Adding a Name to the Rolodex

How do I add Key Personnel or Investigators from other organizations (non JHU employees) to my proposal?

You can add a **non-JHU employee investigator or a non-JHU employee key person** to your proposal from the Rolodex. In order to reduce the number of duplicate entries in the Rolodex, please perform a search for the person and/or the organization to see if an entry for them already exists. If not, you can add the person and their information to the Rolodex.

Before you add a name, be sure to search the Rolodex to determine if the name is already in it. This saves you time, and avoids adding redundant information to the database.

1. Click the **Maintain Rolodex** icon.
2. Click **<Cancel>** to close the **ROLODEX SEARCH** window.
3. Click the **Add** icon or select **Edit > Add**.

4. Complete the **ADD NEW ROLODEX** form. Be sure to change the state and country to the correct information from the default information.
5. Click **<OK>**. The Rolodex window now has a line for this entry.