

# 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'. A purple navigation bar contains 'Home' and 'Login' links. The main content area has a 'Welcome' section with a brief description of the system. Below this, there are two columns: 'New User?' and 'Existing User?'. The 'New User?' column lists steps for creating an account, including a 'Sign up' button. The 'Existing User?' column has a 'Login' button. A 'Repositories' section follows, featuring a search bar and a table of repositories. The table has a 'Name' column and a 'View' column. 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	<a href="#">View</a>
Nervous System Tumor Bank	<a href="#">View</a>
Ovarian Cancer Early Detection & Prevention Biospecimen Bank	<a href="#">View</a>
Prostate Spore	<a href="#">View</a>

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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 screen of the Clinical Research Repository Disburser system. It features a purple header with the title 'Clinical Research Repository Disburser' and the subtitle 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. A purple navigation bar contains 'Home' and 'Login' links. The main content area has a large heading 'Do you have a Northwestern NetID?' with two buttons: 'Yes' and 'No'. 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.

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Clinical Research Repository Disburser  
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 Login

### 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 (fhw108) Log out

### Committee

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

Repository: all Status: committee review Vote Status: pending my vote Search:  [Search](#) [Clear](#)

Repository	Submitted	Title	Submitter	Investigator	IRB Number	Status	
Prostate SPORE	08/10/2017	Cure Cancer	Michael Gurley	Bob Jones	123	committee review	<a href="#">Review</a>

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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.

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

Home Requests Committee Profile (lhw100) Log out

Request for: Prostate SPORC

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.

Specimens

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 mg	

Votes

Date	Committee Member	Vote	Comments
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Vote  
☐ Approve ☐ Deny  
Vote Comments

Save Cancel

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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](mailto:disburser@northwestern.edu)