MEMORANDUM

To: CTSU Membership
From: CTSU Operations Office
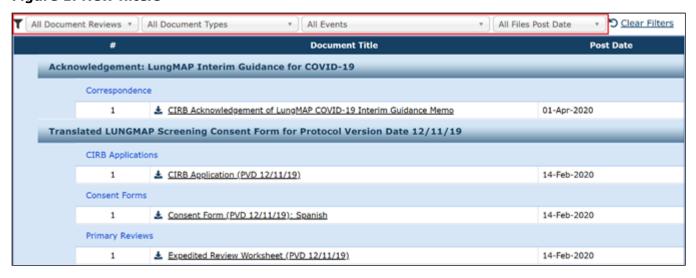**Date: January 1, 2021**
Subject: Redesign of the CIRB Documents Section on the CTSU website

The CIRB Documents section on the CTSU website is being redesigned. The goal is to combine the Initial Review, Amendment Review, and Continuing Review sections into a single chronological listing of events. The page will display all CIRB documents which will be sorted by most recent event and grouped by event name.

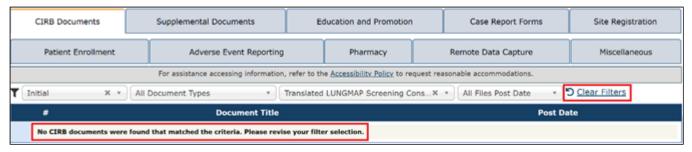New filters (see Figure 1) will allow for sorting of the data:

- *Document Reviews* - provides the ability to filter by Initial, Amendment, and Continuing Reviews;
- *Document Types* - allows filtering by document types specific to the selected protocol;
- *Events* - allows filtering by CIRB events specific to the protocol that is selected, if the event list is long (i.e., has numerous values in the dropdown), an event name may be used to narrow the search; and
- *File Post Dates* - provides ability to filter by the document postdate.

Figure 1: New filters

The *X* button on the dropdown menu will clear the filter, causing all the available data to be displayed again. The website will continue to sort documents by Document Title and Post Date within each document group. If the selected filters do not result in data being displayed or if an incorrect filter combination is selected, a message will appear stating that no documents were found (see Figure 2). Filter values may be reset by using the *Clear Filters* link (see Figure 2).

Figure 2: Message if there is no data available for the selected filters and Clear Filters link

CIRB Documents	Supplemental Documents	Education and Promotion	Case Report Forms	Site Registration
Patient Enrollment	Adverse Event Reporting	Pharmacy	Remote Data Capture	Miscellaneous

For assistance accessing information, refer to the Accessibility Policy to request reasonable accommodations.

| Initial   × ▾ | All Document Types ▾ | Translated LUNGMAP Screening Cons... × ▾ | All Files Post Date ▾ | ↺ Clear Filters |

#	Document Title	Post Date
No CIRB documents were found that matched the criteria. Please revise your filter selection.		

This change is slated to be available on the CTSU website in late January 2021.

If you have any questions, please call the CTSU Help Desk at 1-888-823-5923 or ctsucontact@westat.com (mailto:ctsucontact@westat.com).

Post Date: 01-Jan-2021

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U.S. Department of Health and Human Services (http://www.hhs.gov) | National Institutes of Health (http://www.nih.gov) |

National Cancer Institute (http://www.cancer.gov/) | USA.gov (http://www.usa.gov)

Chrome and Internet Explorer 11 browsers are recommended for best results