

GOG Partners Portal – Roster Management

Released March 2023

V1

GOG CONFIDENTIALITY NOTICE

- **This presentation is the property of The GOG Foundation, Inc. (“GOG”) and/or our Sponsors and is strictly confidential. It contains information intended only for the person to whom it is transmitted and is not to be shared with any third party without the prior written consent of the GOG General Counsel.**
- **With receipt of this information, recipient acknowledges and agrees that: (i) this document is not to be distributed; (ii) the recipient will not copy, duplicate, photograph, reproduce, divulge, or distribute this confidential information, in whole or in part, without the express written consent of the GOG General Counsel; and (iii) all of the information herein will be treated as confidential material with no less care than that afforded to its own confidential material.**
- **The buying or selling of any securities based on material non-public information (“insider trading”) is prohibited by law.**

GOG Partners Portal – Roster Management

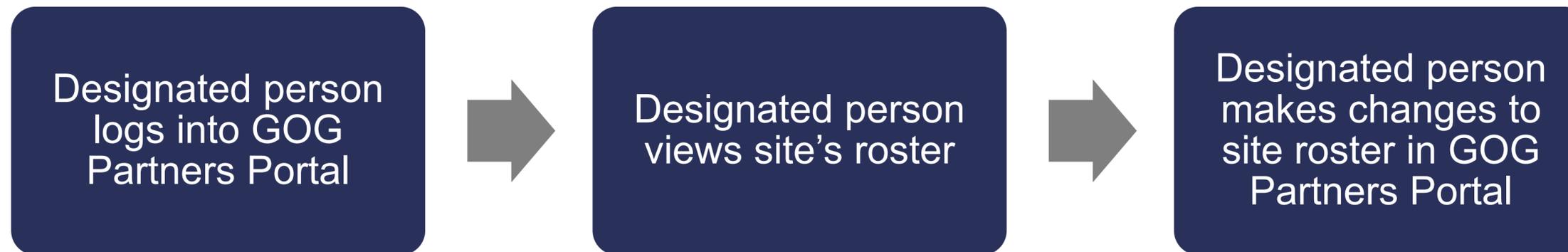
- Rationale: allow management of institution and person data
- Benefits
 - Ownership of your site's roster.
 - Requests to add/remove personnel are not delayed and can be done immediately.
 - To retire paper roster form.
 - Easier and more reliable communication.
 - Streamline interest/feasibility (upcoming).

GOG Partners Portal – Roster Management

- Site Roles with edit/update capabilities
 - Site PI
 - Regulatory Contact
 - Site Study Coordinator
- What can be updated?
 - Some site information (site name, address)
 - GOG Primary Role assignments
 - Site roster
 - Study role assignments

Before You Begin

- You will need an active account within the GOG Partners Portal to view your site's roster.
- You must have an assigned role on your site's roster to make changes (i.e., PI, Study Coordinator and Regulatory Coordinator role).
- If you are one of the primary roles and no one at your site does not have access to GOG Partners Portal, please submit a roster form to GOGRegulatory@gog.org.
- Your username or email address can be used to log into the GOG Partners Portal.



Accessing GOG Site and Person Rosters

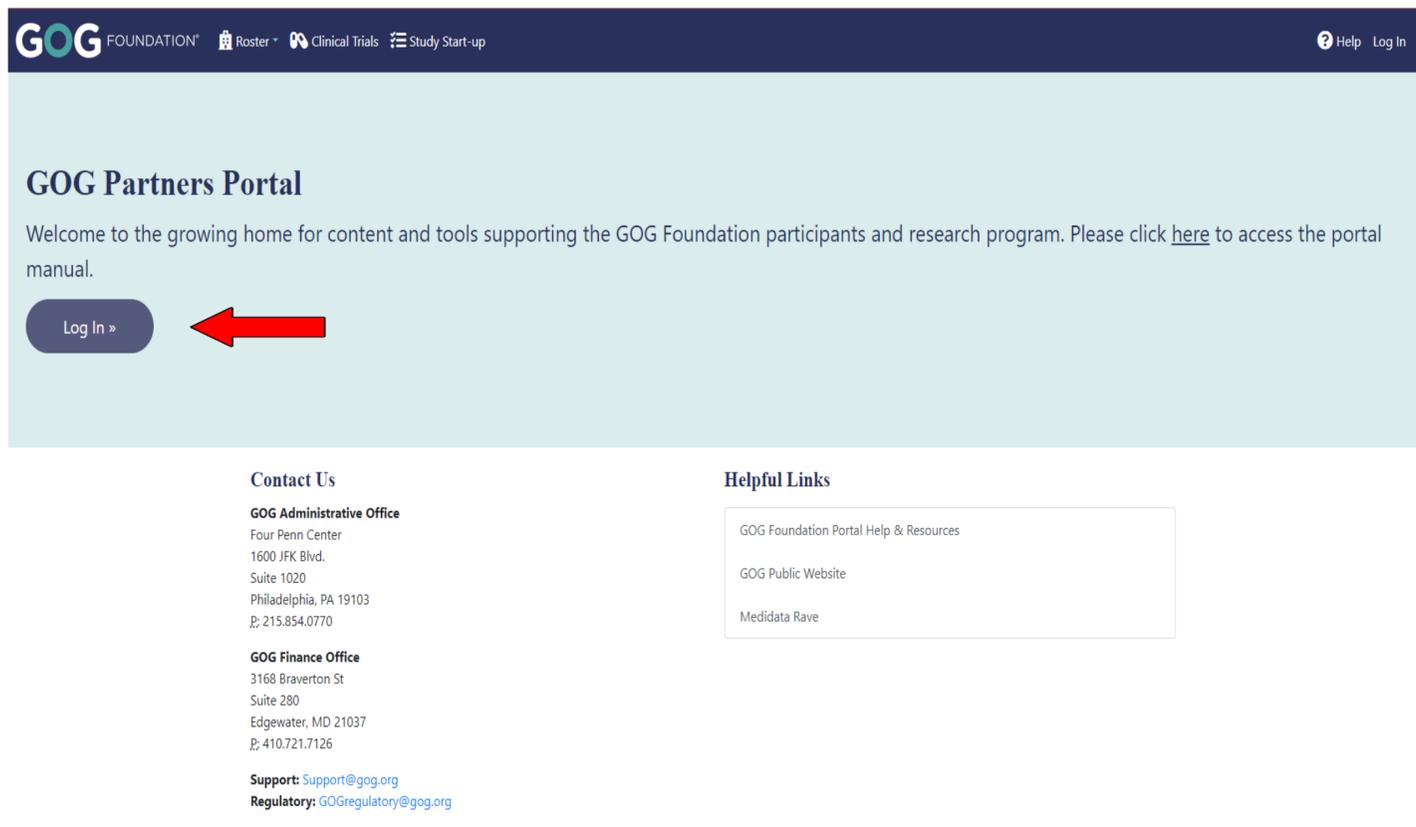
- All site staff active within GOG Partners, with a valid account, may view limited details about GOG sites and personnel.
- When logging in, either your username and email address can be used with your password.
- Staff assigned designated **Primary Site Roles** can add/remove staff from their site roster and update certain site details.
- Specific contact details are available to users relative to the contact details they themselves have shared. For example, if you elect to share your Cell Phone Number, you will in turn be able to view the same contact information of your peers on the Roster

Primary Site Roles with edit access include Site PI, Regulatory Contact, and Site Study Coordinator

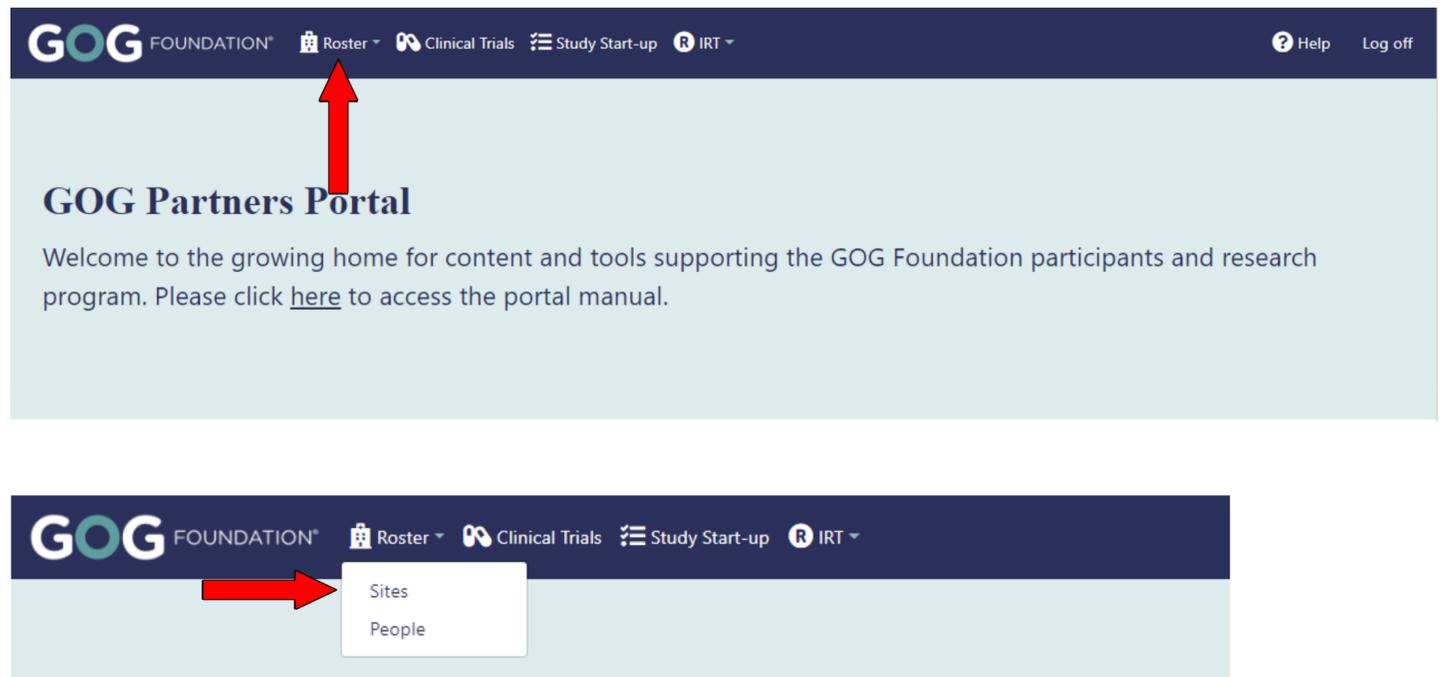
CONFIDENTIAL

Accessing GOG Site and Person Rosters

Step 1: Use your GOG Username (or email) and password to log into the [GOG Partners Portal](#).



Step 2: Hover over “Roster” to either select “Sites” or “People” to add personnel to your site’s roster.

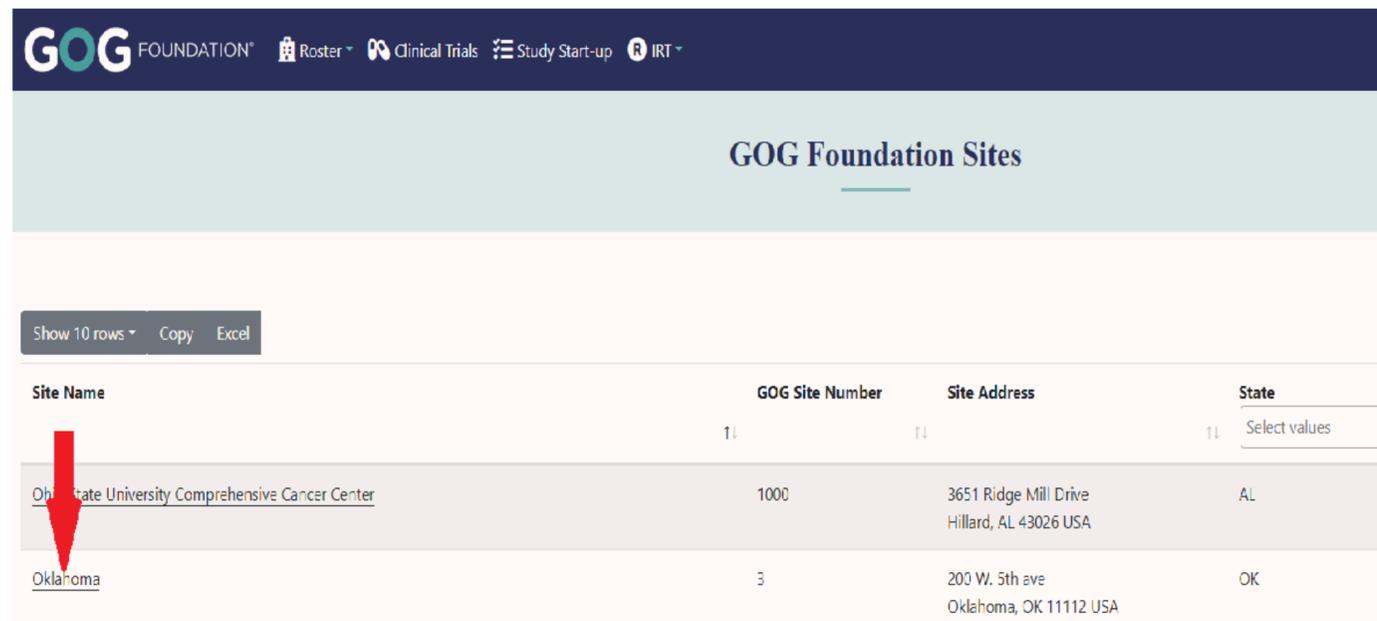


Adding Staff to Site Roster

You need to be designated as a person who can make changes to site roster.

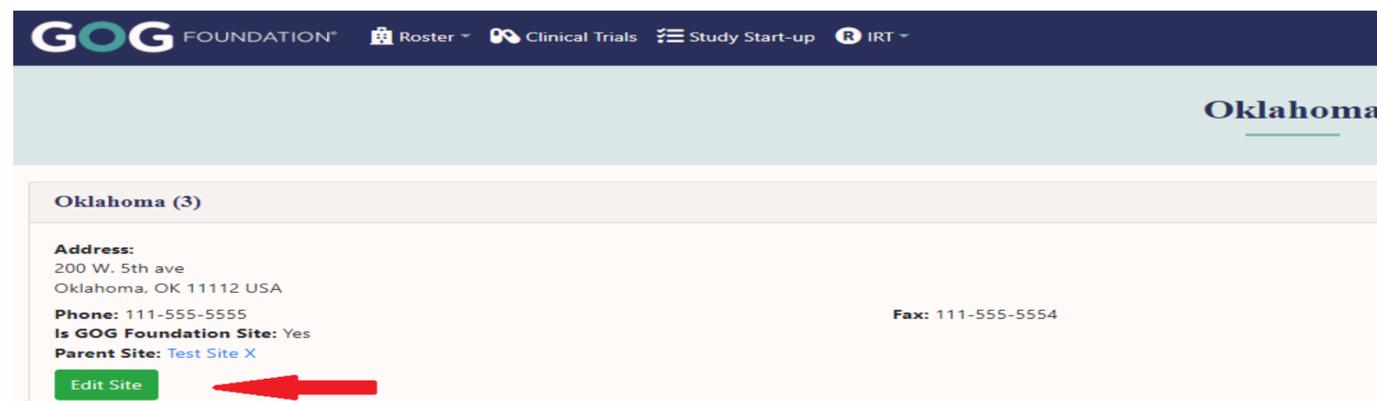
Step 1: To add personnel to site roster, search by your site name or site institution number from the Site Roster screen, and then click site name. On the site profile screen, click “Edit Site”.

Step 4: On the edit site screen, click “Add to Roster” to add study personnel.



The screenshot shows the 'GOG Foundation Sites' page with a table of site information. A red arrow points to the 'Oklahoma' site name in the table.

| Site Name | GOG Site Number | Site Address | State |
|---|-----------------|--|-------|
| Ohio State University Comprehensive Cancer Center | 1000 | 3651 Ridge Mill Drive Hillard, AL 43026 USA | AL |
| Oklahoma | 3 | 200 W. 5th ave Oklahoma, OK 11112 USA | OK |



The screenshot shows the site profile for 'Oklahoma (3)'. A red arrow points to the 'Edit Site' button.

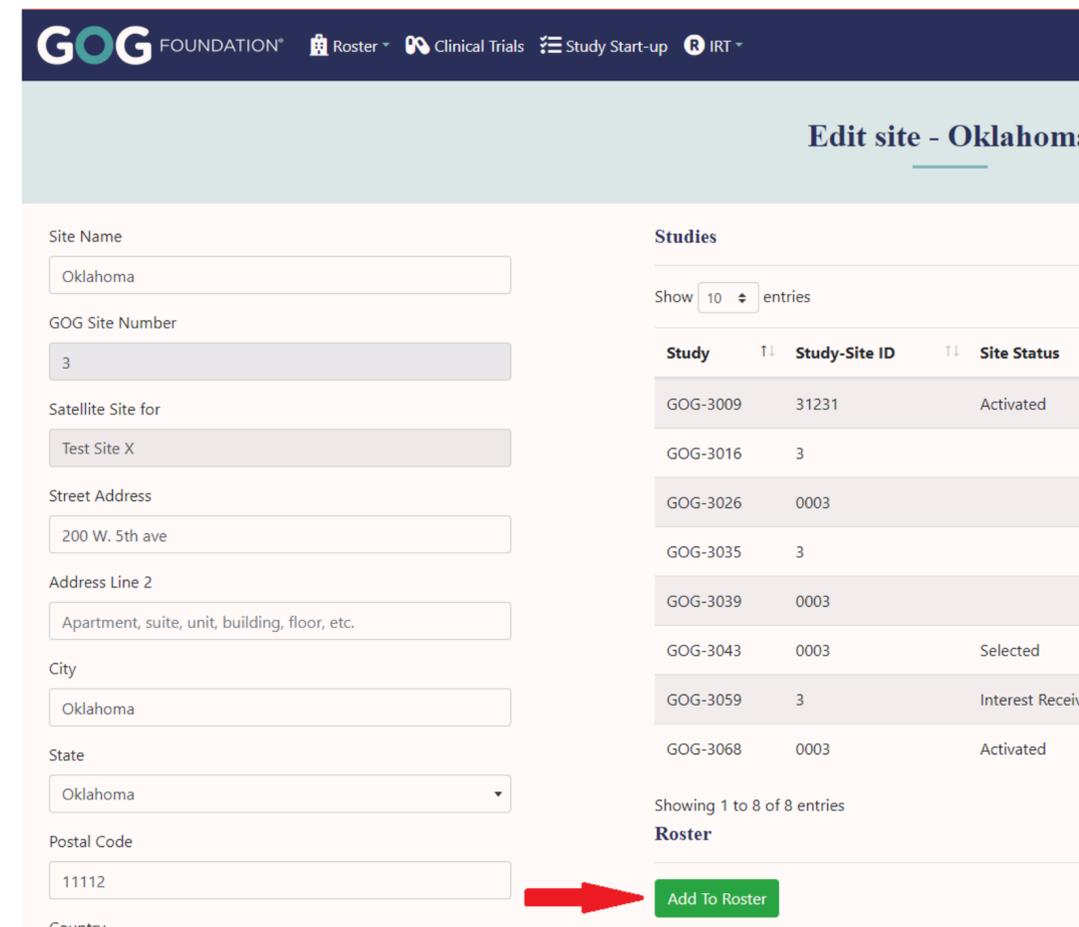
Oklahoma (3)

Address:
200 W. 5th ave
Oklahoma, OK 11112 USA

Phone: 111-555-5555 **Fax:** 111-555-5554

Is GOG Foundation Site: Yes
Parent Site: [Test Site X](#)

[Edit Site](#)



The screenshot shows the 'Edit site - Oklahoma' form. A red arrow points to the 'Add To Roster' button.

Site Name: Oklahoma

GOG Site Number: 3

Satellite Site for: Test Site X

Street Address: 200 W. 5th ave

Address Line 2: Apartment, suite, unit, building, floor, etc.

City: Oklahoma

State: Oklahoma

Postal Code: 11112

Country:

Studies

Show 10 entries

| Study | Study-Site ID | Site Status |
|----------|---------------|-------------------|
| GOG-3009 | 31231 | Activated |
| GOG-3016 | 3 | |
| GOG-3026 | 0003 | |
| GOG-3035 | 3 | |
| GOG-3039 | 0003 | |
| GOG-3043 | 0003 | Selected |
| GOG-3059 | 3 | Interest Received |
| GOG-3068 | 0003 | Activated |

Showing 1 to 8 of 8 entries

Roster

[Add To Roster](#)

Adding Staff to Site Roster

You need to be designated as a person who can make changes to site roster.

Step 6: To add a person, check the “Add New” box. Fields will appear to enter person details such as:

- Name, E-mail, Prefix (e.g., Dr., Mrs., etc.)

Step 7: Click “Add”. Person now shows up in the “Personnel to be Added” box. Repeat until all new personnel to be added are listed.

Step 8: Click “Save To Roster”. Person(s) are added to site roster.

- Validation checks are performed when adding staff to the roster to avoid duplicate entries and other errors.

The screenshot shows the GOG Foundation interface for adding staff to a site roster. The page title is "Assign to Oklahoma (3)". The "Add Person(s)" section includes a dropdown menu for "Select Existing Person" and a checked "Add New" checkbox, which is circled in red. Below this are input fields for "Email", "Prefix" (with a "Please select" dropdown), "First Name", "Middle Name", "Last Name", and "Suffix" (with a "Please select" dropdown). A red arrow points to the "Add" button. The "Existing Roster" table lists four entries: Aisha Parks Jr. (aaaparsks@gog.org), Anne Lee (jklei12n@gog.org), AutoInvest Test (josh.o.kill.io.n@gmail.com), and Brian Ober (Braand2@gog.org). The "Personnel to be Added" table shows one entry: Mr. Joe Smith (JoeSmith@gog.org), which is circled in red. A red arrow points to the "Save To Roster" button.

All personnel will be added to GOG’s distribution list for study-specific communications

CONFIDENTIAL

Managing Staff Information on Site Roster

Site Editors can modify any rostered persons details, and contact information

- **Step 1:** To edit the person, click “Edit Person” in the person profile.
- **Step 2:** The person’s edit screen appears where name, NPI number, license number, license state, e-mail, phone and mobile numbers can be added or changed.
 - Click the “Save” button to update the person’s details on the left-hand side of the screen (middle image).
 - After making changes to any Contact, click the “Update Contacts” button to save those changes (right-most image).

Peter Rose

Peter Rose

UserName: SiteTestUser Account Status: Active Account

Person Status: Active License Number:

National Provider Id:

Edit Person

Contacts

Show 10 entries Search:

| Contact Type | Contact Value |
|--------------|------------------------|
| Email | jamf.al.co.n@gmail.com |
| Mobile Phone | 555-555-5555 |

Showing 1 to 2 of 2 entries

Previous 1 Next

Active Account Email Confirmed

Prefix
Please select

First Name
Peter

Middle Name

Last Name
Rose

Suffix
Please select

National Provider Id

License Number

License State
Please select

Save

Peter Rose

Contacts

Update Contacts

Show 10 entries Search:

| Contact Type | Contact Value |
|--------------|------------------------|
| Email | jamf.al.co.n@gmail.com |
| Fax | |
| Mobile Phone | 555-555-5555 |
| Office Phone | |

Assigning Staff Roles

- **Step 1:** Starting from either the site or person edit page, click the “Update/Modify Roles” link in Roster section for the desired site/person.
 - If the person is active at more than one location, and roles need to be assigned, update each role at each respective site listed.
- **Step 2:** Once in the Person Roster edit screen, the editor can add or remove roles for that specific person. **Removing any roles will remove access to applicable systems.**

Person Roster - Edit

Name: Peter Rose
Email: jamf.al.co.n@gmail.com
Person Status: Active
Site Name: Oklahoma
Current Roster Status: Active
Current Roster Status Date: 11/01/2019
[Deactivate](#)

Roles

| Name | Role Status | Role Status Date | |
|-----------------------|-------------|------------------|-------------------------|
| IRT - Read Only | | | +Add |
| Nurse/CRC | | | +Add |
| Registrar | Active | 02/27/2023 | ✖Remove |
| Treating Investigator | Active | 11/29/2021 | ✖Remove |

Showing 1 to 8 of 8 entries

Roster

[Add To Roster](#)

Show 10 entries Search: peter

| Person Status | Name | Email | Roles | Roster Status | |
|---------------|------------------|------------------------|-----------|---------------|------------------------|
| | Mr. Josh Killion | jam.falc.on@gmail.com | | Active | Update |
| | Mr. Testt User | j.am.falc.on@gmail.com | Nurse/CRC | Active | Update |

Site Edit View

GOG FOUNDATION Roster Clinical Trials Study Start-up IRT

Peter Rose

Active Account **Email Confirmed**

Contacts

[Update Contacts](#)

Show 10 entries Search:

| Contact Type | Contact Value |
|--------------|------------------------|
| Email | jamf.al.co.n@gmail.com |
| Fax | |
| Mobile Phone | 555-555-5555 |
| Office Phone | |

Showing 1 to 4 of 4 entries

Roster

[Add To Site](#)

Show 10 entries Search:

| Type | Site | Status | Status Date | Roles | |
|------|-------------------------------|--------|-------------|----------------------------|-------------------------------------|
| Site | Cleveland Clinical Foundation | Active | 03/12/2019 | IRT - Read Only, Registrar | Update/Modify Roles |

Person Edit View

Assigning Staff Roles

- Types of roles available to be assigned to appropriate personnel are in the table below.

| Role | Description | Types of Personnel |
|-----------------------|---|---|
| Nurse/CRC | Access to EDC* | Investigators, Research Nurses, Study Coordinators, Data Coordinators |
| Registrar | Access to IRT to registration patients* | Research Nurses, Study Coordinators |
| Treating Investigator | Investigator treating patients | Physicians, PA-C |

*For GOG Sponsored Trials

Removing Staff from Site Roster

- **Step 1:** Starting from either the site or person edit page, click the “Update/Modify Roles” link in Roster section for the desired site/person.
 - If there is more than one site listed, it is important to recognize if the person is active or not at that specific site.
- **Step 2:** Once in the Person Roster edit screen, the editor will click “Deactivate” to make the person inactive at the site. **Deactivating the person will remove access to applicable systems, the GOG Partners Portal, and future GOG communications.**

Person Roster - Edit

Name
Peter Rose

Email
j.amf.al.co.n@gmail.com

Person Status
Active

Site Name
Oklahoma

Current Roster Status
Active

Current Roster Status Date
11/01/2019

Roles

Show 10 entries Search:

| Name | Role Status | Role Status Date | |
|-----------------------|-------------|------------------|---------|
| IRT - Read Only | | | +Add |
| Nurse/CRC | | | +Add |
| Registrar | Active | 02/27/2023 | xRemove |
| Treating Investigator | Active | 11/29/2021 | xRemove |

Deactivate

CONFIDENTIAL

Assigning Primary Roles

To assign a primary role to a person, a person must already be rostered to the site.

- **Step 1:** On the site edit screen, scroll down to the Primary Roles section.
- **Step 2:** To assign a person to a primary role, click in the search list to the right and a drop down of rostered personnel will appear.
- **Step 3:** Select the name of the person associated with that primary role.
- **Step 4:** To save the updates to the primary role, click “Update Primary Roles”.

Showing 1 to 10 of 30 entries

Primary Site Roles

Show 10 entries Search:

| Role | Assigned Staff | Email | |
|------------------------|----------------|-------------------------|------------|
| Site PI | Peter Rose | j.amf.al.co.n@gmail.com | Peter Rose |
| Site Study Coordinator | Test User6 | josho.killion@gmail.com | Test User6 |

Showing 1 to 2 of 2 entries

Update Primary Roles

Previous 1 Next

Primary Site Roles

- In an effort to streamline communications and to limit the redundancy of asking for the same contact multiple times at interest and feasibility, GOG is requesting a primary contact be assigned to a primary role. There will be one assignment per defined role.
- Starred (*) roles grant the assignee edit permissions for the respective site.
- Description of each of the primary roles are as follows:

| Primary Role | Description |
|--------------------------------|---|
| CDA Contact | Person contact responsible for facilitating the CDA for study documents to be sent for all GOG Partners trials. |
| CTA/Budget Contact | Person contact responsible for facilitating the site CTA/budget for all GOG Partners trials. |
| Feasibility Contact | Person contact for facilitating feasibility for selection of the trial for all GOG Partners trials. |
| Regulatory Contact* | Person contact for facilitating site start-up documents and documents throughout the life of the trial. |
| Site PI* | Principal Investigator of the Site. |
| Site Study Coordinator* | Person contact for activities essential to the conduct of the clinical trial at the site. |

Study Role Updates

To assign/update a study role to a person, a person must already be rostered to the site.

- **Step 1:** On the Study-Site edit screen, locate the Primary Study-Site Roles section.
- **Step 2:** To assign a person to a role, click in the search list to the right and a drop down of rostered personnel will appear.
- **Step 3:** Select the name of the person associated with that role.
 - Some roles permit multiple selections, while others are limited to one (e.g., Study PI)
- **Step 4:** To save the updates to the primary role, click “Update Study-Site Roles”.

StudySite - Oklahoma / GOG-3039

Site Name
Oklahoma

Study
GOG-3039

Study-Site ID

Estimated Enrollment

Estimated Startup (Min)

Estimated Startup (Max)

Previously Identified by Sponsor

Milestone Transitioned to GOG

Active

Primary Study-Site Roles

| Role | Assigned Staff | |
|--------------------|----------------|--|
| Study PI | Peter Rose | <input type="text" value="Peter Rose"/> |
| Regulatory Contact | | <input type="text" value="Select people"/> |

[Update Study-Site Roles](#)

IRB History

[Add Irb](#)

Show 10 entries Search:

| Protocol Version | Approval Date | Expiration Date | Irb Review Type | Comments | Current Record | |
|---------------------|---------------|-----------------|-------------------|----------|-------------------------------------|----------------------|
| Protocol Version #1 | 09/20/2022 | 09/19/2023 | Continuing Review | | <input checked="" type="checkbox"/> | Edit |
| Protocol Version #1 | 07/02/2020 | 07/01/2022 | Initial | | <input type="checkbox"/> | Edit |

Showing 1 to 2 of 2 entries

[Update Startup Events](#) [Add Startup Comment\(s\)](#)

Additional Notes

- Please contact GOGRegulatory@gog.org for any questions.
- The GOG Clinical Trials Management Team will be happy to set up a brief training session with your site should any assistance be needed.
- Thank you for your continued support.