

# Disburser Investigator/Submitter User Guide

Disburser is a web-based tool for submitting and managing disbursement requests for specimen and/or data from biorepositories across Robert H. Lurie Comprehensive Cancer Center of Northwestern University. The application allows a user to:

- View in a centralized location available specimen and data biorepositories.
- See an overview of the contents of each specimen and data biorepository.
- Submit disbursement requests to specimen and data biorepositories.
- Track the approval and fulfillment of disbursement requests.
- Log in with a Northwestern NetID or setup an account with an email address.

This user guide is meant for investigators or submitters of disbursement requests to Disburser. Other user guides cover using Disburser as a biorepository member committee member, biorepository coordinator or biorepository administrator.

## Access

Permission to use Disburser is available to all owners of a Northwestern NetID and password. Alternatively, non-Northwestern individuals can setup an account with an email address and a password of their choice. Disburser is located at the following URL:

<https://disburser.cancer.northwestern.edu/>

The screenshot shows the Disburser web application interface. At the top, there is a header with the text "Clinical Research Repository Disburser" and "Robert H. Lurie Comprehensive Cancer Center of Northwestern University". A navigation bar contains "Home" and "Login" links. The main content area features a "Welcome" message and a brief description of the system. Below this, there are two sections: "New User?" and "Existing User?". The "New User?" section includes instructions on how to browse repositories, sign in with a NetID, or create a new account. The "Existing User?" section includes instructions on how to log in, add new requests, and check the status of existing requests. At the bottom, there is a "Repositories" section with a search bar and a table listing various biorepositories, each with a "View" link.

Name	View
Gynecology Oncology Biospecimen Bank	<a href="#">View</a>
Nervous System Tumor Bank	<a href="#">View</a>
Ovarian Cancer Early Detection & Prevention Biospecimen Bank	<a href="#">View</a>
Prostate Spore	<a href="#">View</a>

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## Login with a Northwestern NetID

Click the 'Login' link in the upper right corner. You will be asked if you have a Northwestern NetID.

This screenshot shows the login page of the Clinical Research Repository Disburser. The page has a purple header with 'Home' on the left and 'Login' on the right. The main content area contains the question 'Do you have a Northwestern NetID?' with two buttons: 'Yes' and 'No'. The footer contains the text: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

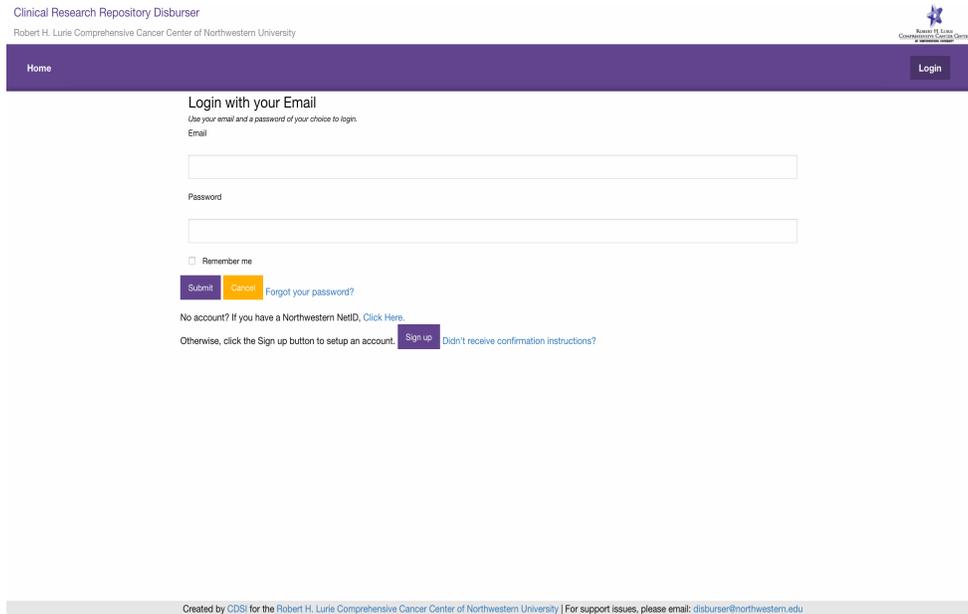
If you have a Northwestern NetID, click the 'Yes' button. You will be asked to login with your NetID and password.

This screenshot shows the login page of the Clinical Research Repository Disburser after clicking 'Yes'. The page has a purple header with 'Home' on the left and 'Login' on the right. The main content area contains the heading 'Login with your Northwestern NetID' and the instruction 'Use your Northwestern University NetID and password to login.' Below this are two input fields: 'NetID' and 'Password'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'. The footer contains the text: 'Created by CDSI for the Robert H. Lurie Comprehensive Cancer Center of Northwestern University | For support issues, please email: disburser@northwestern.edu'.

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## Login with an Email Address

If you do not have a Northwestern NetID, you can setup a Disburser account with an email address and a password of your choice. Click the 'Login' link in the upper right corner. You will be asked if you have a Northwestern NetID. If you do not have a Northwestern NetID, click the 'No' button. You will be asked to login with your email and a password of your choice.



Clinical Research Repository Disburser  
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Login

### Login with your Email

Use your email and a password of your choice to login.

Email

Password

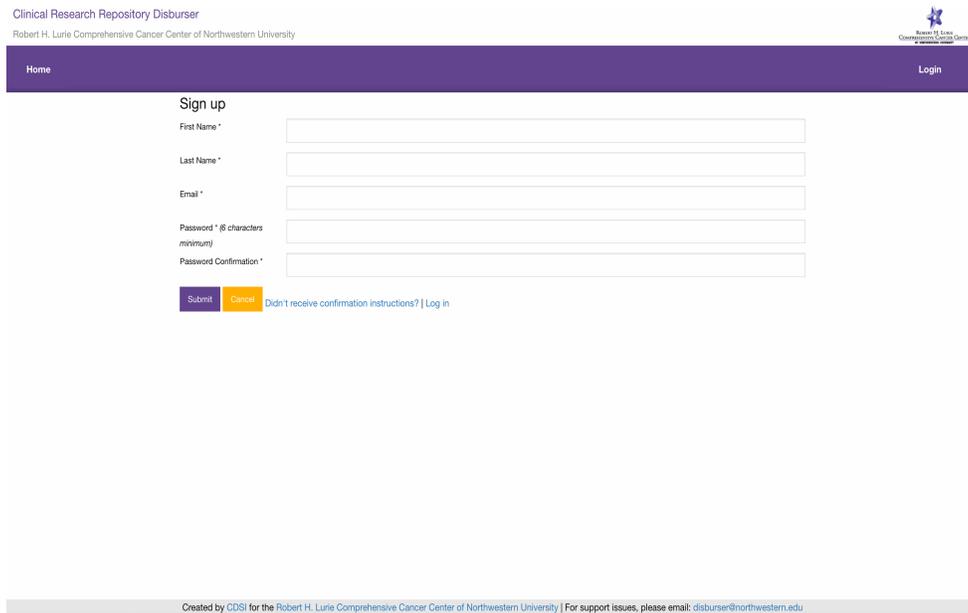
Remember me

Submit Cancel [Forgot your password?](#)

No account? If you have a Northwestern NetID, [Click Here](#).  
Otherwise, click the Sign up button to setup an account. Sign up [Didn't receive confirmation instructions?](#)

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If you do not have a Disburser account setup, click the 'Sign up' button. You will be prompted to enter a 'First Name', 'Last Name', 'Email' and 'Password'.



Clinical Research Repository Disburser  
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Login

### Sign up

First Name \*

Last Name \*

Email \*

Password \* (@ characters minimum)

Password Confirmation \*

Submit Cancel [Didn't receive confirmation instructions?](#) | [Log in](#)

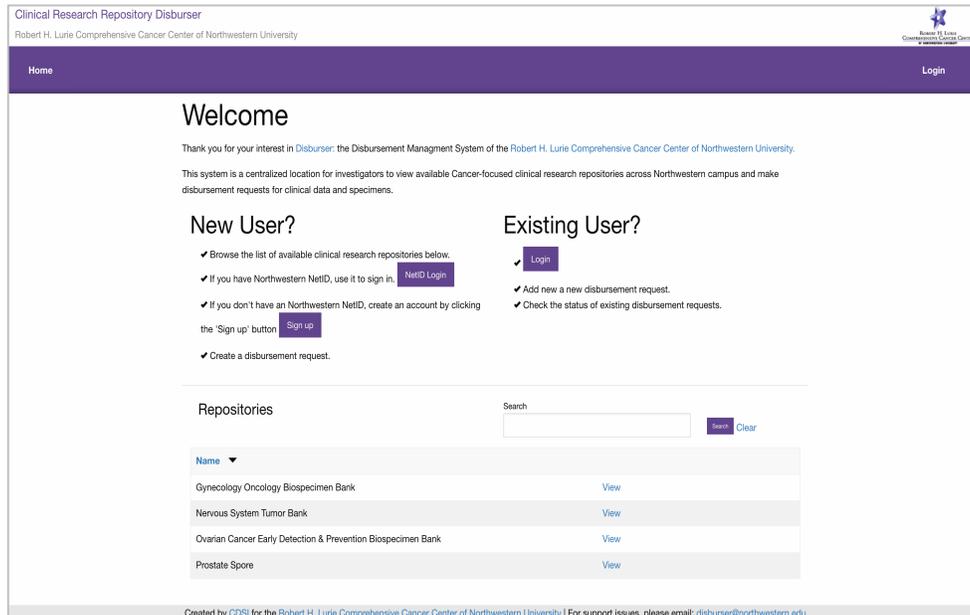
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An email message with a confirmation link will be sent to your email address. Follow the link to activate your account.

## Submitting a Disbursement Request

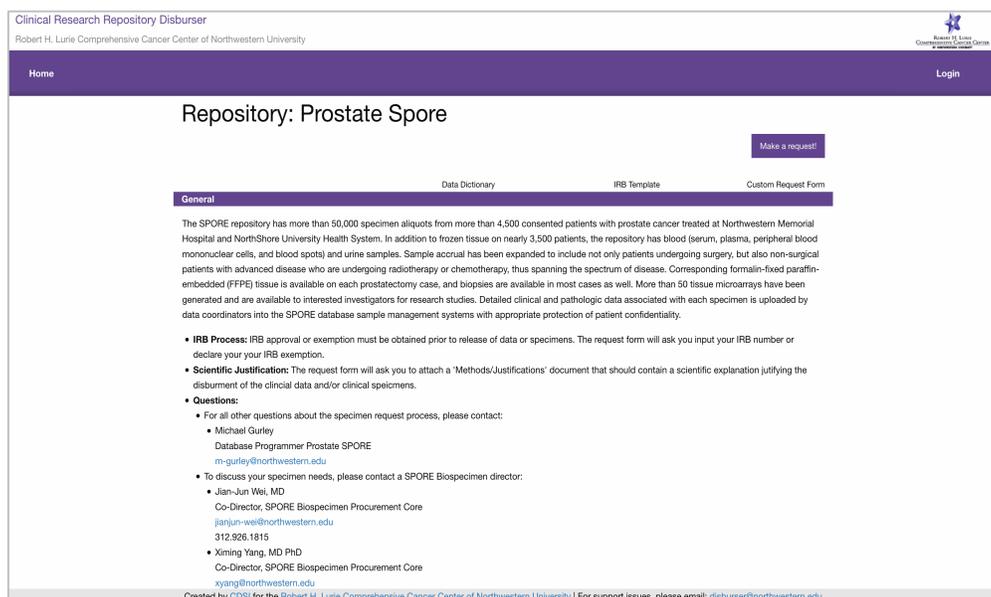
Before logging into Disburser, you will see on the home page a list of all the available biorepositories.



The screenshot shows the 'Clinical Research Repository Disburser' home page. At the top, it says 'Home' and 'Login'. The main heading is 'Welcome'. Below it, there are instructions for new and existing users. The 'New User?' section includes a 'Sign up' button. The 'Existing User?' section includes a 'Login' button. A 'Repositories' section features a search bar and a table with the following entries:

Name	View
Gynecology Oncology Biospecimen Bank	<a href="#">View</a>
Nervous System Tumor Bank	<a href="#">View</a>
Ovarian Cancer Early Detection & Prevention Biospecimen Bank	<a href="#">View</a>
Prostate Spore	<a href="#">View</a>

Click 'View' on the biorepository that interests you. This will bring you to the home page of the biorepository.



The screenshot shows the 'Repository: Prostate Spore' page. At the top, it says 'Home' and 'Login'. The main heading is 'Repository: Prostate Spore'. Below it, there are navigation tabs: 'Data Dictionary', 'IRB Template', and 'Custom Request Form'. A 'Make a request!' button is visible. The 'General' tab is selected, showing the following text:

The SPORE repository has more than 50,000 specimen aliquots from more than 4,500 consented patients with prostate cancer treated at Northwestern Memorial Hospital and NorthShore University Health System. In addition to frozen tissue on nearly 3,500 patients, the repository has blood (serum, plasma, peripheral blood mononuclear cells, and blood spots) and urine samples. Sample accrual has been expanded to include not only patients undergoing surgery, but also non-surgical patients with advanced disease who are undergoing radiotherapy or chemotherapy, thus spanning the spectrum of disease. Corresponding formalin-fixed paraffin-embedded (FFPE) tissue is available on each prostatectomy case, and biopsies are available in most cases as well. More than 50 tissue microarrays have been generated and are available to interested investigators for research studies. Detailed clinical and pathologic data associated with each specimen is uploaded by data coordinators into the SPORE database sample management systems with appropriate protection of patient confidentiality.

- IRB Process:** IRB approval or exemption must be obtained prior to release of data or specimens. The request form will ask you input your IRB number or declare your your IRB exemption.
- Scientific Justification:** The request form will ask you to attach a 'Methods/Justifications' document that should contain a scientific explanation justifying the disbursement of the clinical data and/or clinical specimens.
- Questions:**
  - For all other questions about the specimen request process, please contact:
    - Michael Gurley  
Database Programmer Prostate SPORE  
[m-gurley@northwestern.edu](mailto:m-gurley@northwestern.edu)
  - To discuss your specimen needs, please contact a SPORE Biospecimen director:
    - Jian-Jun Wei, MD  
Co-Director, SPORE Biospecimen Procurement Core  
[jjwei@northwestern.edu](mailto:jjwei@northwestern.edu)  
312.926.1815
    - Ximing Yang, MD PhD  
Co-Director, SPORE Biospecimen Procurement Core  
[xyang@northwestern.edu](mailto:xyang@northwestern.edu)

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The biorepository homepage provides an overview of the operation and contents of the biorepository. If you are interested in submitting a disbursement, click the 'Make a request!' button. This will bring you to the 'New Request' page for the chosen biorepository.

The screenshot shows the 'New Request for: Prostate Spore' form. The form includes the following fields and sections:

- Submitter:** Michael Gurley
- Submitter Email:** m-gurley@northwestern.edu
- Investigator:** Bob Jones
- Title:** Cure Cancer
- IRB Number:** 123
- Feasibility:** A checkbox labeled 'Feasibility? Only aggregate numbers will be provided for feasibility requests. No approved IRB protocol is required.' is currently unchecked.
- Methods/Justifications:** A text area containing 'Browse... methods\_justification.docx'.
- Supporting Document:** A text area containing 'Browse... supporting\_document.docx'.
- Cohort Criteria:** A text area containing 'African American patients with Gleason >= 8 and recurrence within 3 years of diagnosis.'
- Data for cohort:** A text area containing 'All demographics, treatment and survival.'
- Specimens:** A table with columns 'Type', 'Quantity', 'Volume', and 'Comments'. The first row shows 'Frozen Tissue' with a quantity of '100' and a volume of '5 ml'. There is a 'Comments' text area and a 'Submit' button next to it.
- Status:** A section with the label 'Status' and the instruction 'Submit if you want your request for review'. It includes radio buttons for 'Draft' (selected) and 'Submitted', along with 'Save' and 'Cancel' buttons.

The 'New Request' page asks you to fill in the following fields:

- 'Investigator': the principal investigator of the disbursement request.
- 'Title': the title of the research project for the disbursement request.
- 'IRB Number': the IRB number of the research project for the disbursement request. Not required if 'Feasibility' is checked.
- 'Feasibility': Boolean flag marking whether a disbursement request is for feasibility. Only aggregate numbers will be delivered for feasibility requests. No approved IRB research project is required.
- 'Methods/Justifications': Upload a document that provides a scientific justification for the receipt of data/specimens.
- 'Supporting Document': Optionally, upload a document that provides any necessary supporting documentation.
- 'Cohort Criteria': Specify the selection criteria for the cohort of patients.
- 'Data for cohort': Specify additional data points to be disbursed for the cohort of patients.
- 'Specimens': Specification of the 'Type', 'Quantity', 'Volume' and 'Comments' of the requested specimens.
- 'Status': A disbursement request can be saved with a status of 'Draft' or 'Submitted'.
  - Saving a disbursement request with a status of 'Draft' will not submit the request for review to the biorepository. A 'Draft'

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disbursement request can be saved with a status of 'Submitted' later.

- Saving a disbursement request with a status of 'Submitted' will notify the biorepository administrators to begin processing the disbursement request.

Upon submission of a disbursement request with a status of 'Submitted', you will receive an email confirmation.

## Tracking Disbursement Requests.

You will be able to view the progress of your disbursement requests, by clicking the 'Requests' menu item.

The screenshot shows the 'Clinical Research Repository Disburser' interface. At the top, it identifies the user as 'Robert H. Lurie Comprehensive Cancer Center of Northwestern University'. The main navigation bar includes 'Home' and 'Requests' (which is active), along with a user profile 'Profile (mjg194)' and a 'Log out' button. Below the navigation, there is a 'Requests' section with search filters for Repository, Status, Data Status, Specimen Status, Feasibility, and a search box. A table displays a list of requests, with one entry for 'Prostate Spore' showing its status as 'submitted' and data status as 'not started'. At the bottom, there is a 'Make a request' button and a footer with contact information.

Repository	Submitted	Title	Investigator	IRB Number	Feasibility	Status	Data Status	Specimen Status	
Prostate Spore	08/10/2017	Cure Cancer	Bob Jones	123	No	submitted	not started	not started	Edit

The submitter of a disbursement request will be notified via email as a disbursement request changes statuses. A disbursement request has 3 different statuses.

- 'Status': The overall status of the disbursement request tracks its progress from submission to approval or denial.
  - 'Draft': An initial state of the disbursement request. 'Draft' disbursement requests will not be sent to the attention of the biorepository administrators.
  - 'Submitted': A 'Submitted' disbursement request will be sent to the attention of the biorepository administrators.

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- 'Committee Review': Notifies the biorepository committee members to vote on the disbursement request. Committee votes will not be visible to the disbursement request submitter.
  - 'Approved': An 'Approved' disbursement request will send an email to the submitter that the disbursement request has been approved. The email will include instructions on how to work with biorepository coordinators to fulfill the disbursement request.
  - 'Denied': A 'Denied' disbursement request will send an email to the submitter that the disbursement request has been denied by the biorepository committee.
  - 'Canceled': A 'Canceled' disbursement will send an email to the submitter that a disbursement request has been canceled. A submitter may cancel their own request as long as the disbursement request has a status of 'Draft' or 'Submitted'. All other statuses can only be canceled by the biorepository administrator.
- 'Data Status': The 'Data Status' tracks the progress of the fulfillment of the data component of a disbursement request. At times, the fulfillment of a disbursement request's data will be handled separately from its specimen component.
    - 'Not Started': The initial state of a disbursement request's data status. 'Not Started' means a biorepository coordinator has not begun the process of fulfilling the data for the disbursement request.
    - 'Data Checked': A 'Data Checked' data status means a biorepository coordinator has queried the requisite biorepository and the cohort criteria *can* be met. An email notification will be sent to the submitter that a disbursement request has a data status of 'Data Checked'
    - 'Insufficient Data': An 'Insufficient Data' data status means the biorepository coordinator has queried the requisite biorepository and the cohort criteria *cannot* be met. An email notification will be sent to the submitter that a disbursement request has a data status of 'Insufficient Data'.
    - 'Query Fulfilled': A 'Query Fulfilled' data status means the biorepository coordinator has prepared and delivered the disbursement request data to the submitter. An email notification will be sent to the submitter that a disbursement request has a data status of 'Query Fulfilled'.
- 'Specimen Status': The 'Specimen Status' tracks the progress of the fulfillment of the specimen component of a disbursement request. At times, the fulfillment of a disbursement request's specimens will be handled separately from its data component.

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- 'Not Started': The initial state of a disbursement request's specimen status. 'Not Started' means a biorepository coordinator has not begun the process of fulfilling the specimens for the disbursement request.
- 'Inventory Checked: An 'Inventory Checked' data status means a biorepository coordinator has checked the requisite biorepository specimen inventory and the disbursement request for specimens can be met. An email notification will be sent to the submitter that a disbursement request has a specimen status of 'Inventory Checked'
- 'Insufficient Specimens': An 'Insufficient Specimens' specimen status means a biorepository coordinator has checked the requisite biorepository specimen inventory and the disbursement request for specimens *cannot* be met. An email notification will be sent to the submitter that a disbursement request has a specimen status of 'Insufficient Specimens'.
- 'Inventory Fulfilled': An 'Inventory Fulfilled' specimen status means a biorepository coordinator has prepared and delivered the disbursement request specimens to the submitter. An email notification will be sent to the submitter that a disbursement request has a specimen status of 'Inventory Fulfilled'.

A submitter may click on the 'Edit' link to view the details of a disbursement request. The status history, data status history and specimen status history are available for inspection. Within the edit screen of a disbursement request, a user may cancel a request by clicking the 'Cancel' button. A user may also update the details of a disbursement request. A disbursement request may be updated after it has been submitted. However, this should only be done in consultation with the biorepository administrator or biorepository coordinator.

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Clinical Research Repository Disburser  
Robert H. Lurie Comprehensive Cancer Center of Northwestern University

Home Requests Profile (9/19/16) Log out

### Request for: Prostate Spore

[Cancel Request](#)

\*Values required for:

Submitter: Michael Gurley  
Submitter Email: m-gurley@northwestern.edu  
Investigator\*: Bob Jones  
Title\*: Cure Cancer  
PI# Number\*: 123

Feasibility? Only alphanumeric numbers will be provided for feasibility requests. An approved IRB protocol is required.

Methods/Justification\*: [methods\\_justification.docx](#) [View](#) Please provide a Methods/Justification document scientifically justifying your request if data/specimens.

Supporting Document: [supporting\\_document.docx](#) [View](#) Please include a supporting document if needed.

Concise Criteria\*: African-American patients with Gleason  $\geq 8$  and recurrence within 3 years of diagnosis.

Data for cancer\*: All demographic, treatment and survival.

Specimens

Type	Quantity	Volume	Comments
Frozen Tissue	100	5 mg	

[Add](#)

**Status History**

Status	Date	User	Comments
submitted	08/10/2017	Michael Gurley	

**Data Status History**  
not started

**Specimen Status History**  
not started

**Statuses**  
Status: submitted  
Data Status: not started  
Specimen Status: not started

[Cancel](#) [Submit](#)

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## Support Issues

Please report any problems you encounter to:

[disburser@northwestern.edu](mailto:disburser@northwestern.edu).