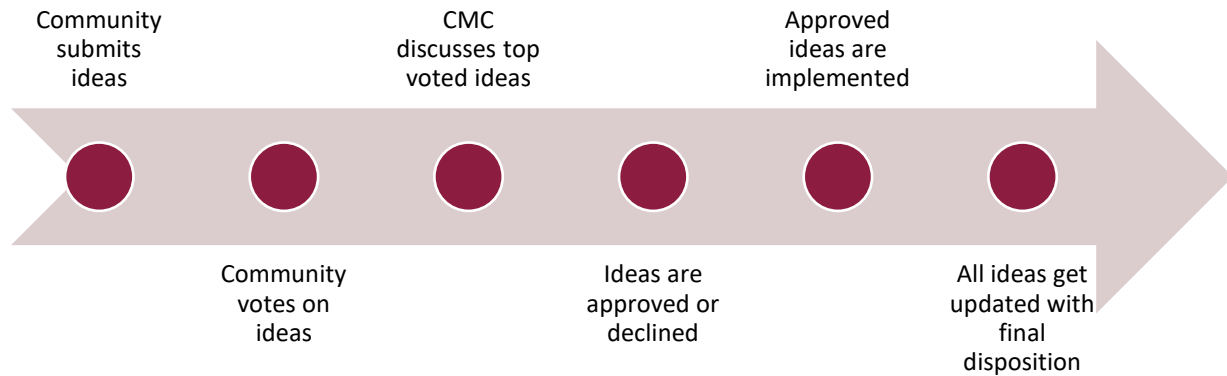


Change Management Committee Contribution Center User Guide

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.



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To access the CMC Contribution Center

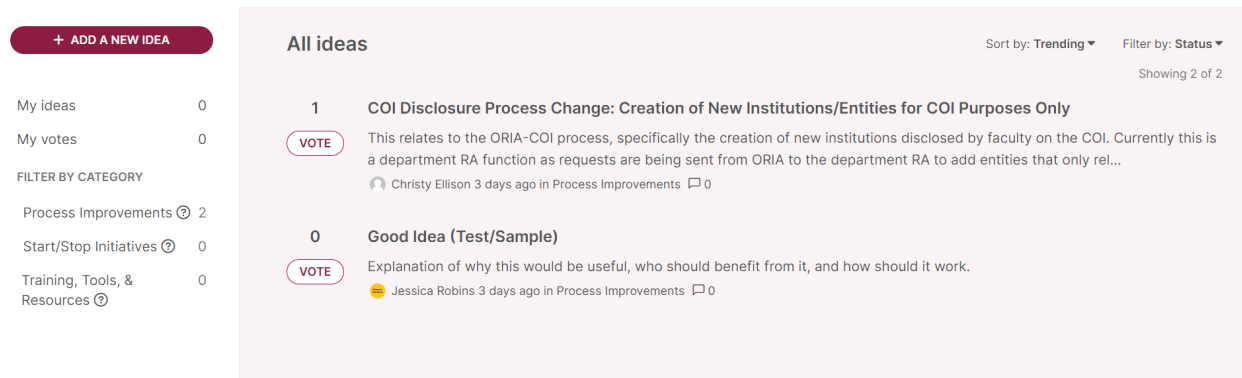
In your browser, go to asu-rops-contribution-center.ideas.aha.io

Log in using your ASURITE.



The screenshot shows the ASU Counselor Training Center Sign In page. At the top, there is a yellow header with the ASU logo and the text "Arizona State University Counselor Training Center". Below the header, there is a black bar with white text: "Offering telehealth services for staff, students, faculty & community members cisa.asu.edu/ctc | ctc@asu.edu". The main content area is white and features a "Sign In" heading. Below the heading, there are two input fields: "ASURITE User ID" and "Password". To the right of the "ASURITE User ID" field is a link "Activate or request an ID". To the right of the "Password" field is a link "Forgot ID / password?". Below the input fields, there is a red "Sign In" button and a checkbox labeled "Remember my user ID". At the bottom of the page, there is a "Need Help?" section with a link to the "Help Center" and a phone number "1-855-ASU-5080 (1-855-278-5080)". Below this, there are links for "System Status", "ASU Home", "Copyright", "Acceptable Use", and "Privacy".

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



The screenshot shows the "All ideas" page. On the left, there is a sidebar with a red button labeled "+ ADD A NEW IDEA". Below the button, there are links for "My ideas" (0), "My votes" (0), and "FILTER BY CATEGORY". Under "FILTER BY CATEGORY", there are three categories: "Process Improvements" (2), "Start/Stop Initiatives" (0), and "Training, Tools, & Resources" (0). The main content area is titled "All ideas" and has a "Sort by: Trending" dropdown and a "Filter by: Status" dropdown. Below the filters, there is a "Showing 2 of 2" indicator. The first idea is titled "COI Disclosure Process Change: Creation of New Institutions/Entities for COI Purposes Only" and has 1 vote. The second idea is titled "Good Idea (Test/Sample)" and has 0 votes. Each idea has a "VOTE" button and a "COMMENT" icon.

To submit a new idea

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

Q Search all ideas...

+ ADD A NEW IDEA

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.

Your idea Required

Consider voting for one of these similar ideas:

[Good Idea \(Test/Sample\)](#)

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).*

Please add more details Required

Paragraph ▼ B I U A ▼ ☰ ▼ ☷ ▼ + ▼ ↻

Why is it useful, who would benefit from it, how should it work?

📎 Attach files

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.*

Choose a category for this idea Required

Process Improvements
▼

Start/Stop Initiatives

Training, Tools, & Resources

- 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).

Idea Tags

On behalf submission
×

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

ADD IDEA

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.

+ ADD A NEW IDEA

My ideas 1

My votes 1

FILTER BY CATEGORY

All ideas

1

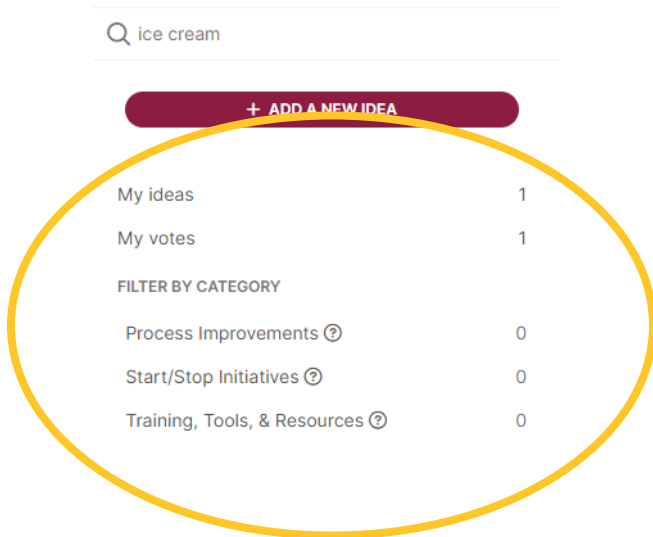
VOTED

Create a topical guide for XYZ topic

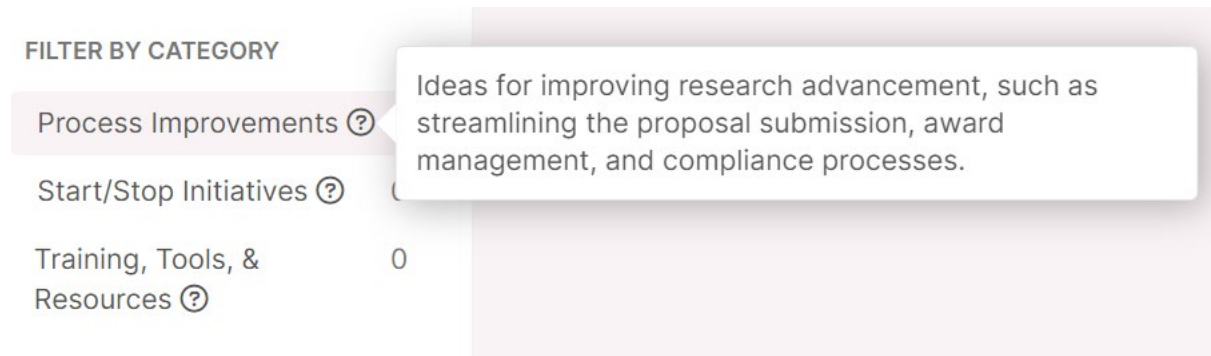
Explanation of why this would be useful, v

Jessica Robins about 1 hour ago in Training,

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.

