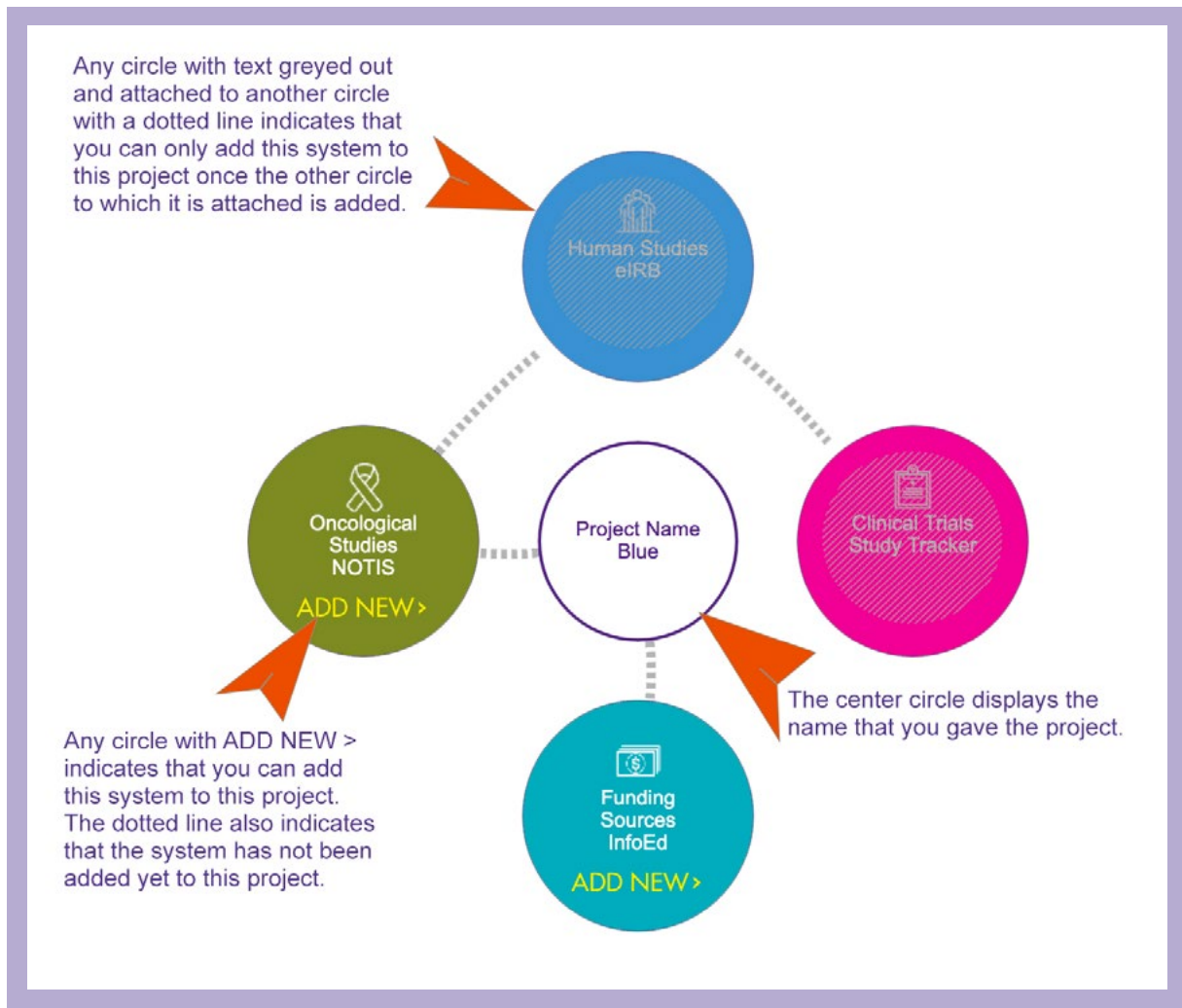


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CREATE A NEW PROJECT PAGE 4

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





MY PROJECTS PAGE

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.

Northwestern | RESEARCH NAVIGATOR

SEARCH PROJECTS MY PROJECTS CREATE NEW PROJECT HELP

YOUR NAME HERE

MY PROJECTS

Type to filter selected projects by name, description, PI, STU#, SP# etc. Clear

Index	Name	Description	Principal Investigator	Actions
1	DRUG 123	DRUG 123	PI	View Details
	DRUG	(NOTIS) ❗		
2	DRUG 123	DRUG 123	PI	View Details
	DRUG	(NOTIS) ❗		
3	DRUG 123	DRUG 123	PI	View Details
	STU00	(eDisclosure) ❗ STU00 (eIRB) ✅ DRUG (NOTIS) ✅		
4	DRUG 123	DRUG 123	PI	View Details