Standard Roles Table

The following roles are created/customized based on Advarra's system roles. All roles that are modified will include the UAHS label in eReg. UAHS includes the following standard system roles:

Role Name	Allows Users To...
Affiliate Access	Intended for users from outside of the coordinating center organization to give them permission to log in, upload documents, and send copies of those documents to the coordinating center.
Clinical Research Coordinator	• View contact records, including credentials and delegated tasks by staff role. • View assigned protocols, including multi-site protocols. • Create review sessions globally, and view, edit, and delete review sessions to which they are assigned. • View the Sign Documents page and electronically sign documents. **This role is intended to be a standalone role for a user.**
Multi-Site Access	• View and edit contact records, including credentials and delegated tasks by staff role. • Manage assigned multi-site protocols, including staff, documents, and organizations. • Manage participating sites. • View the Sign Documents page and electronically sign documents. **This role is intended to be an additional role stacked on top of other roles for a user.**
Principal Investigator	• View contact records, including credentials and delegated tasks by staff role. • View organization records and regulatory tracking documents in the system. • View assigned protocols, including multi-site protocols. • View and edit staff for assigned protocols, including multi-site protocols. • View the Sign Documents page and electronically sign documents.
Regulatory Coordinator	• View, add, edit, and delete contact records, including credentials and delegated tasks by staff role. • View and edit organization records at the global level. • View, add, edit, and delete staff for protocols to which they are assigned, including importing staff. • View and edit protocol documents/URLs for protocols to which they are assigned, including importing documents from OnCore. • View, add, edit, and remove organizations for protocols to which they are assigned, including adding and editing organization details. • View and edit the outline for protocols to which they are assigned.

	• Lock assigned protocols.
	• View and edit the Inbox Configuration for protocols to which they are assigned.
	• Run reports.
	• View regulatory templates.
	• Create review sessions globally, and view, edit, and delete review sessions to which they are assigned.
	• View the Sign Documents page and electronically sign documents.
Regulatory Manager	• View application settings, delegated tasks by staff role at the system level, reference lists, and the help menu.
	• View, add, edit, and delete contact records, including credentials and delegated tasks by staff role.
	• View and edit organization records at the global level.
	• View, add, edit, and delete staff for protocols in their department, including importing staff.
	• View and edit protocol documents/URLs for protocols in their department, including importing documents from OnCore.
	• View, add, edit, and remove organizations for protocols in their department, including adding and editing organization details.
	• View and edit the outline for protocols in their department.
	• Lock and unlock protocols in their department.
	• View and edit the Inbox Configuration for protocols in their department.
	• Run reports.
	• View regulatory templates.
	• Create review sessions globally, and view, edit and delete review sessions to which they are assigned.
	• View the Sign Documents page and electronically sign documents.
Reports	View reports for assigned protocols or for their department. **This role is intended to be a standalone role OR an additional role stacked on top of other roles for a user.**
Reviewer	View both protocol-based and SOP review sessions to which they have been assigned as a reviewer.
Signer	Review and sign documents.

Request User Access – Please complete this form and submit a ticket to request access. COM-IT will assign trainings on Advarra University. **New users are responsible to enroll and complete required trainings on EDGE Learning: CITI, HIPAA, ISA and GCP (visit CTapps website for more information).** Once all trainings are completed, fill out the CDA form and attach to the ticket to confirm the completion of all trainings.

Date Requested:

Requestor:

Requestor email:

User Full Name:

User UA NETID:

User College:

User Dept/Division:

User's Email Address:

Change Information
Include new roles to assign, old roles to remove, or information related to termination of the User's access.

Role Needed (check all that apply; role definitions are provided on pages 2-4.)

Affiliate Access	Regulatory Manager
Clinical Research Coordinator	Reports
Multi-Site Access	Reviewer (Internal and External)
Principal Investigator	Signer
Regulatory Coordinator	

Supervisor Signature: **Date if not included in eSignature block**