

Title: **LAO Resource Submission Procedures**

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REVISION HISTORY (most recent first)

Version	Effective Date	Summary of Changes
4.0	OCT-30-2025	Updated DMACC to DMASC and made minor editorial updates throughout the document.
3.1	FEB-11-2025	Minor update to reflect the updated <i>Resources</i> page interface.
3.0	MAR-14-2024	Updated to reflect the new <i>LAO Resources</i> user interface. Minor updates made throughout the document.
2.0	FEB-21-2023	Update of links in document, reformatting of section 8, Resources.
1.0	DEC-15-2021	Original version of document.

1. INTRODUCTION AND PURPOSE

Lead Academic Organizations (LAOs) can share study tools and resources with other LAOs via the [LAO Resources](#) tab on the *Resources* page. These shared resources are created and shared by LAOs to facilitate daily trial conduct, accrual, administration processes, and other Cancer Prevention Clinical Trials Network (CP-CTNet) activities as needed. This page is designed to encourage collaboration between LAOs involved in CP-CTNet and host resources that may be beneficial to LAOs and the wider cancer prevention community. The resources on this page are maintained by LAOs and can be updated to support each stage of CP-CTNet clinical trials. This reference guide details the procedures that LAO staff follow when requesting the addition, update, or removal of resources on the *LAO Resources* page on the CP-CTNet DMASC public website.

2. SCOPE

This reference guide applies to all LAO and Data Management, Auditing, and Statistical Center (DMASC) staff involved in the addition, update, or removal of resources on the CP-CTNet DMASC public website.

3. DEFINITIONS

Term/Acronym	Definition
AO	Affiliated Organization
CIRB	Central Institutional Review Board
CP-CTNet	Cancer Prevention Clinical Trials Network
DCP	Division of Cancer Prevention
DMASC	Data Management, Auditing, and Statistical Center
LAO	Lead Academic Organization
M-SOP	Manual of Standard Operating Procedures
SOP	Standard Operating Procedure

4. ROLES AND RESPONSIBILITIES

Role	Responsibilities
DMASC	<ul style="list-style-type: none"> Update the resources on the <i>LAO Resources</i> page based on requests from LAOs. Follow an internal process to ensure that LAO resources are appropriately vetted before they are uploaded to the <i>LAO Resources</i> page. Communicate with LAOs to ensure that resources are properly uploaded to the <i>LAO Resources</i> page. Notify LAO staff when resources are available and/or updated on the <i>LAO Resources</i> page.
LAO	<ul style="list-style-type: none"> Complete LAO Resource Submission and Update Forms for resources that need to be updated on the <i>LAO Resources</i> page. Communicate with DMASC to verify that resources are posted as requested. Regularly review posted resources to ensure that they are current and correct.

5. ACCESSING LAO RESOURCES

Resources that are created and shared by LAOs are publicly available on the *LAO Resources* page on the CP-CTNet DMASC public website. The *LAO Resources* page can be accessed from the *Resources* tab on the CP-CTNet DMASC public website. The *Resources* page is split into two tabbed subsections including *Program Resources* and *LAO Resources*. The *Program Resources* tab includes an extensive list of publicly available documents that are used to support LAOs and AOs from concept development to study closeout. The *LAO Resources* tab is limited to publicly available resources created and shared by LAOs.

This section provides instructions for accessing LAO resources and highlights the functionality of the *LAO Resources* page. For general information about registration and access to resources on the CP-CTNet DMASC public website and Portal Gateway, see USRMAN02 *Public Website and Portal Gateway Overview and User Registration Guide*.

1. LAO resources can be accessed from the CP-CTNet DMASC public website:
 - 1.1. Access the CP-CTNet DMASC public website.
 - 1.2. Click *Resources* from the navigation links at the top of the page.
 - 1.3. Click the *LAO Resources* tab, located beneath the *Resources* heading.
 - 1.4. The LAO resources are available in the table beneath the four filters on this page.

Note: The available resources are updated as additional resources are shared by LAOs.

Title	Category	LAO	Type	Format	Size
COVID Participant Thank You Letter	Participant Materials	NWU	Reference	pdf	252 KB
Colon Cancer Prevention Study Brochure	Recruitment Materials	NWU	Brochure	pdf	451 KB
Colon Cancer Prevention Study Lay Summary	Recruitment Materials	NWU	Lay Summary	pdf	165 KB
DCIS Fact Sheet	Recruitment Materials	NWU	FAQ	pdf	722 KB
Frequently Asked Questions about Endometrial Intraepithelial Neoplasia (EIN)	Recruitment Materials	NWU	FAQ	pdf	265 KB

Figure 1: The *LAO Resources* page on the CP-CTNet DMASC public website.

2. The resources displayed in the table of LAO resources can be sorted using the four filters above the table. These filters correspond directly to four of the columns included in the table:
 - 2.1. *Title/Keyword:* Use the *Title/Keyword* filter to display resources that include the entered text in the resource's title.

- 2.2. *Category*: Select a category from the *Category* dropdown filter to refine the displayed resources to only include those in the selected category (e.g., Agenda Templates, Recruitment Materials, Treatment Diaries, Visit Schedule Calendars, etc.).

Note: The category list is generated from the list of available resources, so the available categories may change as additional resources are shared by LAOs.

- 2.3. *Document Type*: Select a type from the *Document Type* dropdown filter to refine the displayed resources to only include those of a specific kind (e.g., Brochure, Images, Lay Summary, Memo, Reference, etc.).

Note: The document type list is generated from the list of available resources, so the available document types may change as additional resources are shared by LAOs.

- 2.4. *LAO*: Select the name of an LAO to refine the displayed resources to only include those shared by a specific LAO.

3. The LAO resources can be downloaded by clicking on the title of the desired resource.
4. The *Clear Filters* link is used to remove any criteria entered in the four filters above the table. This allows users to start a new search for additional resources.
5. The *#-# of # documents shown* text updates in real time based on the criteria entered in one of the four filters above the table.

6. COMPLETING THE LAO RESOURCE SUBMISSION AND UPDATE FORM

The *LAO Resource Submission and Update Form* is designed to facilitate the process of submitting and updating LAO resources on the *LAO Resources* page. Typically, a new request form is completed by the LAO designee for each resource submission. However, if an LAO designee has multiple resources of the same type with the same request information (e.g., multiple study checklists to be uploaded to the same category), one form may be completed for multiple requests. This section provides an overview of the process for completing the *LAO Resource Submission and Update Form*.

1. A link to the *LAO Resource Submission and Update Form* can be accessed from the *Program Resources* page.
 - 1.1. The *LAO Resource Submission and Update Form* is tagged in the *Administration* category and *Form* document type.
2. The LAO designee provides general and request-specific information in each section of the form.
 - 2.1. The questions detail information about the requester, including their name, email address, associated LAO, and the date of the request.
 - 2.2. The form also includes details that are necessary for DMASC to fulfill the request, such as the type of request (e.g., add, update, or remove a resource), name of the resource, resource category, resource type, reason for the request, DCP and CIRB approval information and dates (as applicable), and date that the request should be completed by.

Note: Requests are typically fulfilled by DMASC within five (5) business days of the request date.
 - 2.3. If the available questions on the request form do not capture all request details, the LAO designee should provide any supplemental information in the *Additional Comments* free text field at the end of the form.

3. Once the LAO designee completes the *LAO Resource Submission and Update Form*, they click *Submit*. They must email the requested resource to WebsiteResources_CP-CTNet@frontierscience.org.
 - 3.1. The LAO designee and DMASC automatically receive a notification once the form has been submitted.
 - 3.2. DMASC sends a confirmation of receipt email to the LAO once the resource has been received.

Note: LAOs can edit their request form as needed after submission. LAOs should email WebsiteResources_CP-CTNet@frontierscience.org to let DMASC know that the form has been updated.
4. DMASC actively checks the accessibility and appropriateness of LAO resources that are submitted before they are posted to the *LAO Resources* page. DMASC ensures that the resources are:
 - 4.1. De-identified (e.g., facilitate the removal or redaction of names, titles, proprietary information, etc.).
 - 4.2. Section 508-Compliant (e.g., adhere to accessibility guidelines for each resource type).
 - 4.3. Approved by the CIRB at the time of posting (as applicable).
 - 4.4. Approved by DCP at the time of posting (as applicable).
5. DMASC uploads the resource to the *LAO Resources* page based on the information included in the request form.
 - 5.1. If DMASC has any questions during the request fulfillment process, they email the LAO designee to request clarification before the resource is posted.
6. Once the resource has been updated on the *LAO Resources* page, DMASC emails the LAO designee and requests that they review the resource on the *LAO Resources* page.
7. The LAO designee verifies that the resource appears on the *LAO Resources* page as requested.
 - 7.1. If the resource was not uploaded as requested, the LAO designee responds to DMASC with an email that details the issue and how the issue can be resolved.

Note: If the resource needs to be updated due to a new version of the resource, a new request form must be completed by the LAO designee.
8. Once the resource has been verified by the LAO, DMASC notifies the LAOs that a new resource has been shared to the *LAO Resources* page.

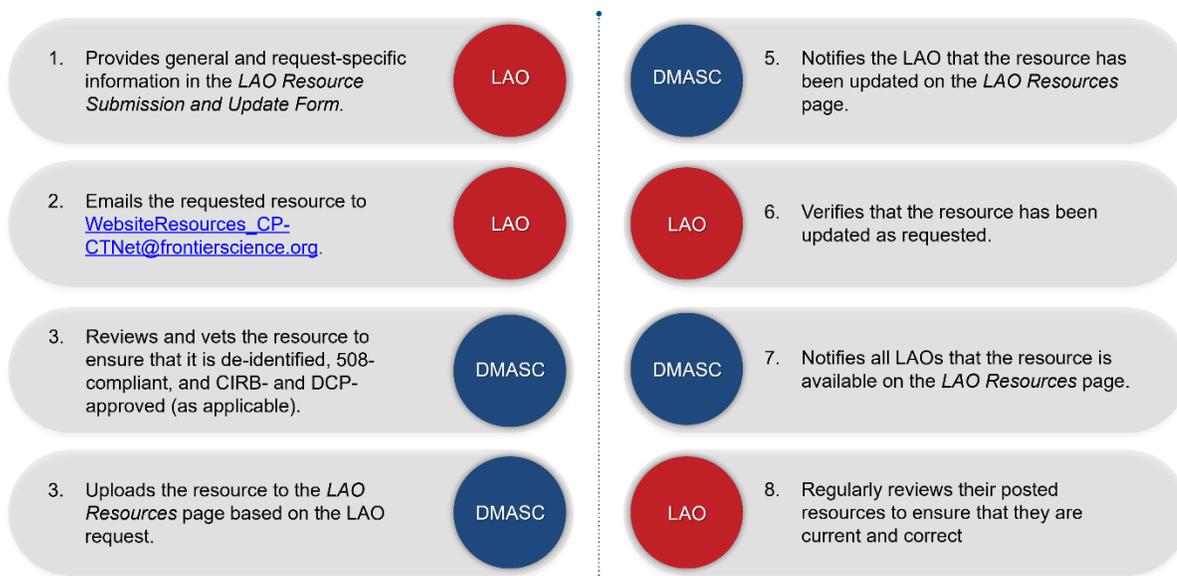


Figure 2: The submission and update procedure for LAO resources.

7. MAINTAINING THE LAO RESOURCES PAGE

LAOs are responsible for the maintenance of the resources that they request to be posted on the *LAO Resources* page.

1. The LAO designee should regularly review their posted resources to ensure that they are current and correct.
 - 1.1. DMASC assists with the process of updating resources but is not responsible for facilitating the maintenance of resources posted at the request of LAOs.
2. If a resource needs to be updated or removed based on the LAO review, then a new request form must be completed by the LAO designee.

Please send questions and comments to DMASC at: WebsiteResources_CP-CTNet@frontierscience.org.

8. RESOURCES

Note: All CP-CTNet SOPs are included in the [CP-CTNet Manual of Standard Operating Procedures \(M-SOP\)](#), which is available on the [CP-CTNet DMASC public website](#).

Resource	ID	Location
CP-CTNet DMASC Public Website	Website	cp-ctnet-dmasc.org
LAO Resource Submission and Update Form	Form	Program Resources
Public Website and Portal Gateway Overview and User Registration Guide	USRMAN02	Program Resources

9. APPENDICES

1. None