Sharing a protocol with others in the university

Note: PIs are required to sign off on all protocols

Scroll over yellow boxes for more information

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Forms and Templates

[663490-2] Test Protocol for Demonstration purposes

Specify the access that you wish to grant to each user at **University of Maryland College Park (UMCP)**. You should grant each user only the <u>minimum</u> level of access necessary to perform their work on this project.

- Signature Only (Read): Users whose only role is to sign off on project documentation should be granted "Read"
 access. Users with Read access can view project documentation, communicate with the project team and add their
 signature. This would typically include advisors, department heads, and other individuals who are required to sign off
 on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- Read: Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- Write: Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- Full: Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

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Other Tools Forms and Templates [663490-2] Test Protocol for Demonstration purposes

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

Share Project

- Share: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with Full, Write or Read access.
- Multi-site: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- Transfer: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this . project and the designated user will be granted Full access.

User Name	Organization	Access Type
Renee Kahn	University of Maryland College Park (UMCP), College Park, MD	Full
Robert Dooling	University of Maryland College Park (UMCP), College Park, MD	Full