This quick guide provides information on how to add external (non-MSU) study team members to a study.

**WHO:**

- Principal Investigators (PIs)
- Study Teams

**WHEN:**

- At the time of new study submission or modification of the study team.

**HOW:**

1. Navigate to the Study Team Member SmartForm page.

2. If the external (non-MSU) individual does not require log in access to Click to view or edit a study:
   a. Identify external (non-MSU) study team members in a document (e.g. Word, Excel).
   b. In Question 2, select “Add.”
How to Access a Study or Submission

3. If the external (non-MSU) individual requires log in access to Click to view or edit a study:
   a. Obtain a NetID for the individual through the Department-Sponsored NetID process (please note there may be a fee associated with obtaining a Department-Sponsored NetID). For more information about the Department-Sponsored NetID process, please visit https://netid.msu.edu/other/index.html.
   b. Once a NetID is obtained, request access to Click by completing the form available at: https://hrpp.msu.edu/form/non-msu-individuals-request-access-click
   c. Once access is granted to Click as a Click Affiliate, the individual will need to log into Click. MSU’s two-factor authentication is used to log into Click.
   d. After log in, their name will be available for selection in Question 1 on the Study Team Members SmartForm page.
   e. In Question 1, select “Add.”
f. Complete the information to add the individual.

**Add Study Team Member**

1. **Study team member:**

2. **Role in research:** (check all that apply)
   - [ ] Co-Investigator
   - [ ] Study Coordinator
   - [ ] Project Personnel

3. **Is the team member involved in the consent process?**
   - [ ] Yes
   - [ ] No

4. **Does the team member have a financial interest related to this research?**
   - [ ] Yes
   - [ ] No

* Required

OK | OK and Add Another | Cancel

**Note:**
- Please note that the process to obtain a NetID and to obtain access to Click through an eARM form as a Click Affiliate may take several weeks, depending on volume.