

SETTING UP AN ACCOUNT IN C.O.R.E.S. for VUMC-based Investigators

Step 1. Setting up PI account. To initiate billing through C.O.R.E.S. the **Principal Investigator** needs to set up their C.O.R.E.S. account. Using a non Explorer browser (such as Mozilla FireFox or Chrome), the PI needs to go to the link below and log in with their VU Net ID and password: <https://medschool.vanderbilt.edu/oor/new-cores-user-account>. This URL should bring you to the screen below:

The screenshot shows the 'Office of Research' login page. At the top, there's a navigation bar with links like 'Home', 'Research', 'Compliance', 'Administration', 'Training', 'Core', 'Library/Book', 'Contact Us', and 'Sign Off'. Below the navigation bar is a search bar and a list of links. The main content area is titled 'Log in to the C.O.R.E.S. system.' and contains a form with several fields: 'First Name', 'Last Name', 'User ID/NetID', 'Employee ID/NetID Number', 'Department', 'Campus', 'Phone Number', 'Email Address', 'What is your role?', and 'What is your role?'. There are also checkboxes for 'I am a new user' and 'I am an existing user'. A 'Submit' button is at the bottom. A blue arrow points from the 'Principal Investigator' role in the 'What is your role?' dropdown menu to the text 'Enter your name, ID etc. and select Principal Investigator from the Role menu.' Another blue arrow points from the 'Health Services Research Core – Implementation Science Core' in the 'Notes' box to the text 'Enter Health Services Research Core – Implementation Science Core in the Notes box. Click Submit.' A third blue arrow points from the 'Submit' button to the text 'Click Submit.'

Enter your name, ID etc. and select **Principal Investigator** from the Role menu.

Enter **Health Services Research Core – Implementation Science Core** in the Notes box. Click **Submit**.

It may take a day or so for the Principal Investigator account to be confirmed by email to the PI. Once it is, we will enter the information you provided to us in the Health Services Core Services request re: cost center, time frame, and your departmental Administrative Officers for the department may create related accounts.

Step 2. Adding Departmental Administrators and Assistants

Your Departmental Administrator/Research Coordinator should use the same link to get to CORES (<https://medschool.vanderbilt.edu/oor/new-cores-user-account>) to set up a new account if s/he has not registered before. S/he should fill in the requested information (name, phone, email address) but have a choice of ROLES to select (See below). The “Departmental Administrator” role is the AO for the Department and would be managing any and all accounts from PIs in that Department. If you are only assisting one or two PIs as research coordinator, then select “Lab Manager/Assistant” to be copied on CORES correspondence. Indicate in the Additional Comments box the name of the PI you are working with. Hit submit.

Department: *

I will need access as a: *

- Department Administrator - This role manages all center numbers in a single department.
- Lab Manager/ Assistant - This role assists a single PI.
- Principal Investigator
- Service Core Manager
- Service Core Associate - This role assists a single core manager.
- Resource User - This roles reserves or purchases core services for a single PI.
- Not Sure

Additional Comments

What is your name? *

Please enter your name in this field. We will notify you when the user has been added. Thank you!

Submit

Enter your name, ID etc. and select **Departmental Administrator or Lab/Manager/Assistant as Role.**

Enter **Health Services Research Core – Implementation Science Core** in the Notes box. Click **Submit.**

Please allow the system up to 48 hours to fulfill your request.

NOTE: As you may have heard, as a result of the separation of VUMC from VU, there will be some changes in the CORES system. Some Cores will be assigned to VU and others will remain with VUMC. **All Health Services Research Cores, including the Implementation Science Core, will continue to be considered VUMC Cores and can be accessed at <https://cfuis.mc.vanderbilt.edu/login.cfm> .**

Once you have your account set up as instructed above, it will work for either a VUMC or VU Core. However, should you chose to use a Core that is now considered a Vanderbilt University Core, you just need to use a different URL to access those Core accounts: <https://cores-vu.mis.vanderbilt.edu/login.cfm>

For a listing of all current Cores and their new assignments, click this link:

<https://medschool.vanderbilt.edu/oor/system/files/VU%20and%20VUMC%20Core%20List.pdf>

