

A few changes being made to the Clinical Study Data Request website. The changes are being made to enhance the site and to make it more user-friendly. We expect the changes to be available on the site on 5 Oct. The changes are described below

Addition of the Conversations Tab

The Conversations Tab works similarly to a chat function allowing the Researcher and a Data Sharing team member to communicate directly within the portal. Every message will be recorded with a date stamp and will identify the sender of the message. Columns may be sorted chronologically to personalize the view for the user. **The Conversations Tab will replace the email functionality within the system.**

The Emails Tab will become a display-only view of all emails related to your request(s). You will continue to receive email notifications from CSDR; however, you will not be able to send an email directly to the Data Sharing team. You will need to follow the below instructions when communicating with the Data Sharing team.

- Log onto ClinicalStudyDataRequest.com
- Click **My Dashboard** link
- Click your **Request Reference Name** under the **Submitted** tab
- Click the **Conversations** tab
- Click “+” to send a message to the Data Sharing Team

Addition of Help to the Menu Bar

“Help” will be added to the top menu bar. While the Help instructions within the site have not changed, we are moving the instructions to make it easier for the user.

Add a Delegate

Researchers have the option to have a delegate assist with communications for Research Proposals. A delegate is given access to a researcher’s **Research Proposal** submission to respond to communications from the IRP and/or sponsors.

If the delegate does not have an existing account on the site, first ask them to create a new account on <https://ClinicalStudyDataRequest.com>

To add a delegate to your request, please do the following:

- User **MUST** login to ClinicalStudyDataRequest.com
- Click **My Dashboard** link
- Click your **Request Reference Name** under **Submitted** tab
- Click **Conversations** tab
- Click the **+** symbol to add a message to the Data Sharing team requesting to add a Delegate to this request
 - Provide **delegate name** and **email address** associated to their account
- After Delegate has been added to your request:
 - Delegate can find your request on their Dashboard after login
 - Both you and the delegate will be notified of any communication via **Conversations** functionality
 - Delegate will receive all conversation and attachment added notifications from the Data Sharing team