

Biorepository Overview and Expectations

Biorepositories, also called *Biobanks*, represent collections of specimens that are intended to be used for future research. In CTMS, there are multiple Biorepository tabs available to authorized users. These tabs:

- Enable you to capture information about biospecimens that were collected for future research.
 - ◊ The **Biorepositories** screen tab details when specimens were collected and how they were stored.
 - ◊ The **Biorepository Analyses** screen tab contains details about the previously collected specimens that are now being used in a biorepository analysis protocol.
- Are available to all protocol team members in protocols that have been flagged for biorepository tracking.
- Are an extension of the protocol, but roles are not automatically assigned. For example, the *Biobank PI* or *Analysis PI* is not assumed to be the same as the *site PI*. (However, the same person could be listed in each location with different roles.)

Role	Responsibilities
Biorepository Team	Manages biorepository data across all protocols. This dedicated staff maintains the information in <i>all</i> Biorepository protocol tabs, including adding, updating, deleting, querying, and viewing biorepository data.
DCRI Service Desk Analyst	Assigns biorepository protocol access requests to appropriate CTMS administrators.
CTMS Support Representative	Configures protocols for biorepository tracking, and processes requests for maintaining terms, lists, and other configuration requests. Once a protocol has been flagged, all protocol team members can track biorepository data for that protocol.
Protocol Team	Maintains biorepository protocols assigned to them (<i>My Biorepositories</i>), including adding, updating, deleting, querying, and viewing biorepository data. Biorepository data is primarily entered by the protocol's Project Lead (PL), Lead Clinical Research Associate (LCRA), or Clinical Trial Assistant (CTA), but can be entered by any team member, as outlined in each specific protocol.

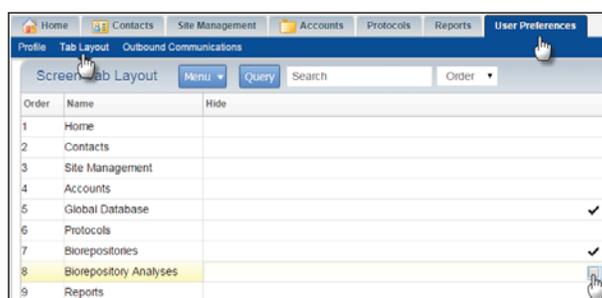
Important! While it is understood that you might not be able to gather data for *all* fields within the Biorepository tabs, you should enter as much data as possible.

If your protocol has a biorepository, but it has not yet been set up in the CTMS, submit a *CTMS Access Form* to the *DCRI Service Desk* (see "Getting Help").

Operating Tips

► Viewing screen tabs by default

To see the **Biorepositories** and/or **Biorepository Analyses** screen tabs by default, go to **User Preferences** and *unhide* them in the **Tab Layout** list.



► Adjusting column widths

If columns are not wide enough to view column headings, point to the line between column headings, and when you see a double-sided arrow, simply click and drag to expand the column.



► Copying record details

To make a copy of a record (copying most of the details from the record), highlight the record and then press **Ctrl + B**.

Getting Help

If you have questions or comments about the content of this QRC, please email [IT Training \[dcrittrain@dm.duke.edu\]](mailto:dcrittrain@dm.duke.edu). If you experience any technical problems working with the CTMS Biorepository tabs that you are unable to resolve, email the [DCRI Service Desk \[dcriservicedesk@dm.duke.edu\]](mailto:dcriservicedesk@dm.duke.edu) or, for time-sensitive issues, call them Monday through Friday (6 a.m. to midnight, Eastern time, except holidays) at 919.668.8916.