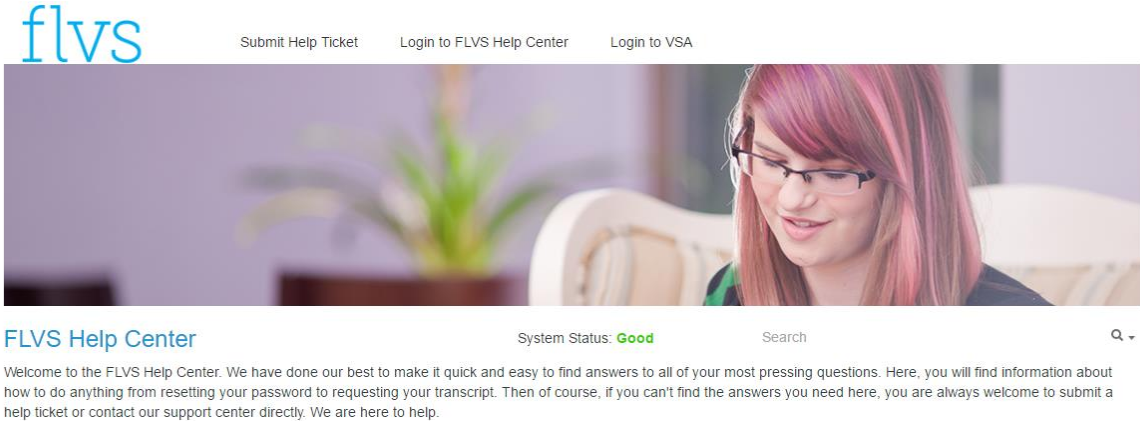


# To Submit your completed Research Request Application

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

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



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

\* Category

External Research Proposal

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

\* Subcategory

University or College

\* Short description

More information

\* 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

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Submit

