

Disburser Administrator and Coordinator User Guide

Disburser is a web-based tool for submitting and managing disbursement requests for specimen and/or data from biorepositories across Robert H. Lurie Comprehensive Cancer Center of Northwestern University.

The application allows a user to:

- View in a centralized location available specimen and data biorepositories.
- See an overview of the contents of each specimen and data biorepository.
- Submit disbursement requests to specimen and data biorepositories.
- Track the approval and fulfillment of disbursement requests.
- Log in with a Northwestern NetID or setup an account with an email address.

The application allows a committee member to:

- Vote and comment on disbursement requests as a biorepository committee member.

The application allows a repository administrator to:

- Manage the setup of a biorepository.
- Manage the 'Status', 'Data Status' and 'Specimen Status' of disbursement requests.

The application allows a biorepository data coordinator to:

- Manage the 'Data Status' of disbursement requests.

The application allows a biorepository specimen coordinator:

- Manage the 'Specimen Status' of disbursement requests.

This user guide is meant for Disburser biorepository administrators, biorepository data coordinators and biorepository specimen coordinators. Other user guides cover using Disburser as a submitter/investigator and a biorepository committee member.

Access

Permission to use Disburser is available to all owners of a Northwestern NetID and password. Alternatively, non-Northwestern individuals can setup an account with an email address and a password of their choice.

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Disburser is located at the following URL:

<https://disburser.cancer.northwestern.edu/>

The screenshot shows the homepage of the Clinical Research Repository Disburser system. The header includes the title 'Clinical Research Repository Disburser' and the affiliation 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. A navigation bar contains 'Home' and 'Login' links. The main content area features a 'Welcome' message, a brief description of the system, and two sections for user registration: 'New User?' and 'Existing User?'. The 'New User?' section lists steps for browsing repositories, logging in with a NetID, or creating a new account. The 'Existing User?' section provides links for logging in, adding new requests, and checking the status of existing requests. Below these sections is a 'Repositories' table with a search bar and a list of repositories, each with a 'View' link. The footer contains a note about the system being created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University, with a support email address.

Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Login

Welcome

Thank you for your interest in Disburser, the Disbursement Management System of the Robert H. Lurie Comprehensive Cancer Center of Northwestern University.

This system is a centralized location for investigators to view available Cancer-focused clinical research repositories across Northwestern campus and make disbursement requests for clinical data and specimens.

New User?

- ✓ Browse the list of available clinical research repositories below.
- ✓ If you have Northwestern NetID, use it to sign in. [NetID Login](#)
- ✓ If you don't have a Northwestern NetID, create an account by clicking the 'Sign up' button. [Sign up](#)
- ✓ Create a disbursement request.

Existing User?

- ✓ [Login](#)
- ✓ Add new a new disbursement request.
- ✓ Check the status of existing disbursement requests.

Repositories

Search [Search](#) [Clear](#)

Name	
Gynecology Oncology Biospecimen Bank	View
Nervous System Tumor Bank	View
Ovarian Cancer Early Detection & Prevention Biospecimen Bank	View
Prostate Spore	View

Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu

Login with a Northwestern NetID

Click the 'Login' link in the upper right corner. You will be asked if you have a Northwestern NetID.

The screenshot shows the login page of the Clinical Research Repository Disburser system. The header includes the title 'Clinical Research Repository Disburser' and the affiliation 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. A navigation bar contains 'Home' and 'Login' links. The main content area features a large heading 'Do you have a Northwestern NetID?' and two buttons, 'Yes' and 'No', for user selection. The footer contains a note about the system being created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University, with a support email address.

Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Login

Do you have a Northwestern NetID?

[Yes](#) [No](#)

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If you have a Northwestern NetID, click the ‘Yes’ button. You will be asked to login with your NetID and password.

The screenshot shows the 'Clinical Research Repository Disburser' login page. At the top, it says 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. A purple navigation bar contains 'Home' and 'Login' links. The main heading is 'Login with your Northwestern NetID', followed by the instruction 'Use your Northwestern University NetID and password to login.' There are two input fields: 'NetID' and 'Password'. Below these are 'Submit' and 'Cancel' buttons. A footer note states: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disbursen@northwestern.edu'.

Login with an Email Address

If you do not have a Northwestern NetID, you can setup a Disburser account with an email address and a password of your choice. Click the ‘Login’ link in the upper right corner. You will be asked if you have a Northwestern NetID. If you do not have a Northwestern NetID, click the ‘No’ button. You will be asked to login with your Email and a password of your choice.

This screenshot shows the 'Login with your Email' section of the Disburser interface. It includes the same header and navigation bar as the previous page. The heading is 'Login with your Email' with the instruction 'Use your email and a password of your choice to login.' There are input fields for 'Email' and 'Password'. A 'Remember me' checkbox is present below the password field. 'Submit' and 'Cancel' buttons are at the bottom left, and a 'Forgot your password?' link is to the right of the 'Cancel' button. Below these, there is a section for new users: 'No account? If you have a Northwestern NetID, [Click Here](#). Otherwise, click the Sign up button to setup an account.' This section contains a 'Sign up' button and a link 'Didn't receive confirmation instructions?'. The same footer note as the previous page is at the bottom.

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If you do not have a Disburser account setup, click the 'Sign up' button. You will be prompted to enter a 'First Name', 'Last Name', 'Email' and 'Password'.

The screenshot shows the 'Clinical Research Repository Disburser' sign-up page. At the top, it identifies the institution as the Robert H. Lurie Comprehensive Cancer Center of Northwestern University. A purple navigation bar contains 'Home' and 'Login' links. The main content area is titled 'Sign up' and contains five input fields: 'First Name *', 'Last Name *', 'Email *', 'Password * (6 characters minimum)', and 'Password Confirmation *'. Below these fields are two buttons: a purple 'Submit' button and an orange 'Cancel' button. A link for 'Didn't receive confirmation instructions? | Log in' is positioned to the right of the buttons. The footer states the page was created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University and provides a support email: disburser@northwestern.edu.

An email message with a confirmation link will be sent to your email address. Follow the link to activate your account.

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Managing the setup of a biorepository

A biorepository administrator will have a ‘Repositories’ menu item. The ‘Repositories’ page lists all the biorepositories the user administers.

The screenshot shows the 'Repositories' page in the Clinical Research Repository Disburser interface. The page has a purple header with navigation links: Home, Repositories, Requests, and Admin. The user is logged in as 'Profile (yb044)' and can click 'Log out'. The main content area is titled 'Repositories' and includes a search bar with a 'Search' button and a 'Clear' link. Below the search bar is a table with one entry: 'Prostate Spore'. The table has columns for 'Name' and 'Edit'. The 'Edit' link is a blue text link next to the repository name. At the bottom of the page, there is a footer that reads: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

Click the ‘Edit’ link for the repository you would like to administer. This will bring you to the ‘Details’ tab of the biorepository.

The screenshot shows the 'Repository: Prostate Spore' details page in the Clinical Research Repository Disburser interface. The page has a purple header with navigation links: Home, Repositories, Requests, and Admin. The user is logged in as 'Profile (mjg994)' and can click 'Log out'. The main content area is titled 'Repository: Prostate Spore' and has four tabs: Details, Content, Users, and Specimen Types. The 'Details' tab is selected. The form includes the following fields: 'Name' (Prostate Spore), 'Public?' (checked, with a note: '(Checking this field makes the repository publicly visible to visiting users)'), 'Committee email reminder?' (unchecked, with a note: '(Checking this enables a weekly email reminder to committee members to vote on outstanding requests older than 7 days old)'), 'Notify Repository Administrator?' (unchecked, with a note: '(Checking this enables repository administrators to be carbon copied on all email notifications)'), 'IRB Template' (Browse... No file selected.), 'Data Dictionary' (Browse... No file selected.), and 'Custom Request Form' (Browse... No file selected.). At the bottom right, there is a note: '* Indicates required field' and two buttons: 'Save' and 'Cancel'. At the bottom of the page, there is a footer that reads: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

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The 'Details' tab allows you to set the following fields:

- 'Name': the name of the biorepository.
- 'Public?': Boolean flag marking whether a biorepository should be displayed on the public home page of Disburser.
- 'Committee email reminder?': Boolean flag marking whether the system should automatically send out a weekly email reminder too all committee members to vote on all disbursement requests with a 'Status' of 'committee review' that the committee member has not voted on.
- 'Notify Repository Administrator?': Boolean flag marking whether the system should carbon copy repository administrators on all email notifications.
- 'IRB Template': Upload a document that provides guidance on how to prepare an IRB submission for a research project that request specimens or data from the biorepository. This document will be linked from the biorepository home page.
- 'Data Dictionary': Upload a document that provides a detailed description of the data elements available to be disbursed from the biorepository.
- 'Custom Request Form': Upload a document that provides an alternative mechanism for the investigator/submitter to detail a disbursement request. Normally, these details can be specified within the Disburser system itself. Only appropriate for biorepositories reliant on a legacy request form.

Click the 'Content' tab.

The screenshot displays the Disburser web application interface. At the top, a navigation bar includes links for Home, Repositories, Requests, and Admin. The main content area is titled 'Repository: Prostate SPORC' and features a tabbed interface with 'Details', 'Content', 'Users', and 'Specimen Types'. The 'Content' tab is active, showing three sections: 'General Content', 'Specimen Content', and 'Data Content'. The 'General Content' section contains a text area with a rich text editor and a paragraph of text. The 'Specimen Content' section includes a table with specimen types and counts. The 'Data Content' section contains a text area with a rich text editor and a list of data categories. At the bottom of the page, a footer states: 'Created by ©2015 for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

Specimen Type	Count
ChIA	0
Shed DNA	4887
Shed Plasma	6400
Shed Serum	8827
Subcutaneous	792

The 'Content' tab allows you to set the following fields:

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- ‘General Content’: A WYSIWYG HTML editor that allows you to specify an overall description of the biorepository. Its purpose, operation, governance and IRB process. This content will be displayed on the biorepository home page.
- ‘Specimen Content’: A WYSIWYG HTML editor that allows you to specify a general description of the specimens collected for the clinical research repository. If desired, you can display a table of counts of specimens available of each specimen type. This content will be displayed on the biorepository home page.
- ‘Data Content’: A WYSIWYG HTML editor that allows you to specify a general description of the data collected for the biorepository. If desired, you can display a table of counts of data available broken down by relevant data points. This content will be displayed on the biorepository home page.

Clicking the ‘Save’ button saves the content in an unpublished state. Clicking ‘Publish’ will publish button makes the unsaved drafts publicly viewable. The ‘Publish’ but is only available when draft versions are currently unpublished.

Click the ‘Users’ tab.

The screenshot shows the 'Clinical Research Repository Disburser' interface for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University. The top navigation bar includes 'Home', 'Repositories', 'Requests', and 'Admin'. The user is logged in as 'Profile (yab944)' and can 'Log out'. The main content area is titled 'Repository: Prostate Spore' and has tabs for 'Details', 'Content', 'Users', and 'Specimen Types'. The 'Users' tab is active, displaying a table of users with columns for Username, First, Last, Email, Administrator?, Committee?, Specimen Coordinator?, and Data Coordinator?. There is a search bar and a 'Clear' button above the table. A 'New User' link is at the bottom left of the table.

Username	First	Last	Email	Administrator?	Committee?	Specimen Coordinator?	Data Coordinator?	
fhw108	Firas	Wehbe	firas.wehbe@northwestern.edu	false	true	false	false	Edit
jp156	Jalpa	Patel	jalpa-patel@northwestern.edu	false	false	false	true	Edit
jwr057	Jeremy	Mathews	jmathews@northwestern.edu	false	false	true	false	Edit
mrg994	Michael	Gurley	m-gurley@northwestern.edu	false	false	false	false	Edit
tds704	Todd	Shamaly	t-shamaly@northwestern.edu	false	true	false	false	Edit
yab944	Yulia	Bushmanova	y-bushmanova@northwestern.edu	true	false	false	false	Edit

[New User](#)

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The ‘Users’ tab allows you to add and edit users’ roles within the biorepository. You do not need to add users for investigators to submit disbursement requests to the biorepository.

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Click the 'New User' link.

The screenshot shows the 'Clinical Research Repository Disburser' interface for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University. The top navigation bar includes links for Home, Repositories, Requests, and Admin. The user is logged in as 'Profile (yab944)' and can click 'Log out'. A modal window titled 'User' is open, allowing the addition of a new user. It features a search field for 'Enter first name and/or last name' and four checkboxes for roles: Administrator?, Committee Member?, Specimen Coordinator?, and Data Coordinator?. Below the modal, a table lists existing users with columns for ID, Name, Email, and various status flags. A 'New User' link is located below the table.

ID	First Name	Last Name	Email	Administrator?	Committee Member?	Specimen Coordinator?	Data Coordinator?	Action
tds704	Todd	Shamaly	t-shamaly@northwestern.edu	false	true	false	false	Edit
yab944	Yulia	Bushmanova	y-bushmanova@northwestern.edu	true	false	false	false	Edit

[New User](#)

Type in the first name or last name of the user you would like to add to the biorepository. This will search Northwestern's LDAP directory as well as any locally setup external users. You can specify that the user has any of the 4 following rules:

- 'Administrator?': Boolean flag marking whether the user should be granted the privileges of being an administrator of the biorepository.
- 'Committee Member?': Boolean flag marking whether the user should be granted the privileges of being a committee member of the biorepository. Committee members are responsible for voting on and commenting on disbursement requests.
- 'Specimen Coordinator?': Boolean flag marking whether the user should be granted the privileges of being a specimen coordinator of the biorepository. Specimen coordinators are responsible for updating the 'Specimen Status' of disbursement requests.
- 'Data Coordinator?': Boolean flag marking whether the user should be granted the privileges of being a data coordinator of the biorepository. Data coordinators are responsible for updating the 'Data Status' of disbursement requests.

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Click the 'Specimen Types' tab.

The screenshot shows the 'Clinical Research Repository Disburser' interface for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University. The user is logged in as 'Profile (yab944)' and is viewing the 'Admin' section. The 'Repository: Prostate Spore' is selected, and the 'Specimen Types' tab is active. The interface displays a list of specimen types with their names and 'Remove' buttons. The types listed are: Blood MNC, Blood Plasma, Blood Serum, DNA, Frozen Tissue (marked as 'Removal not allowed'), Prostatic Fluid, Seminal Vesical Fluid, Urine, and Whole Blood. At the bottom, there are 'Save' and 'Cancel' buttons, and a note indicating that an asterisk (*) denotes a required field. The footer mentions the system was created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University and provides a support email: disburser@northwestern.edu.

Name	Remove
Blood MNC	Remove
Blood Plasma	Remove
Blood Serum	Remove
DNA	Remove
Frozen Tissue	Remove (Removal not allowed)
Prostatic Fluid	Remove
Seminal Vesical Fluid	Remove
Urine	Remove
Whole Blood	Remove

The 'Specimen Type' tab allows you to add, edit and remove specimen types for the biorepository. These specimen types will fill the dropdown list for making a new disbursement request to the biorepository. Once a specimen type has been selected on a disbursement request, it may not be removed.

Biorepository administrator: managing disbursement requests

Biorepository administrators are responsible for managing the 'Status' of disbursement requests. A biorepository administrator will have an 'Admin' menu item. The 'Admin' page lists all the disbursement requests the user is responsible for administering.

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Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Repositories Requests Admin Profile (yab944) Log out

Admin

To learn more about how to use Disburser as a repository administrator, check out the [user guide](#).

Repository: all Status: all Data Status: all Specimen Status: all Feasibility: no Search:

Repository	Submitted	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	Approve	Deny	
Prostate Spore	08/10/2017	Cure Cancer	Michael Gurley	Bob Jones	123	No	submitted	not started	not started	0	0	Edit

Created by GDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu

A repository administrator may filter the list of disbursement requests by ‘Repository’, ‘Status’, ‘Data Status’, ‘Specimen Status’ and ‘Feasibility’. Click the ‘Edit’ link on the disbursement request you are interested in managing.

Request for: Prostate Spore

*Required information

Submitter: Michael Gurley
Submitter Email: m-gurley@northwestern.edu
Investigator: Bob Jones
Title: Cure Cancer
IRB Number: 123

☐ Feasibility? This aggregate number will be provided for feasibility requests. An approved IRB protocol is required.

Methods/Justifications: [methods_justification.docx](#) Please provide a Methods/Justifications document consistently outlining your receipt of data/specimens.

Supporting Document: [supporting_document.docx](#) Please provide a supporting document if needed.

Cohort Criteria: African-American patients with Gleason >= 8 and recurrence within 3 years of diagnosis.

Data for cohort: All demographics, treatment and survival.

Specimens

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 ml	<input type="text"/>

Status History

Status	Date	User	Comments
submitted	08/10/2017	Michael Gurley	

Data Status History

not started

Specimen Status History

not started

Status: submitted Data Status: not started Specimen Status: not started

Status Comments: Data Status Comments: Specimen Status Comments:

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A repository administrator may edit the details of a disbursement request. However, this should only be done in consultation with the submitter/investigator. The repository administrator's primary responsibility is managing the 'Status' of the disbursement request.

- 'Status': The overall status of the disbursement request tracks its progress from submission to approval or denial.
 - 'Draft': An initial state of the disbursement request. 'Draft' disbursement requests will not be sent to the attention of the biorepository administrators.
 - 'Submitted': A 'Submitted' disbursement request will be sent to the attention of the biorepository administrators.
 - 'Committee Review': Notifies the biorepository committee members to vote on the disbursement request. Committee votes will not be visible to the disbursement request submitter.
 - 'Approved': An 'Approved' disbursement request will send an email to the submitter that the disbursement request has been approved. The email will include instructions on how to work with biorepository coordinators to fulfill the disbursement request.
 - 'Denied': A 'Denied' disbursement request will send an email to the submitter that the disbursement request has been denied by the biorepository committee.
 - 'Canceled': A 'Canceled' disbursement will send an email to the submitter that a disbursement request has been canceled. A submitter may cancel their own request as long as the disbursement request has a status of 'Draft' or 'Submitted'. All other statuses can only be canceled by the biorepository administrator.

The repository administrator will be notified via email upon a disbursement request reaching a "Status" of 'submitted'. The repository administrator should set the "Status" to 'committee review' once it is appropriate for the committee members to vote on a disbursement request. This will notify via email all the committee members to vote on the disbursement request. If no specimen coordinator or data coordinator are setup for the biorepository, it is optional for the repository administrator to manage the 'Data Status' and 'Specimen Status' of disbursement requests.

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Biorepository data coordinator: managing disbursement requests

Biorepository data coordinators are responsible for managing the ‘Data Status’ of disbursement requests. A biorepository data coordinator will have a ‘Data Coordinator’ menu item. The ‘Data Coordinator’ page lists all the disbursement requests the user is responsible for coordinating.

Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests **Data Coordinator** Profile (jrp156) Log out

Data Coordinator

To learn more about how to use Disburser as a data coordinator, check out the [user guide](#).

Repository: all Status: all Data Status: not started Specimen Status: all Feasibility: all Search:

Repository	Submitted	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	
Prostate Spore	08/10/2017	Cure Cancer	Michael Gurley	Bob Jones	123	No	submitted	not started	not started	Update

Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu

A repository data coordinator may filter the list of disbursement requests by ‘Repository’, ‘Status’, ‘Data Status’, ‘Specimen Status’ and ‘Feasibility’. By default, the page will list disbursement requests with a ‘Data Status’ of ‘not started’. Click the ‘Update’ link on the disbursement request you are interested in coordinating.

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Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests Data Coordinator Profile (jrp166) Log out

Request for: Prostate Spore

Submitter: Michael Gurley
Submitter Email: m-gurley@northwestern.edu
Investigator: Bob Jones
Title: Core Cancer
IRB Number: 123
☐ Feasibility?
Methods/Justifications: [methods_justification.docx](#)
Supporting Document: [supporting_document.docx](#)
Cohort Criteria: African-American patients with Gleason >= 8 and recurrence within 3 years of diagnosis.

Data for cohort: All demographics, treatment and survival.

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 mg	

Specimens

Status	Date	User	Comments
submitted	08/10/2017	Michael Gurley	

Status History

Data Status: not started

Data Status History: not started
Specimen Status History: not started

Save Cancel

Created by CCRB for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu

The full details of the disbursement request are available for the inspection of the biorepository data coordinator. This includes the 'Status' history, the 'Data Status' history and 'Specimen Status' history. A biorepository data coordinator may update the 'Data Status' of a disbursement request. The biorepository data coordinator may also optionally provide a comment to explain their update of the 'Data Status'. Updating the 'Data Status' will cause an email notification to be sent to the submitter, repository administrators and specimen coordinators.

- 'Data Status': The 'Data Status' tracks the progress of the fulfillment of the data component of a disbursement request. At times, the fulfillment of a disbursement request's data will be handled separately from its specimen component.
 - 'Not Started': The initial state of a disbursement request's data status. 'Not Started' means a biorepository coordinator has not begun the process of fulfilling the data for the disbursement request.
 - 'Data Checked': A 'Data Checked' data status means a biorepository coordinator has queried the requisite biorepository and the cohort criteria *can* be met. An email notification will be sent to the submitter that a disbursement request has a data status of 'Data Checked'
 - 'Insufficient Data': An 'Insufficient Data' data status means the biorepository coordinator has queried the requisite biorepository and the cohort criteria *cannot* be met. An email notification will be sent to the submitter that a disbursement request has a data status of 'Insufficient Data'.
 - 'Query Fulfilled': A 'Query Fulfilled' data status means the biorepository coordinator has prepared and delivered the

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disbursement request data to the submitter. An email notification will be sent to the submitter that a disbursement request has a data status of 'Query Fulfilled'.

Biorepository specimen coordinator: managing disbursement requests

Biorepository specimen coordinators are responsible for managing the 'Specimen Status' of disbursement requests. A biorepository specimen coordinator will have a 'Specimen Coordinator' menu item. The 'Specimen Coordinator' page lists all the disbursement requests the user is responsible for coordinating.

Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests Specimen Coordinator Profile (jwr057) Log out

Specimen Coordinator

To learn more about how to use Disburser as a specimen coordinator, check out the [user guide](#).

Repository: all Status: all Data Status: data checked Specimen Status: not started Feasibility: all Search:

Repository	Submitted	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	
Prostate SPORE	08/10/2017	Cure Cancer	Michael Guiley	Bob Jones	123	No	submitted	data checked	not started	Update

Created by CDRS for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu

A repository specimen coordinator may filter the list of disbursement requests by 'Repository', 'Status', 'Data Status', 'Specimen Status' and 'Feasibility'. By default, the page will list disbursement requests with a 'Data Status' of 'data checked' and a 'Specimen Status' of 'not started'. Click the 'Update' link on the disbursement request you are interested in coordinating.

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Clinical Research Repository Disburser
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests Specimen Coordinator Profile (jw057) Log out

Request for: Prostate SPORE

Submitter: Michael Gurley
Submitter Email: m-gurley@northwestern.edu
Investigator: Bob Jones
Title: Cure Cancer
IRB Number: 123
☐ Feasibility?
Methods/Justifications: [methods_justification.docx](#)
Supporting Document: [supporting_document.docx](#)
Cohort Criteria: African-American patients with Gleason >= 8 and recurrence within 3 years of diagnosis.

Data for cohort: All demographics, treatment and survival.

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 mg	

Status History

Status	Date	User	Comments
submitted	08/10/2017	Michael Gurley	

Data Status History

Status	Date	User	Comments
data checked	08/10/2017	Jalpa Patel	Looks good!

Specimen Status History
not started

Specimen Status: not started

Specimen Status Comments:

Save Cancel

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The full details of the disbursement request are available for the inspection of the biorepository specimen coordinator. This includes the ‘Status’ history, the ‘Data Status’ history and ‘Specimen Status’ history. A biorepository specimen coordinator may update the ‘Specimen Status’ of a disbursement request. The biorepository specimen coordinator may also optionally provide a comment to explain their update of the ‘Specimen Status’. Updating the ‘Specimen Status’ will cause email notification to be sent to the submitter, repository administrators and specimen coordinators.

- ‘Specimen Status’: The ‘Specimen Status’ tracks the progress of the fulfillment of the specimen component of a disbursement request. At times, the fulfillment of a disbursement request’s specimens will be handled separately from its data component.
 - ‘Not Started’: The initial state of a disbursement request’s specimen status. ‘Not Started’ means a biorepository coordinator has not begun the process of fulfilling the specimens for the disbursement request.
 - ‘Inventory Checked: An ‘Inventory Checked’ data status means a biorepository coordinator has checked the requisite biorepository specimen inventory and the disbursement request for specimens can be met. An email notification will be sent to the submitter that a disbursement request has a specimen status of ‘Inventory Checked’
 - ‘Insufficient Specimens’: An ‘Insufficient Specimens’ specimen status means a biorepository coordinator has checked the requisite biorepository specimen inventory and the disbursement request for specimens *cannot* be met. An email notification will be

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sent to the submitter that a disbursement request has a specimen status of 'Insufficient Specimens'.

- 'Inventory Fulfilled': An 'Inventory Fulfilled' specimen status means a biorepository coordinator has prepared and delivered the disbursement request specimens to the submitter. An email notification will be sent to the submitter that a disbursement request has a specimen status of 'Inventory Fulfilled'.

Support Issues

Please report any problems you encounter to:

disburser@northwestern.edu