eResearch
Adding a Sponsor
Step-by-Step Procedure

Adding a Sponsor

This procedure demonstrates adding an External Sponsor. The same steps can be followed to add an Internal Sponsor.

eResearch Study Application

1. In Section 2, click **Add**.

2. Click **Select...** to open the Select a Sponsor window.

Sponsor Detail Window
Select Sponsors Window

3. Search for the sponsor by **Acronym** or by entering a **Name**.
   
   **Note:** Use the percent sign (%) as a wildcard character to find a partial name.

4. Click **Find**.

5. Select the option next to the correct sponsor.

6. Click **OK**.

Sponsor Detail Window

7. The sponsor is added to the Sponsor Detail window.

8. Complete the rest of the Sponsor Detail window.
   
   **Note:** All fields marked with a red star (*) are required.

9. Click **OK**.
10. The sponsor is listed in Section 2.

11. Click **Save**.