Lumen Research Management Platform

PI Quick Start Guide

lumen.northwestern.edu

Last updated: December 20, 2018
Table of Contents

Accessing Lumen.......................................................................................................................... 1
General Lab Setup....................................................................................................................... 1
Lab Registration Wizard.............................................................................................................. 2
Lab Contact Information............................................................................................................. 3
Lab Category and Research Focus.............................................................................................. 4
Lab Hazard Assessment.............................................................................................................. 5
Adding/Confirming Lab Members.............................................................................................. 7
Managing Job Activities............................................................................................................ 8
Accessing Lumen

Go to https://lumen.northwestern.edu and log in using your Northwestern netID and password.

General Lab Setup

If you have not yet set up your lab, you will see a prompt for the General Lab Setup:

Setup Steps

The following item(s) require your attention. If you have any trouble or need help, please Contact Us.

- Mason-Yamashiroya Lab Setup
  - General Setup Wizard Not Complete

Click “General Setup Wizard” to begin the Laboratory Registration Wizard.
At this point, you may delegate someone else in your lab to complete the Laboratory Registration.

1. Click Delegate Now to delegate the setup process to another lab member, or
2. Click “Continue to Laboratory Setup” to complete the setup process yourself.

---

**Laboratory Registration Wizard**

*Welcome to the Laboratory Registration Wizard.*

Research Safety is best able to serve your needs and those of the institution through your co-operation in registering your laboratory's information within this system.

Providing Research Safety with information about your laboratory and your lab members will help our efforts to train your researchers, prevent accidents and keep your laboratory safe. Additionally, it helps this institution meet the compliance requirements of federal and state laws. This is important to maintain eligibility for you and your fellow researchers to apply for grants and other financial assistance.

This wizard will collect the following information:

1. Your laboratory's contact information
2. A general description of your laboratory's purpose and research focus
3. The hazards your laboratory members are exposed to
4. Names and designations of the members of your laboratory
5. Job activities of each member to drive their training requirements

If you would like, you may delegate this process to another member of your lab: [Delegate Now]

You will still be required to certify that the information listed is correct.

[Continue to Laboratory Setup]
The wizard will prompt you to enter basic contact information for your lab. This information should be for the primary office location of the lab. Some of this data will be pre-populated. Click Submit when finished.

**Laboratory Contact Information**

Enter the basic contact information for your laboratory.

- **Lab Name:** Mason-Yamashiro Lab
- **Building:** Montgomery Ward Memorial Building
- **Room Number:** B106
- **Mail Code:** You can leave the mail code field blank
- **Departments:** Medicine/Infectious Diseases
- **Phone 1:** 312-503-8300
- **Phone 2:**
- **Fax:**

[Submit]
Enter your lab’s Category (a summary of the activities performed by your lab) and Research Focus (a short description of your research). Click Submit when finished.

**Enter Lab’s Category and Research Focus**

The Laboratory has been updated.

**Lab Category**

From the following, please select all that apply to your lab. A lab category is a way of summarizing the types of activities performed by your laboratory.

Please hover your mouse over the question mark symbol for each category for a definition.

- [ ] Art Group
- [ ] Clinical Lab
- [ ] Computational and/or Theoretical Lab
- [ ] Electronics Lab
- [x] Research Lab
- [ ] Research Support
- [ ] Shared Facility
- [ ] Teaching Lab
- [ ] No Categories

As part of the laboratory registration process we ask you to enter a brief description of your overall research focuses & goals.

**Research Focus** *(Example)*

[Enter your Research Focus here]

Submit
Complete the hazard assessment for your lab. Select the hazards to which any member of your lab may be exposed.

**Complete Lab Hazard Assessment**

- Your Lab Categories have been updated.
- Your Lab Focus has been created.

For each category below, please select the hazards to which lab personnel may be exposed and activities they will perform, regardless of the location in which they are working.

After completing this wizard, you will have the ability to change your lab’s hazards at any time. If you have questions about which hazards apply to your lab, please complete this form and then contact Research Safety with any questions you have.

**Biological:**
- Animal blood, body fluids, and/or tissues
- Animal inhalation anesthetics
- Biological materials
  - Biological materials - Biosafety Level 1
  - Biological materials - Biosafety Level 2
  - Biological materials - Biosafety Level 3
  - Biological materials - Biosafety Level 4
- Human blood, body fluids, tissues, and/or bloodborne pathogens
  - Human blood, body fluids, tissues, and/or bloodborne pathogens - Fixed
  - Human blood, body fluids, tissues, and/or bloodborne pathogens - Fresh
- Infectious proteins
- Live animals
  - Live animals - Animal Biosafety Level 1
  - Live animals - Animal Biosafety Level 2
  - Live animals - Animal Biosafety Level 3
  - Live animals - Animal Biosafety Level 4
  - Live animals treated with chemical hazards
  - Live invertebrates
  - Live vertebrates
- Plant research
- Recombinant and/or synthetic nucleic acids
- Select Agent pathogenic microorganisms

**Chemical:**
- Any hazardous chemicals
- Carcinogens
- Corrosive liquids
- Engineered nanomaterials
- Environmental hazards
- Flammable chemicals
- Hazardous compressed gases
  - Corrosive compressed gases
  - Flammable compressed gases
  - Oxidizing compressed gases
  - Toxic compressed gases
- Hazardous drugs
- Highly toxic chemicals
- Irritants
- Reactive chemicals
- Regulated chemicals
- Teratogens and/or reproductive hazards
Click Submit when finished.
On the Lab Members page, add your lab members by typing in their names. Lumen will look up employees in the Northwestern directory. Choose a Designation (e.g., staff, graduate student, volunteer, etc.) for each lab member, then click Lookup/Add.

When you are done adding lab members, click Done Adding Members.

Note: labs brought over from NSIS should automatically import members; confirm your list of lab members is correct, add any as needed and click Confirm List.
Next, configure job activities, the activities your lab members perform. For each tab (Animal, Biological, Chemical, General, Physical and Radiological), check the box if the lab member performs that job activity. Note that some tabs have additional content; scroll right to view. When you have completed configuring all job activities, click Submit.

![Configure Activities]

This completes the General Lab Setup. Click Continue to return to additional setup steps for your lab, if required.

![Laboratory Setup Complete]