



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.

**Log in with your
Northwestern ID and
Password**

[\(Click here for other access methods\)](#)

Welcome to Lumen - The Research Management Platform

[Please enter your NetID and Password to log in.](#)

Access to this system is strictly limited to users associated to Northwestern University. All access is monitored and logged.

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!

Skip Setup

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

1

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.

2

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-Yamashiroya Lab

Building: *

Montgomery Ward Memorial Building

Room Number: *

B106

Enter the lab's primary room number.

Mail Code:

You can leave the mail code field blank

Departments:

Medicine/Infectious Diseases

Phone 1: *

312-503-8300

Enter the laboratory's primary contact number. Please use the format XXX-XXX-XXXX.

Phone 2:

Enter the laboratory's secondary contact number. Please use the format XXX-XXX-XXXX.

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 
- 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

Ionizing Radiation:

- Ionizing radiation (including x-ray) generating equipment
- Radioactive materials
 - Alpha emitting materials
 - Beta emitting materials
 - Gamma emitting materials
 - Human blood, body fluids, and/or tissues - radioactive
 - Radioactive iodine compounds

Non-Ionizing Radiation:

- Commercial or lab-built microwave/radio frequency emitting equipment
- Lasers
 - Lasers with beam paths that leave the optical table
 - Open beam Class IIIB lasers
 - Open beam Class IV lasers
- Magnetic fields, high intensity
- UV light sources

Physical:

- Confined spaces
- Cryogenics and dry ice
- Electrical hazards
- Field work in extreme environments
- Heavy material handling equipment
- Heights (working at 4 ft. or higher)
- Heights (working at 6 ft. or higher)
- High heat
- Highly repetitive lab work
- Hot work
- Inert compressed gases
- Lithium Batteries
- Noise hazards
- Particulates from machines and operations
- Pressure and vacuum vessels
- Robotic machinery
- Shop equipment

Regulated Activities:

- Having minors in the lab
- Shipping materials outside of institution
 - Shipping materials outside of institution - Biological
 - Shipping materials outside of institution - Chemical
 - Shipping materials outside of institution - Radioactive
- Transporting materials between buildings or campuses
 - Transporting materials between buildings or campuses - Biological
 - Transporting materials between buildings or campuses - Chemical
 - Transporting materials between buildings or campuses - Radioactive

- No Hazards

Submit

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.

Laboratory Members

'Stasek, Anna' has been added to this group.

On this screen, please enter the names of the personnel in your group. For each person please indicate what their designation is and what permissions you would like them to have within your group. This information is important for determining access controls inside of Lumen.

Name	Email	Designation	
Mason, Cindi	c-mason@northwestern.edu	Principal Investigator	Edit
Stasek, Anna	anna.stasek@northwestern.edu	Staff	Edit Remove
Yamashiroya, Katie	katie.yamashiroya@northwestern.edu	Postdoctoral Fellow	Edit Remove

[Definitions and Policies](#)

Add a member

Name:

Designation:

Adding group members requires a secure directory lookup against personnel databases and may take over 30 seconds to process. **Please only click Add Once.** Thank you for your patience.



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

Please confirm the type of activities each group member performs. This information is important for auditing training requirements inside of Lumen.

Animal **Biological** **Chemical** **General** **Physical** **Radiological**

Name	Performs Procedures with Animals Requiring Gas Anesthetics
Select for all	<input checked="" type="checkbox"/>
Mason, Cindi	<input checked="" type="checkbox"/>
Stasek, Anna	<input checked="" type="checkbox"/>
Yamashiroya, Katie	<input checked="" type="checkbox"/>

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

Laboratory Setup Complete

The roles/activities for this group have been updated.

Thank you for entering your general laboratory information. This information is now stored and available to you and your departmental oversight officers and committees. As your research projects and laboratory staff changes, please login to Lumen and update this information.

Please click Continue to proceed. You will be directed back to the Setup Steps if you have more to do, or to your Lumen main page. You may click 'logout' to exit the system at any time.