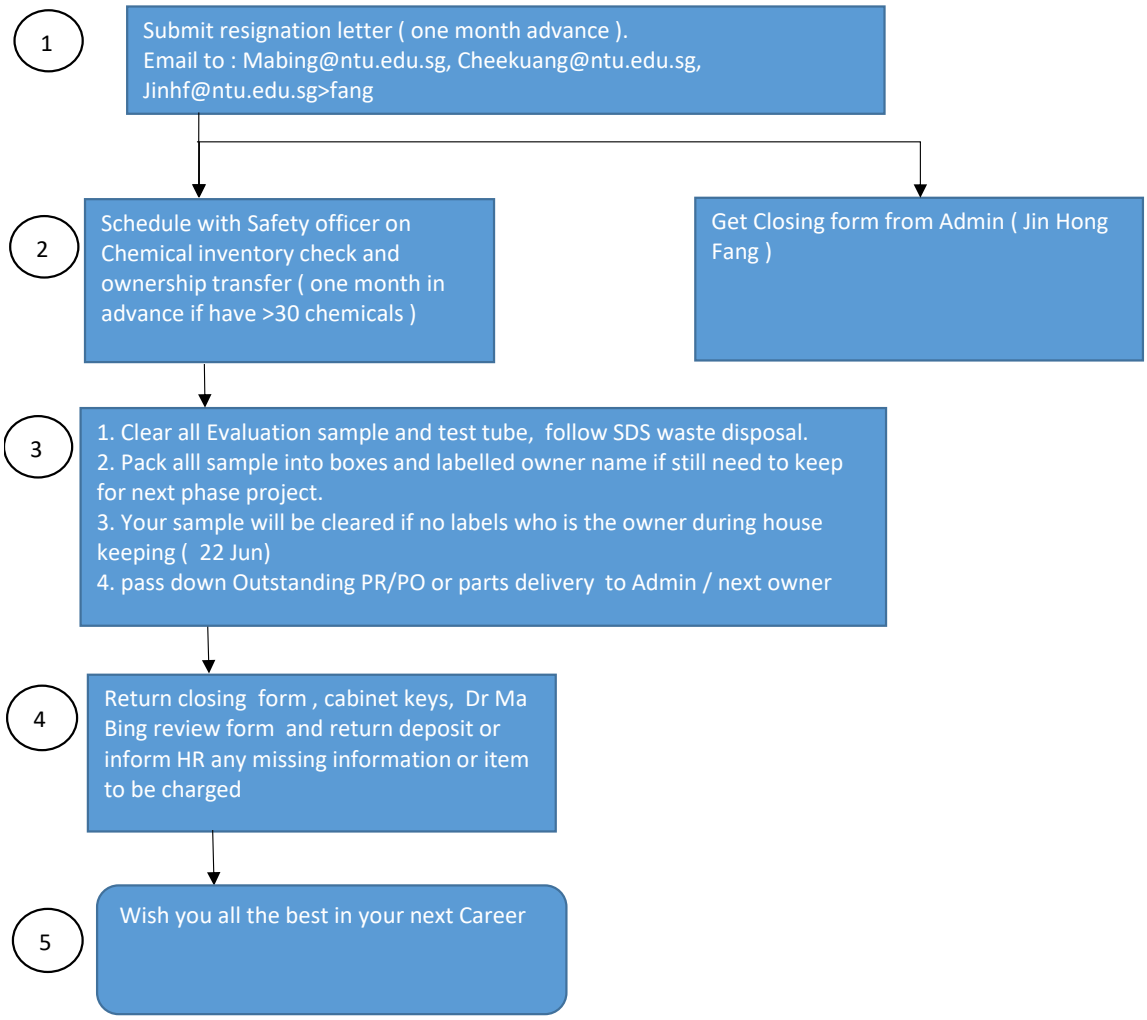CREATE Researcher/Staff Exit Work Flow