Filling out PDF Forms

This PDF form contains "**roll-over** or **double-click** " help functionality.

This form allows you to enter data directly onto the screen. After completing the form, you are able to print the document so that you can fax/mail the document.

To fill out a form:

1. Select the hand tool.

2. Position the pointer inside a field, and click to type text.

3. After entering text or selecting a check box, do one of the following:

   - Press tab to accept the form field change and go to the next form field.

   - Press Shift+Tab to accept the form field change and go to the previous form field.

   - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.

4. Once completed, print the form.

CTSU System Access Request Form (CSARF)

Instructions: Use this form to request access to CTSU Enterprise Systems for network administrative staff, NCI staff, and NCI contracting staff outside of Westat and the Coalition. The network authorizer should submit the form via e-mail to the CTSU Help Desk at ctsucontact@westat.com. A list of network authorizer is given on the last page of the form. **All persons requiring access must have an active CTEP ID.** Please allow three business days for processing.

User Profile	
Date of Request	Click here to enter a date.
Type of Request	Choose an item.
User Name	
User CTEP ID	
E-mail	
CTEP User Name	
Organizational Affiliation/Primary Groups	Choose an item.
Comment (complete if affiliation request additional information)	

RSS User Account		
Use this block for RSS account requests. Please indicate any special requests outside of the standard user profiles in the special requests/notes row.		
Access Profile	**Screen Access/Rules**	**Request (add, remove)**
Staff Profile	Read access to institution and person roster screens; Read access to site registration, protocol, and IRB screen (excluding CAP screen, req. library, and packets DMS browser); Read access to the PEC and PEC browser; Ability to run reports under the General reports tab & ability to view user documents.	Choose an item.
Membership Profile	Read/Write access to institution and person roster screens; Read access to site registration, protocol, and IRB screen (excluding CAP screen, req. library, and packets DMS browser); Read access to the PEC and PEC browser; Ability to run reports under the General reports tab & ability to view user documents.	Choose an item.
Regulatory Profile	Read access to institution and person roster screens; Read/write access to protocol screen; Read access to site registration and IRB screen	Choose an item.

CTSU System Access Request Form (CSARF)

RSS User Account		
Use this block for RSS account requests. Please indicate any special requests outside of the standard user profiles in the special requests/notes row.		
Access Profile	**Screen Access/Rules**	**Request (add, remove)**
	(excluding CAP screen, req. library, and packets DMS browser); Read access to the PEC and PEC browser; Ability to run reports under the General reports tab & ability to view user documents.	
Special Requests/Notes		

CTSU Working Groups/SharePoint Access		
Use this block when requesting additions and removals from working group lists or SharePoint. Leave the request block blank if access is not required.		
Working Group or SharePoint	***Comment***	***Request (add, remove)***
Choose an item.		Choose an item.
Choose an item.		Choose an item.

CTSU Operations Role			
Use this block to request a CTSU Operations role for network or NCI staff. Indicate add or remove under the request column for the desired role, leave the request column blank if the role does not apply. CTSU uses roles for contact purposes, but roles are not required.			
Role	***Definition/Rule***	***System Access***	***Request (add, remove)***
Admin-Staff	Limited to NCI and support staff to allow access to all protocols on the CTSU Website.	Website	Choose an item.
Audit Associate	Staff person who works on audits.	N/A	Choose an item.
Center Group Staff	Read only view to organization's data in CENTER	CENTER View	Choose an item.
Contract Specialist	Staff person working with contracts for the organization.	N/A	Choose an item.
CIRB QC	Role to allow CIRB staff to QC CIRB document posting **Limited to CIRB staff**	CTSU Web UAT	Choose an item.
CTEP Staff	Designates CTEP staff **Limited to CTEP staff**	N/A	Choose an item.

CTSU System Access Request Form (CSARF)

CTSU Operations Role			
Use this block to request a CTSU Operations role for network or NCI staff. Indicate add or remove under the request column for the desired role, leave the request column blank if the role does not apply. CTSU uses roles for contact purposes, but roles are not required.			
Role	*Definition/Rule*	*System Access*	*Request (add, remove)*
CTEP/TRI Web Reporting	Limited to CTEP staff	Web Reporting	Choose an item.
CTRO Contact	Point of contact for questions related to NCI.gov and CT.Gov inquiries and default contact if site level contact is not available.	CTRP reporting	Choose an item.
Data Management Associate	Organization or CTSU staff person responsible for some aspect of data management.	N/A	Choose an item.
Financial Associate	Organization or CTSU staff person who works with financial aspects of the project.	N/A	Choose an item.
Administrator	NCTN or other organization administrator	N/A	Choose an item.
NCTN Group Chair	NCTN Group Chair	N/A	Choose an item.
Help Desk Associate	Staff person working on customer service aspects of a project.	N/A	Choose an item.
IT Associate	Organization or CTSU IT staff	N/A	Choose an item.
LAO Administrator	LAO primary contact	N/A	Choose an item.
LAPS Admin	LAPS primary contact	Funding Reports	Choose an item.
LAPS Report	Access to funding reports	Funding Reports	Choose an item.
Membership Coordinator	Organization or CTSU staff person responsible for maintaining rosters	N/A	Choose an item.
OPEN Administrator	Limited to Roster Owner staff and granted in RSS UAT (test).	N/A	Choose an item.
Education and Promotion	Organization or CTSU staff person who works on educational or promotional tasks	N/A	Choose an item.
Project Administrator	Organization or CTSU administrative staff	N/A	Choose an item.

CTSU System Access Request Form (CSARF)

CTSU Operations Role			
Use this block to request a CTSU Operations role for network or NCI staff. Indicate add or remove under the request column for the desired role, leave the request column blank if the role does not apply. CTSU uses roles for contact purposes, but roles are not required.			
Role	*Definition/Rule*	*System Access*	*Request (add, remove)*
Project Manager	Primary project lead	N/A	Choose an item.
Protocol Coordinator	Staff person who develops protocol documentation.	N/A	Choose an item.
QA Associate	Organization or CTSU staff responsible for quality assurance	N/A	Choose an item.
Registrar	Organization or CTSU staff person with registration privileges	**OPEN**	Choose an item.
Regulatory Associate	Organization or CTSU staff responsible for regulatory processing	N/A	Choose an item.
Site Code Update Listserv	Common listserv for site code updates	N/A	Choose an item.
Staff	General term	N/A	Choose an item.
Statistician	Organization or CTSU Statistician	N/A	Choose an item.
System Administrator	Staff responsible for system maintenance and performance	N/A	Choose an item.
TRIAD Administrator	**Limited to TRIAD QC Center staff**	**TRIAD**	Choose an item.
TRIAD QC User	**Limited to TRIAD QC Center staff**	**TRIAD**	Choose an item.
TRIAD Review	**Limited to TRIAD QC Center staff**	**TRIAD**	Choose an item.
Transfer Coordinator	Person with responsibility to manage transfers	N/A	Choose an item.
Westat Staff	Reserved for Westat staff	N/A	Choose an item.

List of Authorizers as of 6/15/2016		
Organization	*Authorizer*	*E-mail*
ABTC	Joy Fisher	jfisher@jhmi.edu
Alliance	Trini Ajazi	tajazi@uchicago.edu
Alliance	Marcia Kelly	marciak@uchicago.edu
CIRB	Brian Campbell	bcampbell@emmes.com

CTSU System Access Request Form (CSARF)

List of Authorizers as of 6/15/2016		
Organization	*Authorizer*	*E-mail*
COG	Michele Wilkins-Sanchez	mwilkins@childrensoncologygroup.org
COG	Kristin Coffan	Kristin.coffan@uphs.upenn.edu
CTSU (all others)	Martha Hering	marthahering@westat.com
CTSU (all others)	Ravi Rajaram	ravirajaram@westat.com
ECOG-ACRIN	Juanita Andrews	Andrews.juantia@jimmy.harvard.edu
ECOG-ACRIN	Susan Lemont	lemont@jimmy.harvard.edu
NCIC-CTG	Corey Willman	cwillman@ctg.queensu.ca
NCIC-CTG	Lam Pho	lpho@ctg.queensu.ca
NRG	Katie Campbell	kcampbell@gog.org
NRG	Christine Gosik	cgosik@nsabp.org
NRG	Sharon Hartson Stine	shartson@acr.org
NRG	Nancy Soto	nsoto@acr.org
PBTC	Aregahegn Negatu	regahegn.negatu@stjude.org
SWOG	Connie Barnes	cbarnes@swog.org

Internal Use Only	
Date Received	
Verify Authorizer	
Date Processed	