



ACCRU Website Manual

Version 1.0

September 2017

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Creating Your Account

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner



- Click on Create Your Account



One account for all Mayo Clinic services
Sign in to Accru - INT

Professional Username

Password

Show Password

Login

Create Your Account

Need help logging in?

Mayo Clinic Staff Log In

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- Complete all required fields
****The email address you use under contact information must match what ACCRU has on file on our cancer roster. Please contact accru@mayo.edu with any questions or if you need to be added to our cancer roster.**
- Choose your user name and password
****You may choose whatever you would like for your user name. It is recommended that you use your previous login name, the login name you use in the patient registration application, or your email address.**
- Click on continue
- You will receive an email to finish the registration process
****The email will come from Mayo Clinic Online Services. Check your spam folder if you do not receive the email.**

- Please click on the link within the email to verify your email address and complete the registration process

Forgot User Name or Password

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner
- Click on Need Help Logging in?



One account for all Mayo Clinic services
Sign in to the ACCRU Member Site

Professional Username

Password

Show Password

Login

Create Your Account

Need help logging in?

Mayo Clinic Staff Log In

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- Enter your email address and click on continue
- Enter the answer to your question and click continue
- You will receive an email with your user name
- Login with your user name and reset your password

Can Only View Protocol Title on Member Website and Nothing Else

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner
- User is able to view protocol number, title, status etc.
- User selects a protocol number to view further details on the protocol and receives the message “CDA of subcontract is not signed. If you need protocol documentation, please contact accru@mayo.edu “
- Please contact accru@mayo.edu and someone within the ACCRU Operations Office will verify that all the correct contracts and permissions are in place

Have an account but still receive an error?

- Complete the Contact Us form or send an email to accru@mayo.edu
- ACCRU staff will validate member status

Protocol Search

- On the ACCRU home page www.accru.org, click on Member Login at the top right corner
- Enter your login information and click on Login

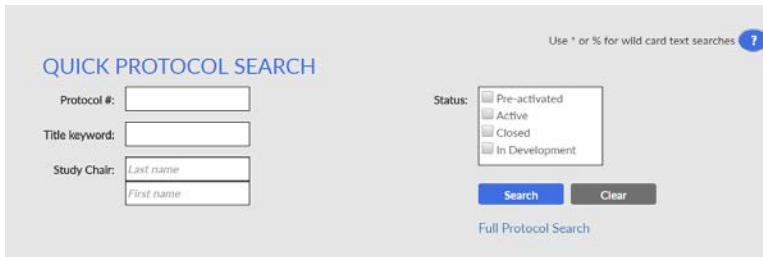
Option 1

- For the member’s home page, select the options from the Protocols box



Option 2

- From the member’s home page, input the known information into the appropriate field



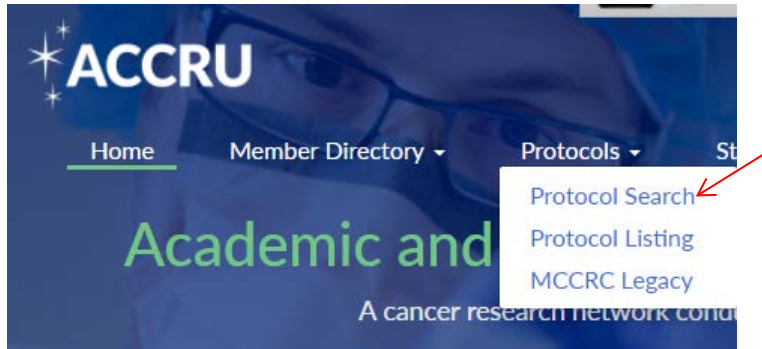
Option 3

- From the member’s home page, under the Protocols drop down menu, select Protocol Listing for a full listing of protocols.



Option 4

- From the member's home page, under the Protocols drop down menu, select Protocol Search for an advanced search option.



- Enter any known information and click on search

A screenshot of the Protocol Search form. The form is titled "PROTOCOL SEARCH" and is located on the right side of the page. It includes a sidebar on the left with links for All Protocols, Active Protocols, Closed Protocols, and In Development Protocols. The form fields include Protocol#, Title keyword, Study Chair (Last name and First name), Status, Drug, Sponsor, and Disease Type. There are also Search and Clear buttons at the bottom of the form. A note at the top right of the form says "Use * or % for wild card text searches" with a question mark icon.

Navigating a Specific Protocol Page

- After selecting the protocol, you will be brought to the protocol landing page that provides accrual numbers, contact information, NCT number and trial status. Links to the patient registration application and case report forms are located on this landing page.

ACCRU-SC-1603

Title: A Phase III, Double-Blind, Controlled Trial of Oxybutynin in the Management of Hot Flashes

Status: **Active**

Activation Date: **12-09-2016**

Patient Registration

Medidata Rave Data Entry

Accrual Goal: 150

Current Accrual: 29

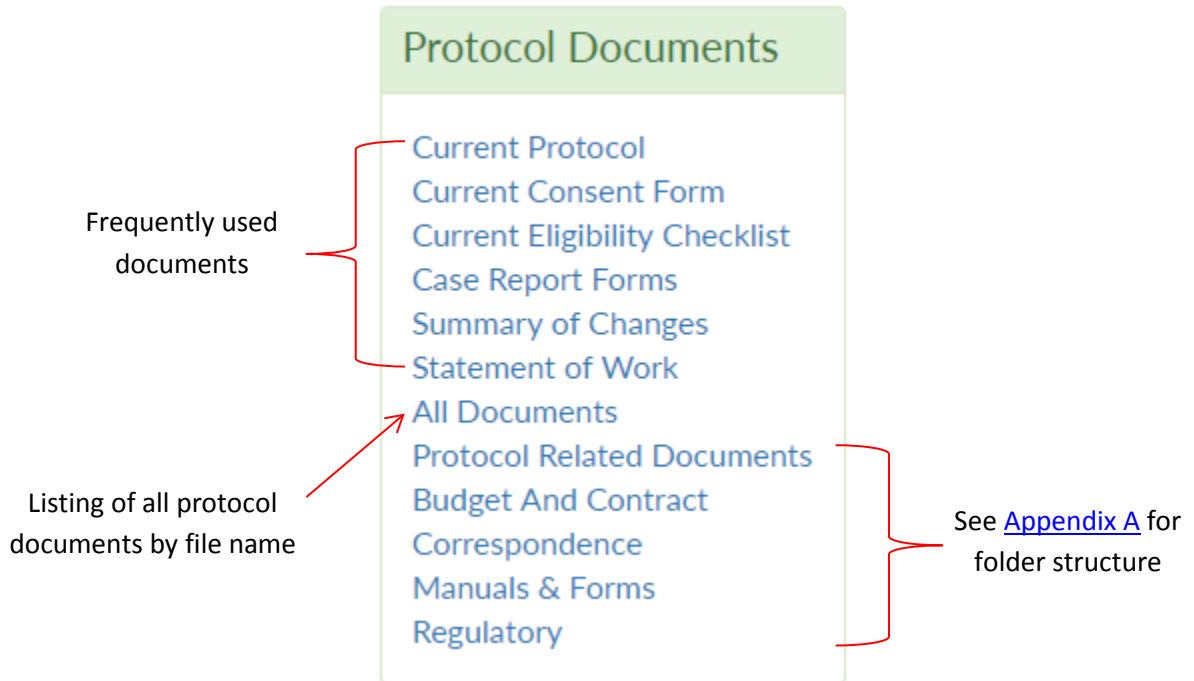
Related Numbers: ACCRU-SC-1603 Academic and Community Cancer Research United
NCT02961790 ClinicalTrials.gov

Funding Org:

Drug Supplier:

Key People:
Data Manager: Cristina Zabel (507) 284-4565
Research Protocol Specialist: Michelle Hewlett (507) 538-5453
Study Chair: Charles Loprinzi, MD (855) 776-0015
Statistician: Paul Novotny, MS (507) 284-4186

- Protocol documents can be found under the Protocol Documents box located on the right hand side of the page



Study Resources

- On the ACCRU home page www.accru.org , click on Member Login at the top right corner
- Enter your login information and click on Login
- To access the listing of available study resources, from the member's home page, select the Study Resources drop down menu

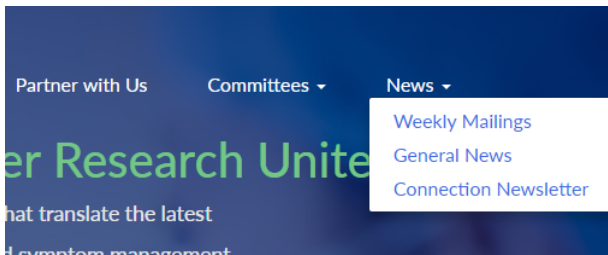


- **Study Process**
 - A quick view of the ACCRU study process from concept to closure.
- **Applications**
 - A listing of the applications utilized by ACCRU as well as links to the applications and training materials available.
- **Dashboard**
 - The ACCRU monthly dashboard can be found on the reports page as well as a link to your site's overdue reports.
- **Overdue Reports**
 - Outstanding materials for studies utilizing JCCS and Rave data entry systems will be listed by institution. Please click on an institution to view a detailed report. You must be associated with that institution to see the outstanding materials.
- **Forms**
 - Frequently used forms, including the member roster forms, are located on the forms page.
- **Data Managers**
 - Contact information for the ACCRU data managers is featured on this page.
- **External Links**
 - ACCRU and NCI resources are provided on this page.

- **Bibliography**
 - The bibliography citation search is located on this page.
- **Training**
 - Application training manuals and Frequently Asked Questions are listed on this page.

News

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner
- Enter your login information and click on Login
- From the member’s home page, under the News drop down, select the type of news you would like view



- How to navigate the news page:

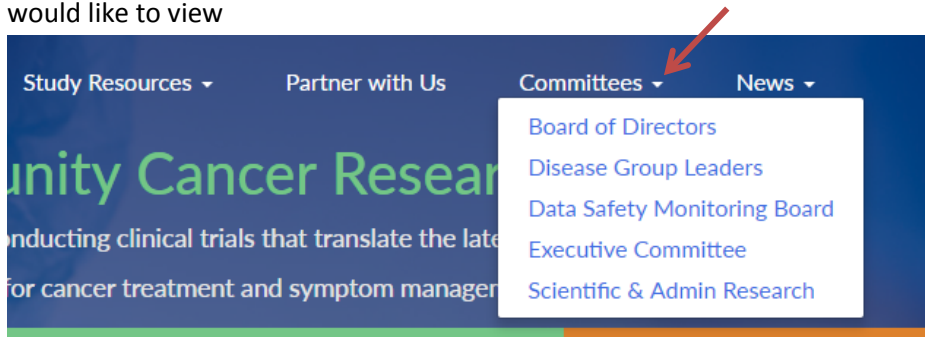
Past news can be viewed by selecting these options

A month's worth of weekly news will be displayed here.

Important news from ACCRU will be displayed here

Committees

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner
- Enter your login information and click on Login
- From the member's home page, under the Committees drop down, select the committee you would like to view



Member Directory

- On the ACCRU home page www.ac cru.org , click on Member Login at the top right corner
- Enter your login information and click on Login
- From the member's home page, under the Member Directory drop down, select the option you would like to view



Appendix A

Protocol Documents Folder Structure

<p>Protocol Related Documents</p> <ul style="list-style-type: none"> ○ Protocols ○ Consent Forms ○ Eligibility Checklists ○ ACCRU registration form ○ Case Report Forms ○ Summary of Changes (formerly addendum) ○ Statement of Work ○ Responsibility Matrix ○ DSMB ○ Patient Materials ○ Recruitment Material ○ Instructional Material ○ ACCRU Title Page ○ Training Materials 	<p>Regulatory</p> <ul style="list-style-type: none"> ○ 1572 ○ Protocol Signature Page ○ IB Signature Page ○ CT.gov Form ○ Site Information Form ○ Study Completion Guide ○ Financial Disclosure Form ○ Delegation of Authority ○ Conflict of Interest ○ Pharmacy contact sheet ○ NCI Codes ○ IB ○ Other industry documents
<p>Budget & Contract</p> <ul style="list-style-type: none"> ○ Payment Synopsis ○ Reimbursement form ○ Redacted Contract ○ Contract Amendments 	<p>Manuals & Forms</p> <ul style="list-style-type: none"> ○ Lab ○ Pharmacy ○ Imaging ○ Other ○ SAE Form ○ Drug Order Form
<p>Correspondence</p> <ul style="list-style-type: none"> ○ Memos ○ Status Change Notices ○ Newsletters 	<p>Adverse Events</p> <ul style="list-style-type: none"> ○ Reports

Appendix B Document Naming Conventions

Industry Studies

Document	Document Type	Example
ACCRU Registration Form	PDF or Word?	ACCRURegistrationForm_DDMmmYYYY.pdf
ACCRU Title Page	PDF	ACCRUTitlePage_DDMmmYYYY.pdf
Correspondence (memos/newsletters, etc...)	PDF	*Make Memo as specific as possible and delineate between ACCRU memo and a Sponsor memo. GenentechDataMemo_DDMmmYYYY.pdf ACCRUEnrollmentMemo_DDMmmYYYY.pdf
DSMB or DMC excerpts	PDF	DMC_DDMmmYYYY.pdf DSMB_DDMmmYYYY.pdf
Instructional Materials (manuals, instructions, etc...)	PDF	LaboratoryManual_DDMmmYYYY.pdf ImagingManual_V#_DDMmmYYYY.pdf Amend#WebExRecording_DDMmmYYYY.pdf
Investigator Brochure	PDF	*Always use the date on the IB and not the ACCRU distribution date IB_DrugName_Ed#_DDMmmYYYY.pdf IB_DrugName_V#_DDMmmYYYY.pdf IB_DrugName_V#_SummaryOfChanges#_DDMmmYYYY.pdf
Model Consent Form	Word	SponsorConsent_DDMmmYYYY.docx
Patient Materials (booklets, pamphlets, brochures)	PDF/Word	*Make specific to the actual patient material name if possible. PatientStudyIDCard_DDMmmYYYY.pdf PatientQuestionnaire_DDMmmYYYY.pdf
Payment Synopsis Draft	PDF	PaymentSynopsis_DRAFT.pdf
Payment Synopsis Final	PDF	PaymentSynopsis_DDMmmYYYY.pdf
Protocol	PDF	StudyNumber_Prot_DDMmmYYYY.pdf
Redacted Contract	PDF	StudyNumberFullyExecutedAgmt_DDMmmYYYY.pdf or StudyNumberFullyExecutedAgmt_Amend#_DDMmmYYYY.pdf
Statement of Work	PDF	StatementOfWork_DDMmmYYYY.pdf
Summary of Changes (Formerly Addenda/Amendments)	PDF	SponsorName_SummaryofChanges#_DDMmmYYYY.pdf

Investigator Initiated Studies

Document	Document Type	Example
Correspondence (memos/newsletters, etc...)	PDF	*Make Memo as specific as possible EnrollmentMemo_DDMmmYYYY.pdf
DSMB or DMC excerpts	PDF	DMC_DDMmmYYYY.pdf DSMB_DDMmmYYYY.pdf
Eligibility Checklist	PDF	StudyNumberEligibility_DDMmmYYYY.pdf
Instructional Materials (manuals, instructions, etc...)	PDF	LaboratoryManual_DDMmmYYYY.pdf ImagingManual_V#_DDMmmYYYY.pdf Amend#WebExRecording_DDMmmYYYY.pdf
Investigator Brochure	PDF	*Always use the date on the IB and not the ACCRU distribution date IB_DrugName_Ed#_DDMmmYYYY.pdf IB_DrugName_V#_DDMmmYYYY.pdf IB_DrugName_V#_SummaryOfChanges#_DDMmmYYYY.pdf
Model Consent Form	Word	ACCRUConsent_DDMmmYYYY.docx
Patient Materials (booklets, pamphlets, brochures)	PDF/Word	*Make specific to the actual patient material name if possible. PatientStudyIDCard_DDMmmYYYY.pdf PatientQuestionnaire_DDMmmYYYY.pdf
Payment Synopsis Draft	PDF	PaymentSynopsis_DRAFT.pdf
Payment Synopsis Final	PDF	PaymentSynopsis_DDMmmYYYY.pdf
Protocol	PDF	StudyNumber_Prot_DDMmmYYYY.pdf
Protocol Resource Page	PDF	ProtocolResourcePage_DDMmmYYYY.pdf
Redacted Contract	PDF	StudyNumberFullyExecutedAgmt_DDMmmYYYY.pdf or StudyNumberFullyExecutedAgmt_Amend#_DDMmmYYYY.pdf
Statement of Work	PDF	StatementOfWork_DDMmmYYYY.pdf
Summary of Changes (Formerly Addenda/Amendments)	PDF	SummaryofChanges#_DDMmmYYYY.pdf

Regulatory Documents

Document	Document Type	Example
1572	PDF	1572.pdf
Conflict of Interest Form – Only used for sites that don't have a site conflict of interest policy	Word/PDF	COIForm.doc COIForm.pdf
CT.gov Form	Word	CT.gov.doc
Delegation of Authority	Word/PDF	DOA.doc DOA.pdf
IB Signature Page	Word	IBSigPg_v#_DDMmmYYYY.doc
NCI Codes	Word	ParticipatingNCICodes.doc
Pharmacy Contact Sheet	Word	PharmacyContact.doc
Protocol Signature Page	Word	ProtSigPg_v#_DDMmmYYYY.doc
Study Completion Guide	PDF	StudyCompletionGuidelines_DDMmmYYYY.pdf
Study Site Information Form – For use on IND exempt studies	Word	SiteInformationForm.doc
Financial Disclosure Form	Word/PDF	FDF.doc FDF.pdf