


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 CTSUSU 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 CTSUSU Help Desk at ctsuscontact@westat.com. A list of network authorizers 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.

CTSUSU System Access Request Form (CSARF)

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)
Regulatory Profile	Read access to institution and person roster screens; Read/write access to protocol screen; Read access to site registration 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.
Special Requests/Notes		

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

CTSUSU Operations Roles			
<i>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.</i>			
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.	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.
CIRB QC	Role to allow CIRB staff to QC CIRB document posting Limited to CIRB staff	CTSUSU Web UAT	Choose an item.

CTSUSU System Access Request Form (CSARF)

CTSUSU Operations Roles			
<i>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.</i>			
Role	Definition/Rule	System Access	Request (add, remove)
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.
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.
Clinical Document Access	CTSUSU staff who have access to review documents posted to the source document portal. Limited to CTSUSU staff	Source Document Portal	Choose an item.
Contract Specialist	Individual at the organization responsible for discussing contracts.	N/A	Choose an item.
Data Management Associate	Organization or CTSUSU staff person responsible for some aspect of data management.	N/A	Choose an item.
DTL Setup	Individual at the organization responsible for Lead Protocol Organization DTL setup.	N/A	Choose an item.
Financial Associate	Organization or CTSUSU staff person who works with financial aspects of the project.	N/A	Choose an item.
Group 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 CTSUSU IT staff	N/A	Choose an item.

CTSUSU System Access Request Form (CSARF)

CTSUSU Operations Roles			
<i>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.</i>			
Role	Definition/Rule	System Access	Request (add, remove)
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 CTSUSU staff person responsible for maintaining rosters	N/A	Choose an item.
NCI_Staff	Individuals with NCI requiring expanded access. Limited to NCI staff	Expanded access to protocol, DQP, OPEN and CM data	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 CTSUSU staff person who works on educational or promotional tasks	N/A	Choose an item.
Project Administrator	Organization or CTSUSU administrative staff	N/A	Choose an item.
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 CTSUSU staff responsible for quality assurance	N/A	Choose an item.
RSS Authorizer	Identifies individual at the organization who can authorize access to RSS for others at their organization.	N/A	Choose an item.
RSS User	CTSUSU assigned role to identify RSS users	N/A	Choose an item.
Registrar	Organization or CTSUSU staff person with registration privileges	OPEN	Choose an item.

CTSUSU System Access Request Form (CSARF)

CTSUSU Operations Roles			
<i>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.</i>			
Role	Definition/Rule	System Access	Request (add, remove)
Regulatory Associate	Organization or CTSUSU staff responsible for regulatory processing	N/A	Choose an item.
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	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 CTSUSU 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 7/16/2018		
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
COG	Michele Wilkins-Sanchez	mwilkins@childrensoncologygroup.org
CTSUSU (all others)	Martha Hering	marthahering@westat.com

CTSUSU System Access Request Form (CSARF)

List of Authorizers as of 7/16/2018		
Organization	Authorizer	E-mail
CTSUSU (all others)	Ravi Rajaram	ravirajaram@westat.com
ECOG-ACRIN	Juanita Andrews	Andrews.juantia@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	Prasanna Velamuru	prasanna.velamuru@stjude.org
SWOG	Connie Barnes	cbarnes@swog.org
IROC-Houston	Jessica Lowenstein	jlowenst@mdanderson.org
IROC-RI	Fran Laurie, Esther Akanbi, Matthew Landoli	flaurie@QARC.org , EAkanbi@qarc.org , miandoli@qarc.org
IROC-Philly (RT)	Denise Manfredi and Tammy McGlade	dmanfredi@acr.org , tmcglade@acr.org
IROC-Philly (IMG)	James Gimpel	jgimpel@acr.org
IROC-Ohio	Timothy Sbory	sbory@wcibmi.org
Wake	Karen Carver	kcraver@wakehealth.edu
URCC	Jacque Lindke	jacque_lindke@urmc.rochester.edu

Internal Use Only	
Date Received	
Verify Authorizer	
Date Processed	