

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

This user guide is meant for Disburser biorepository committee members. Other user guides cover using Disburser as a submitter/investigator and a biorepository administrator/coordinator.

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.

Disburser is located at the following URL:

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

Disburser Committee Member User Guide

The screenshot shows the homepage of the Clinical Research Repository Disburser system. At the top, there is a header with the title 'Clinical Research Repository Disburser' and the subtitle 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. On the right side of the header, there is a 'Login' link. Below the header, there is a 'Welcome' section with a brief description of the system. To the left, there is a 'New User?' section with instructions and a 'Sign up' button. To the right, there is an 'Existing User?' section with a 'Login' button. Below these sections, there is a 'Repositories' section with a search bar and a table listing various repositories. At the bottom, there is a footer with contact information.

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

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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. At the top, there is a header with the title 'Clinical Research Repository Disburser' and the subtitle 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. On the right side of the header, there is a 'Login' link. Below the header, there is a large question 'Do you have a Northwestern NetID?' with two buttons: 'Yes' and 'No'. At the bottom, there is a footer with contact information.

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.

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Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Login

Login with your Northwestern NetID
Use your Northwestern University NetID and password to login.
NetID

Password

Submit Cancel

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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.

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

Home Login

Login with your Email
Use your email and a password of your choice to login.
Email

Password

☐ Remember me

Submit Cancel [Forgot your password?](#)

No account? If you have a Northwestern NetID, [Click Here](#).

Otherwise, click the Sign up button to setup an account. [Sign up](#) [Didn't receive confirmation instructions?](#)

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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'.

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

Home Log in

Sign up

First Name *

Last Name *

Email *

Password * (8 characters minimum)

Password Confirmation *

Submit Cancel [Didn't receive confirmation instructions? | Log in](#)

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

Voting on a Disbursement Request

Upon a disbursement request being set to a 'Status' of 'committee review', all committee members will be notified via email to vote and comment on the disbursement request. Upon login, all committee members will have a menu item 'Committee'. Clicking this menu item lists all the disbursement requests the committee member needs to vote on or has voted on previously.

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

Home Requests **Committee** Profile (thw109) Log out

Committee

Repository: all Status: committee review Vote Status: pending my vote Search: Search Clear

Repository	Title	Submitter	Investigator	IRB Number	Status	
Prostate Spore	Cure Cancer	Michael Gurley	Bob Jones	123	committee review	Review

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A committee member may filter the list of disbursement requests by 'Repository', 'Status' and 'Vote Status'. By default, the page will list disbursement requests with a 'Status' of 'committee review' and a 'Vote Status' of 'pending my vote'. Click the 'Review' link on the disbursement request you are interested in.

The screenshot shows the 'Clinical Research Repository Disburser' interface. The top navigation bar includes 'Home', 'Requests', and 'Committee'. The main content area displays a request for 'Prostate Spore' submitted by Michael Gurley. The investigator is Bob Jones, Cure Cancer, with IRB Number 123. A link for 'Feasibility?' points to 'methods_and_justifications.docx'. The cohort criteria are 'African-American patients with Gleason >= 8 and recurrence within 3 years of diagnosis.' The data for the cohort is 'All demographics, treatment and survival.' The specimens table shows 'Frozen Tissue' with a quantity of 100 and a volume of 5 mg. The votes table shows a vote from Todd Shamaly on 06/10/2017, with a comment 'Looks like a great project.' and a vote of 'approve'. The interface also includes a 'Vote' section with 'Approve' and 'Deny' buttons, and a 'Vote Comments' text area. The bottom footer states 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 mg	

Date	Committee Member	Vote	Comments
06/10/2017	Todd Shamaly	approve	Looks like a great project.

You will be able to see how other committee members have voted on the request and their comments. You can either 'Approve' or 'Deny' and a disbursement request and provide comments.

Support Issues

Please report any problems you encounter to:

disburser@northwestern.edu