**ACCESS to the Online CSRC Form**

*PLEASE NOTE THAT SHAREPOINT IS PASSWORD PROTECTED*

For SHAREPOINT USER ACCESS and ASSISTANCE WITH THE FORM, please contact:

Kirsten Linsenmeyer  
Kirsten.Linsenmeyer@osumc.edu  
Office 614-293-4976

Poonam Neki  
Poonam.Neki@osumc.edu  
Office 614-293-0838

To access the Online CSRC Form go to:  
http://cancer.osu.edu/research/cancerresearch/reviewcommittee

*On upper right-hand side of screen, under Quick Links, click on:*

1 Online CSRC Form for ALL Interventional Trials Therapeutic and Nontherapeutic
The Online CSRC form can be saved at anytime, allowing the PI to finish completion at a later date.

When the form is saved, the system will automatically send an email to the PI whose name appears on the form. The email will come from mossadmin@osumc.edu and it will include a link with the following message:

“Your CSRC form has been saved. If you need to finish completing the form, please click [here](#) to open the form.”

The Online CSRC Form contains required fields (highlighted in pink) which must be completed in order to enable the “Forward form to DSRGL/Approver” button at the end of the form.

When the PI forwards the form for approval, the system will automatically send a notification email to the DSRGL/Approver. The email will come from mossadmin@osumc.edu and it will include a link with the following message:

“Please review [this form](#) and fill out the DSRGL/Approver Typed Name field and check the checkbox below it to digitally sign the form. If you do not approve the protocol, please contact the Principal Investigator.

The CSRC form has been submitted for approval for the following study......”
**Helpful Hints for PI**

**Entering the PI name at the beginning of form**

1. To fill in your name, type in your Medical Center UserID in the “PI” text field (e.g., smith01; not smith.1)
   
2. Click on the address-book icon at right of text field to use the search feature to find PI name

**How to “Forward form to DSGRL/Approver”**

**Scroll to bottom of form and:**

1. Type in PI name in “PI Typed Name” text field

2. Click checkbox to left of attestation statement
   
   *Wait for computer to “think” – this step may take two attempts and each attempt will bring the user back up to middle of form – user name and date/time stamp will appear at right of attestation statement when action is complete*

3. Click on address-book icon and use the search feature to find DSGRL/Approver name

4. Attach protocol and any other relevant study documents
   
   *Please note that there is 50 MB file attachment limit; files larger than 50 MB should be emailed directly to CSRC*

5. Click “Forward form to DSGRL/Approver” button

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**The James**

*The Ohio State University Weaner Medical Center*
When the protocol is ready for review and approval, the DSRGL/Approver will receive an email from mossadmin@osumc.edu and it will include a link with the following message:

“Please review this form and fill out the DSRGL/Approver Typed Name field and check the checkbox below it to digitally sign the form. If you do not approve the protocol, please contact the Principal Investigator. The CSRC form has been submitted for approval for the following study......”

How to “Approve and Submit form to CSRC”

Click on link in email, scroll to bottom of form, and:

1. Type in DSGRL/Approver name in “DSGRL/Approver Typed Name” text field
2. Click checkbox to left of attestation statement
   Wait for computer to “think” – this step may take two attempts and each attempt will bring the user back up to middle of form – user name and date/time stamp will appear at right of attestation statement when action is complete
3. Click “Approve and Submit form to CSRC” button

Please note that you also have the option of clicking the “Need to Discuss further with PI” button. The system will automatically send a notification email to the PI with the following message:

“Your DSRGL/Approver has requested further discussion of this CSRC form. Please call them to discuss.”