**Due Diligence Team Suggestion**

* Can the landing page be the “Due Diligence Check” instead of Users?
  + **For users who are Users (not admins), the landing page is ‘Due Diligence Check’**
  + **Please let us know if the Landing page should be the same for Admin also?**

**Yes, I think we could set this as same for all.**

* Name of the tab be “Due Diligence Search” instead of check.
  + **OK**
* The name of the buttons be just “Manual Search” & “Batch Upload”
  + **OK**
* Name of the “Sample Upload Template” to “Batch Upload Template”
  + **OK**
* Please have the Legends in all pages for better clarity.
  + **OK**
* Could only the Pending reviews be shown in the main page instead of all?
  + **Ok. At present we have provided an option to mark the Compliance Form as closed, through an option ‘Close for Edit’ on the Compliance form. The closed compliance forms are removed from the ‘Due Diligence Check’ page and listed in the ‘Closed ICSFs’ page.**
  + **We will remove the ‘Close for Edit’ option and instead move all the Compliance Forms that have completed the review to ‘Review Completed’ page.**

**Yes, I think this should be fine and maybe we could discuss this further in our next call, if necessary and to have better clarity.**

* Closed ICSFs tab be changed to “Closed Reviews”.
  + **Yes, as described in the previous point.**
* All ICSFs tab be changed to “All Searches”.
  + **OK**
* Manage ICSFs tab be changed to “Manage Reassignments”
  + **Ok**
* Please interchange the 7th and 8th Web links in all.
  + **“PHS Administrative Actions Listing** [**https://ori.hhs.gov/ORI\_PHS\_alert.html?d=update**](https://ori.hhs.gov/ORI_PHS_alert.html?d=update)**” will be placed in position 7**
  + **“Clinical Investigator Inspection List (CBER)** [**http://www.fda.gov/BiologicsBloodVaccines/GuidanceComplianceRegulatoryInformation/ComplianceActivities/ucm195364.htm**](http://www.fda.gov/BiologicsBloodVaccines/GuidanceComplianceRegulatoryInformation/ComplianceActivities/ucm195364.htm)**” will be placed in position 8**
* Worldcheck should be the default 13th web link and this should have provision to provide the descriptions of findings if found manually.
  + **Worldcheck will be placed in 13 position when the Compliance Form is created.**
  + **There is already a provision to provide the description of findings for all sites, including the sites that are added manually. Please check and confirm if this meets your requirement.**
* In the search, could an option be provided to change the Role of the investigator, if needed?
  + **In the current arrangement the first Investigator is the Principal Investigator and the remaining investigators are ‘Sub’.**
  + **We can provide an option to change the position in the list and thereby change the Role.**
  + **We assume that the Compliance Form will have only ONE Principal Investigator.**

**Yes, the understanding is correct. But there are instance where we may have to complete the checks only for a Sub I where a PI is not involved and in some cases where a PI retires from study while a Sub I take over responsibilities. Hence, this option my help us in these cases.**

* Option like “+” sign be provided in main page next to the principal investigator which would list out all the Sub Investigators who were in the search if expanded.
  + **Yes, this will be provided**.
* Can we move the Role & Account to top left Corner with option coming up while clicked on name.
  + **Which page are you referring to? Could you please provide more details, if possible a screen shot?**

**The main page where we have the user information and suggesting we could have something like what is shown below.**

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