

QRC - Completing and Submitting a CTMSR Form

GENERAL INFORMATION

The CTMSR form is an Excel workbook containing 7 individual tabs (sheets). Instructions are included on each individual tab, providing details appropriate for completing that tab.

Tab 1 - CTMSR Overview

Tab 2 - General Data

Tab 3 - Activity Plans

Tab 4 - Safety Letters

Tab 5 - Checklist Activities

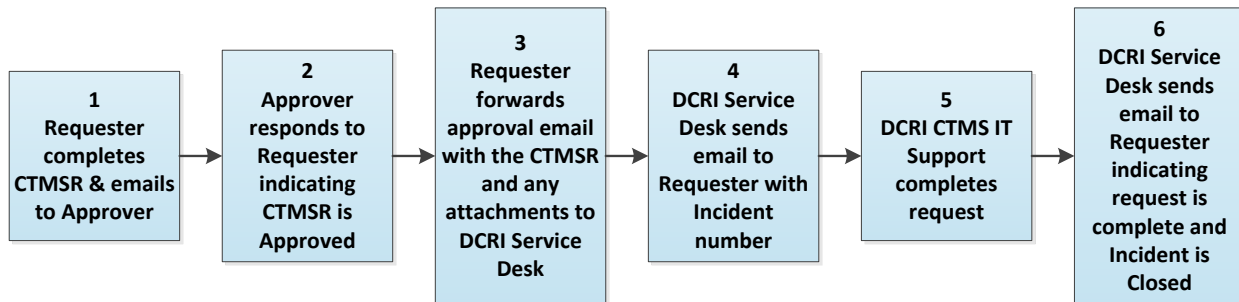
Tab 6 - Protocol Configuration - Change

Tab 7 - Standard List of Values – Items on this tab can be copied and pasted as needed on any other tab.

PROCESS

- Complete the CTMSR form.
- Obtain email approval from individual listed on the CTMSR. **A SIGNATURE IS NOT REQUIRED.**
- **FORWARD** approval email, including entire CTMSR Excel workbook and any additional documents to DCRI Service Desk. NOTE: Include “CTMS” in the subject line to ensure prompt forwarding to the CTMS IT Support staff.
- Requester will receive an email notification from DCRI Service Desk which contains an Incident number.
- All subsequent communication between Requester and CTMS IT Support regarding this request should contain the Footprints Incident number. This is ensured by replying to the DCRI Service Desk email and typing your response at the top of the message.
- **DO NOT** respond to the Incident **Closed** email notification **UNLESS** you have questions or issues.

PROCESS OVERVIEW



REMINDERS

- The name in the “Approver Name” field of the CTMSR must be the same as person who provides email approval of the request.
- If it is unclear that approval has been given, the CTMSR will be routed to the individual listed as the Approver to obtain clear approval.
- Some fields on Tabs 2 through 6 may not be appropriate for every request. A field may be left blank or NA entered.
- On each tab there is a field where additional information/comments can be entered if needed for clarification of the request.
- Requests for Protocol Configuration, Custom Confirmation or Follow up Letter template, Custom report, Custom Checklist Activities Template, and Protocol Closeout require additional documents or mockups to be provided.