DMID INFORMATION SHEET

Document Posting to the DMID-CROMS Web-Library

Overview

The DMID-CROMS Study Information Office (SIO) is responsible for posting <u>non-site specific protocol documents</u> to the DMID CROMS Web Library. An outline and description of activities supported by the DMID-CROMS SIO is provided below including:

- ❖ Posting non-site specific protocol- documents to the DMID-CROMS Web Library
- ❖ Types of non-site specific protocol documents
- ❖ Timeframe for receipt and upload of non-site specific protocol documents
- ❖ Who to contact to obtain access to non-site specific protocol documents
- ❖ Who to contact for technical assistance

Please note that the DMID-CROMS SIO does not post <u>site-specific essential regulatory documents</u>. Site essential regulatory documents are posted by the DMID-CROMS Essential Regulatory Documents Group (ERDG) after completion of the document review process.

Posting Non-Site Specific Protocol Documents to the DMID-CROMS Web Library

Non site specific protocol-specific documents are provided to SIO primarily by the DMID Clinical Project Manager (CPM). Any documents received from sources other than the CPM require DMID approval, prior to posting. Once documents are posted, the sites have the ability to access the documents on line.

Types of Non-Site Specific Protocol Documents

Common document types submitted to SIO include protocols, manual of procedures, data collection forms, summary of changes, Investigator brochures and sample Inform consents. Documents may be new or updated versions.

Timeframe for Receipt and Upload of Electronic Documents

Submitted electronic documents are processed within a 4-day period. However, turnaround time for posting documents into the Library is typically within a day. Hard copy documents are not submitted to SIO. In the event that a hard copy document is received, documents will be scanned and processed in accordance with the established time frame of 4 days.

Who to Contact to Obtain Access to Non-site specific Protocol Documents

For questions about access to documents uploaded by the DMID-CROMS SIO, send email to SIO@dmidcroms.com. Examples of access questions include a) Where to find the protocol, or b) Where is the newer uploaded protocol version.

Who to Contact for Technical Assistance

For technical assistance related to a) Obtaining access to the document library, b) Uploading documents, c) Permissions, or d) Connectivity issues, contact the DMID-CROMS IT Support team at ITsupport@dmidcroms.com.