To Submit your completed Research Request Application

Please note: This works best with Mozilla Firefox and Google Chrome.

- 1. Sign into the FLVS Help Center at: <u>https://flvsprd.service-now.com/help/</u>
- 2. Click on Submit Help Ticket at the top



Welcome to the FLVS Help Center. We have done our best to make it quick and easy to find answers to all of your most pressing questions. Here, you will find information about how to do anything from resetting your password to requesting your transcript. Then of course, if you can't find the answers you need here, you are always welcome to submit a help ticket or contact our support center directly. We are here to help.

3. Select Create New Incident. Select External Research Proposal from the Category.



4. Select the correct option from the Subcategory and include a short and long description.

* Subcategory University or College	
★ Short description	<i>.</i>
Long Description More information	

5. Attach a copy of your proposal by using the paper clip button in the top right hand corner.

ATTENTION: To attach a file, please use the red paperclip icon in the top-right corner



6. Click Submit

