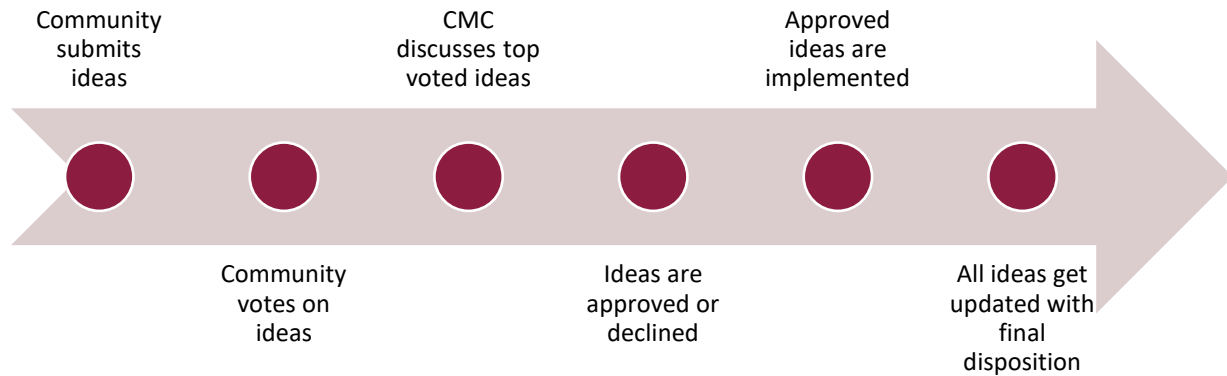# Change Management Committee Contribution Center User Guide

The Change Management Committee (CMC) agenda is built using crowdsourced ideas and changes announced from sponsors and ASU that the research advancement community must support. The CMC Contribution Center is how the community can propose and vote on proposed changes for CMC to review, discuss, and implement approved projects. Follow the instructions below to submit ideas and vote on those submitted by others.

Community submits ideas   CMC discusses top voted ideas   Approved ideas are implemented

Community votes on ideas   Ideas are approved or declined   All ideas get updated with final disposition

Contents

To access the CMC Contribution Center
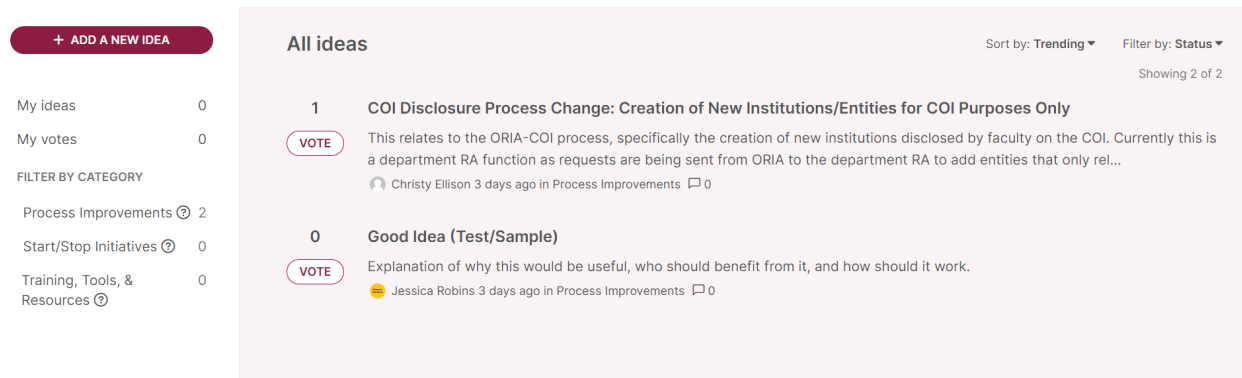
In your browser, go to asu-rops-contribution-center.ideas.aha.io

Log in using your ASURITE.

Once logged in, you will see the submitted ideas and will be able to submit your own idea or vote on existing ideas.

To submit a new idea

To submit a new idea, click the "+ Add A New Idea" button in the upper left corner.

Complete the form:

1. 'Your idea' field: Enter a one sentence summary of the idea.
   - When you start typing in the 'Your idea' field, if similar ideas have already been posted they will show in the form. Then you can go to that idea to vote for it or leave comments. Otherwise, if your idea is not already covered by a previously submitted suggestion, then proceed to step 2 below.

2. 'Please add more details' field: Explain the idea, the impact it would have, who would benefit from it, and how it should work.
   - *Note: If submitting an idea on behalf of another community member, please include a note stating that the idea is being submitted on behalf of someone (either a named person, or an anonymous submitter, as the case may be).*

3. 'Choose a category for this idea': select one of the following categories:
   - Process improvements: *Ideas for improving research advancement, such as streamlining the proposal submission, award management, and compliance processes.*

- Start/Stop Initiatives: *Ideas for what we should start doing and ideas for what we should stop doing.*
- Training, Tools, & Resources: *Ideas for what we should start doing and ideas for what we should stop doing.*

4. Idea Tags: if submitting an idea on behalf of another community member, select the 'On behalf submission' tag. It is also recommended that a note be included in the 'Please add more details' field, stating that the idea is being submitted on behalf of someone (either a named person, or an anonymous submitter, as the case may be).

5. Click "Add idea" to let others vote and comment on your submission.

Once you submit an idea, you will have automatically voted for the idea and you will automatically be signed up for email updates (when others vote up or comment on the idea you submitted).

To search existing ideas

Use the search bar to find existing ideas related to your search term.

Or you can filter by clicking the options on the left-hand side of the screen to filter your submitted ideas, ideas you have voted on, or filter out ideas by category.
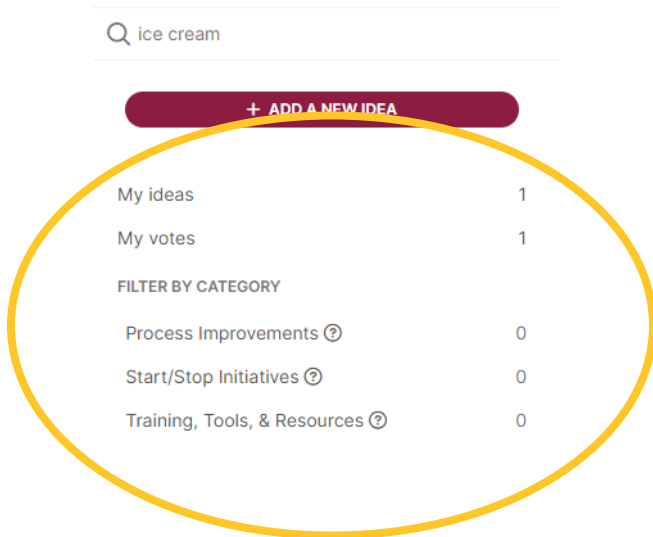
To see the Category Descriptions, hover over the question mark by the Category Name on the CMC Contribution Center homepage. As more ideas are submitted, categories may be updated to better reflect the range of submissions.
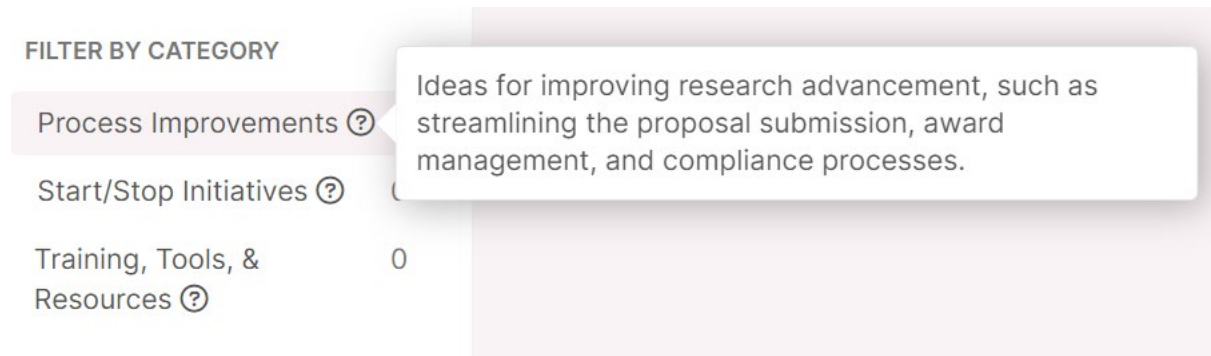
Up-Voting Ideas

If you submit a new idea, your vote will automatically be logged. To up-vote other people's submissions, click the VOTE button next to the idea.