

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 purple navigation bar contains 'Home' and 'Login' links. The main content area features a 'Welcome' message, a brief description of the system, and two columns for user actions: 'New User?' and 'Existing User?'. The 'New User?' column lists steps for browsing repositories, logging in with a NetID, or signing up. The 'Existing User?' column lists steps for logging in, adding new requests, and checking existing requests. Below these columns is a 'Repositories' section with a search bar and a table listing four repositories: Gynecology Oncology Biospecimen Bank, Nervous System Tumor Bank, Ovarian Cancer Early Detection & Prevention Biospecimen Bank, and Prostate Spore. Each repository has a 'View' link. The footer contains a credit line: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

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 a login prompt screen. The header is identical to the previous screenshot. The main content area has a large heading 'Do you have a Northwestern NetID?' followed by two buttons: 'Yes' and 'No'. The footer is also identical to the previous screenshot.

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: disburser@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 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 says 'Clinical Research Repository Disburser' and 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. There is a logo for the Robert H. Lurie Comprehensive Cancer Center. 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 the fields are two buttons: 'Submit' (purple) and 'Cancel' (orange). A link 'Didn't receive confirmation instructions? | Log in' is also present. At the bottom, a footer states: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please 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's profile (ysb944) and a Log out link are visible in the top right. The main content area is titled 'Repositories' and contains a search bar with a 'Search' button and a 'Clear' link. Below the search bar, there is a table with one entry: 'Prostate Spore'. To the right of this entry is an 'Edit' link. The footer of the page states: '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. The page has a purple header with navigation links: Home, Repositories, Requests, and Admin. The user's profile (ysb944) and a Log out link are visible in the top right. The main content area is titled 'Repository: Prostate Spore' and contains a tabbed interface with four tabs: Details, Content, Users, and Specimen Types. The 'Details' tab is active. The form contains the following fields: 'Name' (Prostate Spore), 'Public?' (checked), 'Committee email reminder?' (unchecked), 'IRB Template' (Browse... No file selected), 'Data Dictionary' (Browse... No file selected), and 'Custom Request Form' (Browse... No file selected). A note at the bottom right states: '* Indicates required field'. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page states: '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.
- '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 'Repository: Prostate Spore' page in the Disburser application. The page has a purple header with navigation links: Home, Repositories, Requests, Admin, Profile (jps44), and Log out. The main content area is divided into three tabs: Details, Content (selected), and Users. The 'Content' tab is further divided into three sections: General Content, Specimen Content, and Data Content.

General Content

The repository has more than 10,000 specimen aliquots from more than 4,000 consented patients with prostate cancer treated at Northwestern Memorial Hospital and Northwestern University Health System. In addition to tissue from over 5,000 patients, the repository has blood cancer, glioma, peripheral blood mononuclear cells, and breast tissue and urine samples. Samples cannot be used immediately to study but are patients' remaining samples. All data from original patients are returned to patients or their families. Upon returning the samples of disease. Corresponding forms and unprocessed samples (FFPE) tissue is available in each patient's case, and tissues are available in most cases as well. After that, all tissue resources have been generated and are available to research projects. Detailed blood and pathology data associated with each specimen is related to data coordinates into the SPORC database sample management systems with appropriate protection of patient confidentiality.

• IRB Process: IRB approval or exemption must be obtained prior to release of data or specimens. The request form will ask you input your IRB number or describe your IRB exemption.

Specimen Content

Here is a breakdown of the specimen types available from the Prostate SPORC:

Specimen Type	Count
CNA	1
Blood WBC	437
Blood RBCs	840
Blood Serum	807
Buffy WBC	711

Data Content

The broad categories of the clinical data points collected within the Prostate SPORC are the following:

- Demographics
- Family History
- Comorbidities
- Diagnosis
- Treatment
- Pathology
- Survival

At the bottom of the page, there are buttons for 'Home', 'New', and 'Add New'. A footer note states: 'Created by CTSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

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

- '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.

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?. Each row has an 'Edit' link. 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
jrp156	Jalpa	Patel	jalpa-patel@northwestern.edu	false	false	false	true	Edit
jwr057	Jeremy	Mathews	jmathews@northwestern.edu	false	false	true	false	Edit
mjp994	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, each with an 'Edit' link. A 'New User' link is also present at the bottom of the modal area.

ID	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

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 (ysb944) Log out

Admin

Repository: Status: Data Status: Specimen Status: Feasibility: Search:

Repository	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	Approve	Deny	
Prostate Spore	Cure Cancer	Michael Gurley	Bob Jones	123	No	committee review	not started	not started	1	0	Edit

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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

*Indicates required field

Submitter:

Investigator:

Title:

IRB Number:

☐ Feasibility: Only aggregate numbers will be provided for feasibility requests. An approved IRB protocol is required.

Methods/Justifications: Please provide a Methods/Justifications document electronically justifying your receipt of data/specimens. [methods_and_justifications.docx](#)

Current Cohort:

Data for cohort:

Specimens

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

Status History

Status	Date	User	Comments
submitted	05/08/2017	Michael Gurley	
committee review	05/08/2017	Michael Gurley	

Data Status History
not started

Specimen Status History
not started

Status: Data Status: Specimen Status:

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

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

Repository	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	
Prostate Spore	Cure Cancer	Michael Gurley	Bob Jones	123	No	committee review	not started	not started	Update

Created by CCR 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
Investigator: Bob Jones
Title: Cure Cancer
IRB Number: 123
☐ Feasibility?
Methods/Justifications: [methods_and_justifications.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	06/08/2017	Michael Gurley	
committee review	06/08/2017	Michael Gurley	

Data Status History
not started
Specimen Status History
not started

Data Status: not started
Data Status Comments

Save Cancel

Created by CCR 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'.

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- 'Query Fulfilled': A 'Query Fulfilled' data status means the biorepository coordinator has prepared and delivered the 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.

The screenshot shows the 'Specimen Coordinator' page of the 'Clinical Research Repository Disburser' application. The page has a purple header with navigation links: Home, Requests, and Specimen Coordinator (which is active). On the right of the header, it shows 'Profile (jwr057)' and a 'Log out' link. Below the header, the page title is 'Specimen Coordinator'. There are several filter dropdowns: Repository (set to 'all'), Status (set to 'all'), Data Status (set to 'data checked'), Specimen Status (set to 'not started'), and Feasibility (set to 'all'). There is also a search bar and a 'Clear' button. Below the filters is a table with the following columns: Repository, Title, Submitter, Investigator, IRB Number, Feasibility, Status, Data Status, Specimen Status, and an 'Update' link. The table contains one row of data: Prostate Spore, Cure Cancer, Michael Gurley, Bob Jones, 123, No, committee review, data checked, not started, and an 'Update' link. 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'.

Repository	Title	Submitter	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	
Prostate Spore	Cure Cancer	Michael Gurley	Bob Jones	123	No	committee review	data checked	not started	Update

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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Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests Specimen Coordinator Profile (jwr057) Log out

Request for: Prostate Spore

Submitter: Michael Gurley
Investigator: Bob Jones
Title: Cure Cancer
IRB Number: 123
☐ Feasibility? [methods_and_justifications.docx](#)

Methods/Justifications
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	06/08/2017	Michael Gurley	
committee review	06/08/2017	Michael Gurley	

Data Status History

Status	Date	User	Comments
data checked	06/10/2017	Jaipe Patel	We have the data!

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