External Sponsors (non-UM affiliated sponsors) and/or Internal Sponsors (including department or PI discretionary funding) can be added to a study application when the study is in an editable State (e.g., Pre Submission). If the study does not require sponsorship, you must indicate so in section 2.8 of the study application.

The following procedure demonstrates adding an External Sponsor however, you can apply the same steps to add an Internal Sponsor.

**Important Information!**

If the study application is in a non-editable State (e.g., Active), you must create an amendment to add or edit sponsor information. See the [Creating an Amendment](#) step-by-step procedure for details.

**eResearch Study Application**

1. Click the **Name** of the study to open the Study Workspace, and then click **Edit Study** (not shown).
2. Use the **Jump To:** menu to navigate to section **02. Sponsor Information** (not shown).
3. Under **External Sponsor(s)/Support**, click **Add**.
4. Click **Select...** to open the Select a Sponsor window.

**Sponsor Detail Window**

Click select to display the sponsor search window. If our sponsor is not listed in the search engine, select it above.
Select Sponsors Window

Select Sponsors

Acronym: 
Name: 
Enter an Acronym or Name, and then click Find. Use % as a wildcard with a partial name.
To display all sponsors, leave both fields blank and click Find.
If your sponsor is not listed in the search engine, click Cancel and type the sponsor name in the space provided.

5. Enter a search term by Acronym or by Name in the fields provided.  
   **Note:** Use the percent sign (%) as a wildcard character to search using a partial name.

6. Click **Find**.

7. Click the radio button next to the correct Sponsor in the list that appears (not shown).  
   **Note:** If the Sponsor does not appear in the list, enter the name of the Sponsor in the field provided in the Sponsor Detail Window.

8. Click **OK**.

Sponsor Detail Window

Click the applicable radio buttons to complete the rest of the Sponsor Detail window.

**Notes:**
- All fields marked with a red asterisk (*) are required.
- Additional sections may display depending on the selections made.

9. Click **OK** to return to the study application, or click **OK and Add Another** to add another External Sponsor.
11. Verify the sponsor is listed on the study application.

12. Click **Save**.