



## Adding a Name to the Rolodex

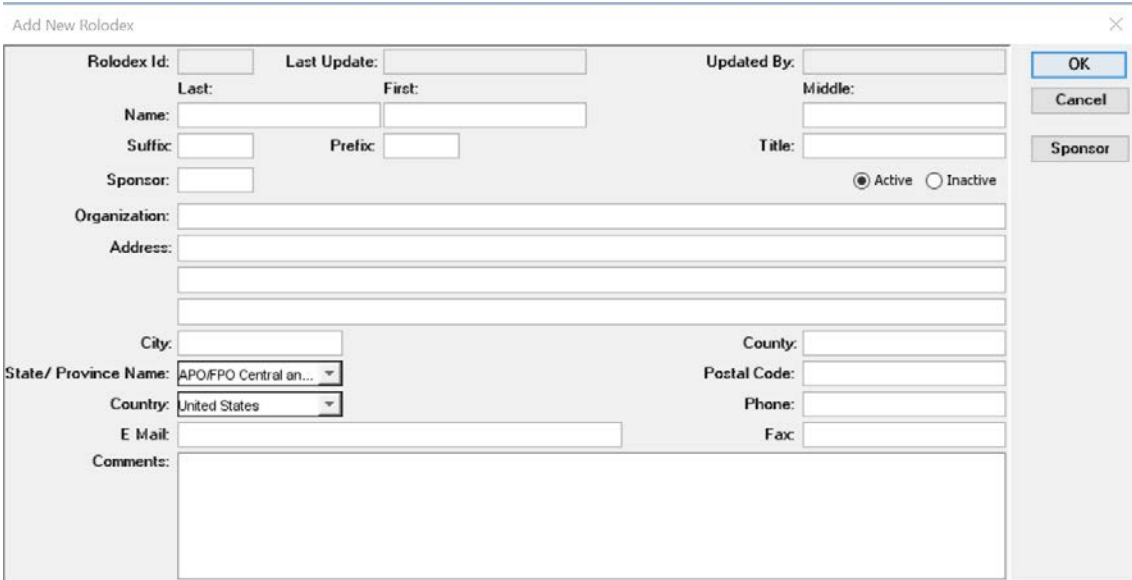


### How do I add Key Personnel or Investigators from other organizations (non JHU employees) to my proposal?

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**.



The screenshot shows a web form titled "Add New Rolodex" with a close button (X) in the top right corner. The form contains the following fields:

- Rolodex Id:
- Last Update:
- Updated By:
- Name: Last:  First:  Middle:
- Suffix:  Prefix:  Title:
- Sponsor:   Active  Inactive
- Organization:
- Address:
- City:  County:
- State/ Province Name:
- Postal Code:
- Country:
- Phone:
- E Mail:  Fax:
- Comments:

On the right side of the form, there are three buttons: **OK** (highlighted in blue), **Cancel**, and **Sponsor**.

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.