

SITE ROSTER FORM INSTRUCTIONS

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GOG FOUNDATION ROSTER FORM INSTRUCTIONS

This form is to be used to update the GOG Foundation Roster for Primary Site Role assignments and access to GOG Foundation resources including the Interactive Response Technology (IRT) system, Medidata Rave, and electronically hosted study materials.

Completed forms and any requests for roster assistance should be submitted to gogregulatory@gog.org.

SITE & PERSON INFORMATION

Site Name, Site ID, and person information are required for all submissions.

Site Address details are only required if changes. Check the box next to “Site Address Change” to indicate an update was made.

The GOG Foundation Site ID format is a 4-digit number and should have been previously assigned to your site.

The person and contact details provided will be used by GOG Foundation to resolve any questions related to your submission.

Note: Your GOG Foundation Site ID is **NOT** the same as your CTEP Site ID or Legacy GOG Site Code. If you do not know your GOG Foundation Site ID, please contact gogregulatory@gog.org.

PRIMARY SITE ROLES

Primary site roles are limited to one assignment per role.

To remove a person from a primary site role, the person replacing them must be provided.

Update Primary Site Role

- Check the box next to the role to be updated.
- Enter the full name and email address of the person to be assigned to the indicated role.
- If the person indicated is currently not on the GOG Foundation Roster at your site, please also include their name and email in the “IRT & EDC Roles” section.

AUTHORIZED REQUESTOR

The authorized requestor must already be on the GOG Foundation Roster at the indicated site. Both electronic, and wet signatures are acceptable.

Note: It is the responsibility of the site in ensuring that the authorized requestor is permitted to request site staff access to systems containing patient data. Please follow your local site SOPs.

SITE STAFF

This section can be used to add staff to your site roster, grant access to study materials, and systems including IRT and Medidata Rave EDC.

Add Person to Roster

- Enter the name and email address of the person to be added to the roster.
- Check New/Update under Request Type.

Note: Staff added to the GOG Foundation Roster with no roles indicated will receive access to the GOG Foundation website.

Grant IRT or EDC Access

- Enter the name and email address of the person requiring access.
- Check New/Update under Request Type.
- Check the box next to each of the required roles. Please see descriptions of these roles below.

Remove Person from Roster

- Enter the name and email address of the person to remove.
- Check “Remove” under Request Type.
- Checking “Remove” will result in the suspension of the indicated person from your site’s GOG Foundation Roster and having any related IRT and EDC access removed.

Role	Systems Role Used	Description
Nurse/CRC (Clinical Research Coordinator)	Medidata Rave (EDC)	For site staff responsible for entering data into EDC system.
Registrar	GOG Foundation IRT	For site staff responsible for screening and enrolling patients.
Treating Investigator	GOG Foundation IRT	For site staff responsible for the treatment of individual patients. A treating investigator is assigned to each patient screened within the IRT system.