**USER INSTRUCTION NOTES**

For inclusion where appropriate:

1. Ideas must be sent in by PIs specifically designated as having the authority to send in the idea. More than one person may have such authority. Early in the life of an Idea it generally is useful to designate such an individual.
2. The instructions should say that Ideas can be sent only by PIs with submission authority.
   1. See table Project Role for a list of valid roles for users associated with Ideas.
   2. Users are associated with projects in the section below the instructions at the bottom of the Share My Idea page.
      1. Project roles are applied to users as part of that process.
3. If an Idea is not accessed for two years it may be deleted. [Is this the right amount of time or should some different time be used. Since our database will not have high transaction volumes by system standards, there is no real penalty for keeping Ideas for longer periods.]
   1. Note that the idea need not be modified to pass this test. It only needs to be opened by any user associated with the Idea.
4. In the instructions for creating Ideas, the following should be explained:
   1. This next instruction must be revised or deleted. The system has changed.
   2. When an Idea is initially created it is assigned a temporary Idea Number. As the Idea is developed, the first time the Idea is saved error free, the original temporary Idea Number is replaced by a new permanent Idea number. This permanent Idea number is especially important as it is unique, distinguishing this idea from all other ideas processed by the system for the indefinite future. In correspondence with us the temporary Idea number should be used only until the permanent Idea number is assigned.
5. When adding users to ideas, “Anticipated contribution” may be left blank for PIs but should be completed for all others.
6. When an Idea is initially created it is owned by the person creating it. That person need not be a PI.
   1. After the idea has been saved one time error free:
      1. Additional people may be added to the Idea to strengthen it.
      2. Authority to update an Idea may be changed to or from any registered website users assigned to the Idea providing the Idea always has at least one person with update authority.
      3. All users assigned to an Idea have authority to read the idea.
      4. Ideas must have at least one PI and may have more than one.
      5. Ultimately, the Idea must be submitted by a PI.
   2. Changes among Idea participants are done at the bottom of the “Share My Idea” input page in the “Adding and Changing Project Participants” section.