


Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (OMB# 0925-0753). Do not return the completed form to this address.

## 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.



## CTSUSU 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 [ctsusupport@westat.com](mailto:ctsusupport@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		
<i>Use this block for RSS account requests. Please indicate any special requests outside of the standard user profiles in the special requests/notes row.</i>		
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.

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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		

CTSUSU 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.

CTSUSU Operations Roles			
Use this block to request a CTSUSU 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. CTSUSU uses roles for contact purposes, but roles are not required.			
Role	Definition/Rule	System Access	Request (add, remove)
Admin-Staff	Limited to support project staff (i.e. IROC and BPC) and other contractors per NCI authorization.	site	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 role moved and definition updated.	person working with contracts for the organization.	N/A	Choose an item.
CIRB QC	Role to allow CIRB staff to QC CIRB document posting <b>Limited to CIRB staff</b>	CTSUSU Web UAT	Choose an item.
<b>CTEP Staff</b>	<b>Designates CTEP staff</b> <b>Limited to CTEP staff</b>	<b>N/A</b>	<b>Choose an item.</b>
Added: CM_Review NCTN staff who review documents posted to central monitoring component of the source document portal. Source Document Portal Choose an item. CM_Triage NCTN staff who triage documents posted to the central monitoring component of the source document portal. Source Document Portal Choose an item.			

## CTSUS System Access Request Form (CSARF)

<b>CTSUS Operations Role</b>			
<i>Use this block to request a CTSUS 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. CTSUS uses roles for contact purposes, but roles are not required.</i>			
Role	Definition/Rule	System Access	Request (add, remove)
<b>CTEP/TRI Web Reporting</b>	<b>Limited to CTEP staff</b>	<b>Web Reporting</b>	<b>Choose an item.</b>
CTRO Contact	Point of contact for questions related to NCI.gov and CT.Gov inquiries and	CTRP reporting	Choose an item.
Data Associate	<div style="border: 1px solid red; padding: 2px;">           Added: Clinical Document Access CTSU staff who have access to review documents posted to the source document portal. <b>Limited to CTSU staff</b> Source Document Portal Choose an item.            Moved here: Contract Specialist Individual at the organization responsible for discussing contracts.         </div>		Choose an item.
Financial Associate	<div style="border: 1px solid red; padding: 2px;">           Organization or CTSU staff person responsible for some aspect of data         </div>		Choose an item.
<b>Group Administrator</b>	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	<div style="border: 1px solid red; padding: 2px;">           Organization or CTSU staff person            Added: NCI Staff Individuals with NCI requiring expanded access. <b>Limited to NCI staff</b> Expanded access to protocol, DQP, OPEN and CM data            Choose an item.         </div>	N/A	Choose an item.
Open Access	<div style="border: 1px solid red; padding: 2px;">           granted in RSS UAT (test).         </div>	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.

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<b>CTSUSU Operations Roles</b>			
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<b>Role</b>	<b>Definition/Rule</b>	<b>System Access</b>	<b>Request (add, remove)</b>
Project Manager	Primary project lead	N/A	Choose an item.
Protocol Coordinator	Staff person who develops protocol documentation	N/A	Choose an item.
Q RSS User	Identifies individual at the organization who can authorize access to RSS for others at their organization. N/A Choose an item. CTSUSU assigned role to identify RSS users N/A Choose an item.		Choose an item.
Registrar	Organization or CTSUSU staff person with registration privileges	<b>OPEN</b>	Choose an item.
Regulatory Associate	Organization or CTSUSU staff responsible for regulatory processing	N/A	Choose an item.
Site Lists Staff	Added: Rave Primary URL Owner Primary point of contact at the organization for the Rave URL N/A Choose an item. Rave Secondary URL Owner Secondary point of contact at the organization for the Rave URL Choose an item.		Choose an item.
Statistician	Organization or CTSUSU Statistician	N/A	Choose an item.
System Administrator	Staff responsible for system maintenance and performance	N/A	Choose an item.
TRIAD Administrator	<b>Limited to TRIAD QC Center staff</b>	<b>TRIAD</b>	Choose an item.
TRIAD QC User	<b>Limited to TRIAD QC Center staff</b>	<b>TRIAD</b>	Choose an item.
TRIAD Review	<b>Limited to TRIAD QC Center staff</b>	<b>TRIAD</b>	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.

<b>List of Authorizers as of 6/15/2016 7/16/2018</b>		
<b>Organization</b>	<b>Authorizer</b>	<b>E-mail</b>
ABTC	Joy Fisher	jfisher@jhmi.edu
Alliance	Trini Ajazi	<a href="mailto:tajazi@uchicago.edu">tajazi@uchicago.edu</a>
Alliance	Marcia Kelly	marciak@uchicago.edu
CIRB	Brian Campbell	bcampbell@emmes.com

## CTSU System Access Request Form (CSARF)

List of Authorizers as of <span style="background-color: yellow;">6/15/2016</span> <span style="border: 1px solid red; padding: 2px;">7/16/2018</span>		
<b>Organization</b>	<b>Authorizer</b>	<b>E-mail</b>
COG	Michele Wilkins-Sanchez	<a href="mailto:mwilkins@childrensoncologygroup.org">mwilkins@childrensoncologygroup.org</a>
COG	Kristin Coffan	<a href="mailto:Kristin.coffan@uphs.upenn.edu">Kristin.coffan@uphs.upenn.edu</a>
CTSU (all others)	Martha Hering	<a href="mailto:marthahering@westat.com">marthahering@westat.com</a>
CTSU (all others)	Ravi Rajaram	<a href="mailto:ravirajaram@westat.com">ravirajaram@westat.com</a>
ECOG-ACRIN	Juanita Andrews	<a href="mailto:Andrews.juantia@jimmy.harvard.edu">Andrews.juantia@jimmy.harvard.edu</a>
ECOG-ACRIN	Susan Lemont	<a href="mailto:lemont@jimmy.harvard.edu">lemont@jimmy.harvard.edu</a>
NCIC-CTG	Corey Willman	<a href="mailto:cwillman@ctg.queensu.ca">cwillman@ctg.queensu.ca</a>
NCIC-CTG	Lam Pho	<a href="mailto:lpho@ctg.queensu.ca">lpho@ctg.queensu.ca</a>
NRG	Katie Campbell	<a href="mailto:kcampbell@gog.org">kcampbell@gog.org</a>
NRG	Christine Gosik	<a href="mailto:cgosik@nsabp.org">cgosik@nsabp.org</a>
NRG	Sharon Hartson Stine	<a href="mailto:shartson@acr.org">shartson@acr.org</a>
NRG	Nancy Soto	<a href="mailto:nsoto@acr.org">nsoto@acr.org</a>
PBTC	Aregahegn Negatu	<a href="mailto:regahegn.negatu@stjude.org">regahegn.negatu@stjude.org</a>
Added IROC, Wake and URCC to List of Authorizers		<a href="mailto:arnes@swog.org">arnes@swog.org</a>
IROC-Houston	Jessica Lowenstein <a href="mailto:jlowenst@mdanderson.org">jlowenst@mdanderson.org</a>	
IROC-RI	Fran Laurie, Esther Akanbi, Matthew Iandoli <a href="mailto:flaurie@QARC.org">flaurie@QARC.org</a> , <a href="mailto:EAkanbi@qarc.org">EAkanbi@qarc.org</a> , <a href="mailto:miandoli@qarc.org">miandoli@qarc.org</a>	
IROC-Philly (RT)	Denise Manfredi and Tammy McGlade <a href="mailto:dmanfredi@acr.org">dmanfredi@acr.org</a> , <a href="mailto:tmcglade@acr.org">tmcglade@acr.org</a>	
IROC-Philly (IMG)	James Gimpel <a href="mailto:jgimpel@acr.org">jgimpel@acr.org</a>	
IROC-Ohio	Timothy Sbory <a href="mailto:sbory@wcibmi.org">sbory@wcibmi.org</a>	
Wake	Karen Carver <a href="mailto:kcraver@wakehealth.edu">kcraver@wakehealth.edu</a>	
URCC	Jacque Lindke <a href="mailto:jacque_lindke@urmc.rochester.edu">jacque_lindke@urmc.rochester.edu</a>	