

Submitting a new research application

Instruction CMO-Online: New applications

- CMO-Online is the digital portal from the Research Ethics Committee
- Link to the upload form
<https://cmoformulier.radboudumc.nl/CMOCodeNumberCheck.aspx>
- Existing files and new research are present in this digital portal
- A file number (dossiernummer) and file code (dossiercode) are required for a successful upload
- After creating a new dossier, you will automatically receive the number and code by e-mail

Instruction CMO-Online

- The CMO only receives documents that are uploaded correctly
- Correct upload means:
 - **PDF-file** with right construction of file name (no 'forbidden' symbols)
 - **always** accompanied with a cover letter (document type A in the standard research dossier)
 - The documents can't be larger than 75mb per document.

Correct upload: Saving and naming documents

- CMO-Online only accepts documents in PDF-format
- All documents should contain a version (versionnumber and/or versiondate)
- Next symbols are forbidden in the file name:
\\/:*?"<>|#{}%~&
- In CMO-Online documents are arranged in accordance with the CCMO-standard research dossier.

Save your PDF as follows:

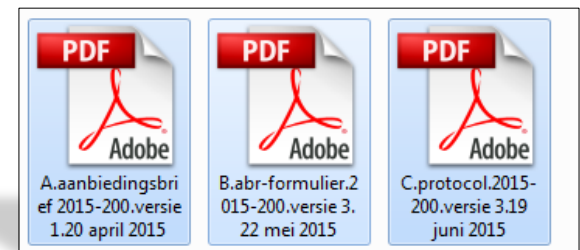
A.aanbiedingsbrief.dossiernummer.versie.datum

B.abr-formulier.dossiernummer.versie.datum

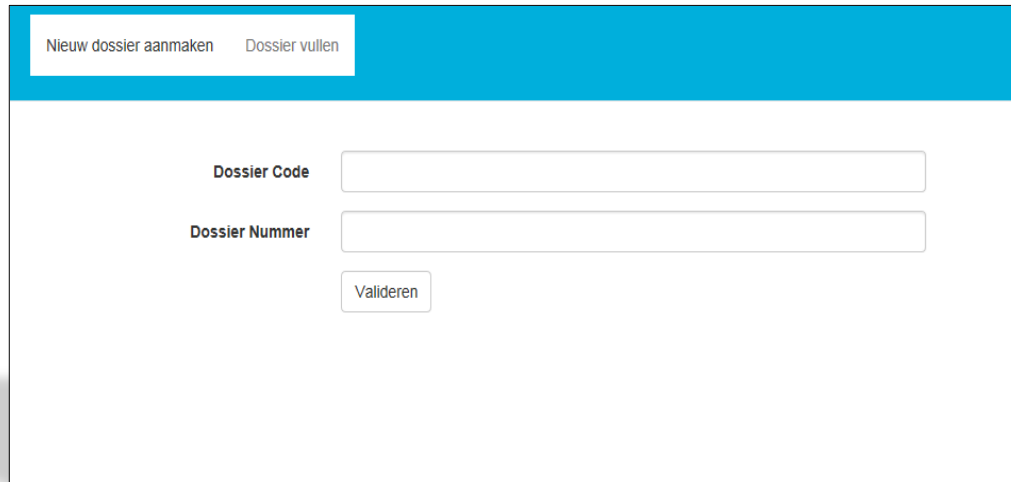
C.protocol.dossiernummer.versie.datum

C.amendement.versie.datum

I.onderzoeksverklaring .LUMC.dossiernummer.versie.datum



New research application: choose 'Nieuw dossier aanmaken'



The screenshot shows a web interface for creating a new research dossier. At the top, there is a blue header bar with two tabs: 'Nieuw dossier aanmaken' (selected) and 'Dossier vullen'. Below the header, the form contains two input fields: 'Dossier Code' and 'Dossier Nummer'. A 'Valideren' button is located below the 'Dossier Nummer' field.

Nieuw dossier aanmaken Dossier vullen

Dossier Code

Dossier Nummer

Valideren

Fill in the data...

Voorletter	<input type="text"/>
Tussenvoegsels	<input type="text"/>
Achternaam contactpersoon	<input type="text"/>
Intern adres	<input type="text"/>
Adres contactpersoon	<input type="text"/>
Postcode contactpersoon	<input type="text"/>
Plaats contactpersoon	<input type="text"/>
E-mail contactpersoon	<input type="text"/>

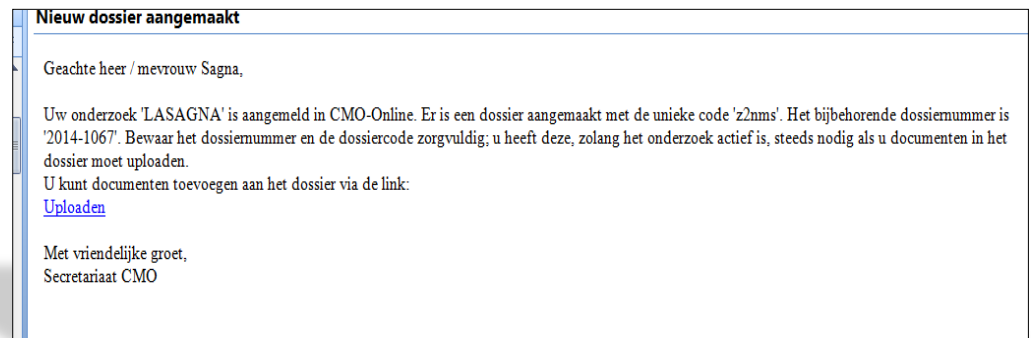
.....click on 'Aanvragen'

Plaats contactpersoon	<input type="text"/>
E-mail contactpersoon	<input type="text"/>
Telefoonnummer contactpersoon	<input type="text"/>
Organisatie	<input type="text"/>
Afdeling	<input type="text"/>
Verkorte titel / acroniem	<input type="text"/>
Volledige titel	<input type="text"/>
Protocolcode	<input type="text"/>
NL-nummer	<input type="text"/>
	<input type="button" value="Aanvragen"/>

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- You receive an e-mail with the dossier number and dossier code (BE AWARE: there's a dash – between de digits, not a slash (/))

It can take a while before you receive an email.

- STORE this code and number: as long as the research is active (not closed)
- You can distribute the code and number among your research team

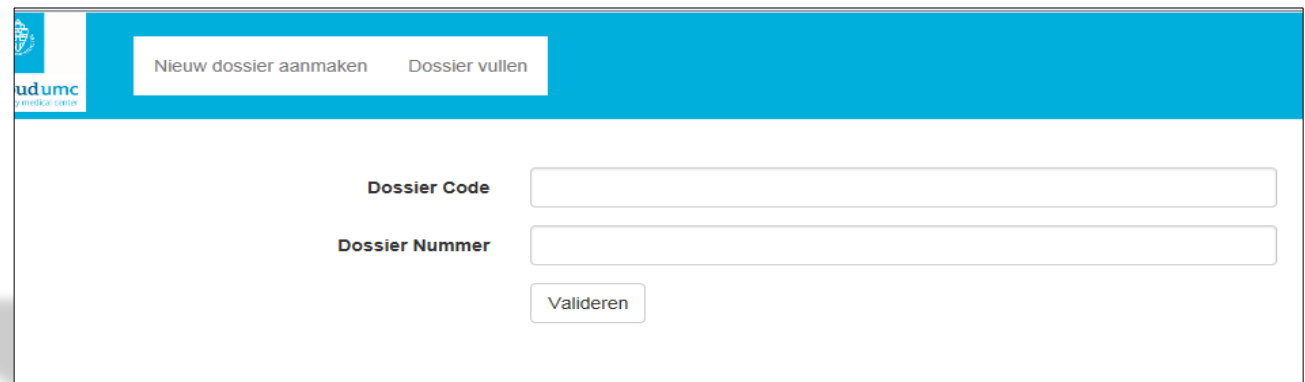


To start the upload process:

Fill in the Dossier Code and Dossier Number

and

Click on 'VALIDEREN'



The screenshot shows a web interface for Radboudumc. At the top left is the Radboudumc logo. To its right is a blue header bar containing two white buttons: "Nieuw dossier aanmaken" and "Dossier vullen". Below the header, the main content area is white and contains two input fields. The first field is labeled "Dossier Code" and the second is labeled "Dossier Nummer". Below these fields is a button labeled "Valideren".

Click on **SELECT FILES** in order to select the files you want to upload in CMO-Online



The screenshot shows a web interface with a blue header bar. Below the header, there are two buttons: "Nieuw dossier aanmaken" and "Dossier vullen". The main content area contains a red heading "Let op:" followed by three bullet points in red text. At the bottom, there are two buttons: a green button with a plus sign and the text "Select files..." and a blue button with a circular arrow icon and the text "Start upload".

Nieuw dossier aanmaken Dossier vullen

Let op:

- Alleen bestanden van het type PDF worden geüpload. Check daarna hier onder het resultaat van de upload.
- Er moet altijd een document van het type 'A. Brieven' geüpload worden, anders kan uw aanvraag niet in behandeling genomen worden.
- Selecteer eerst uw bestanden door middel van de knop 'select files'. Vervolgens kiest u achter de bestanden het document type. Tot slot klikt u op 'start upload' om de bestanden naar het dossier te versturen.

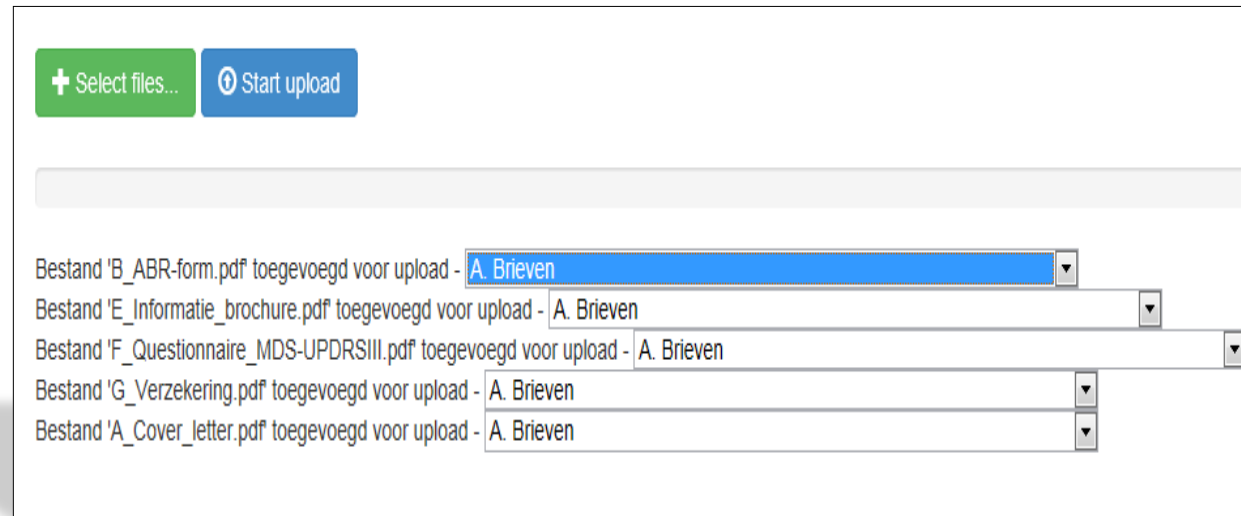
+ Select files... ↻ Start upload

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- Select 1 by 1 the documents you want to upload:
 - Be aware: only **PDF-files** are accepted
 - The following symbols are not accepted: : \ : * ? " < > | # { } % ~ &

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-  A. aanbiedingsbrief.2014-061.versie 1.18 april 2014
 -  B.ABR formulier.2014-061.versie 3.20 maart 2014
 -  C.Protocol.2014-061.versie2.28 maart 2014
 -  **D.IB.2014-061.versie 1.3.14 april2014**
 -  E.PIF.2014-061.versie 1.14 april 2014
 -  F.vragenlijst Food Frequency.2014-061.versie 5.20 maart 2004

'A. Brieven' is automatically placed behind the selected documents

You need to change this to the right type...



... by using the selection menu:

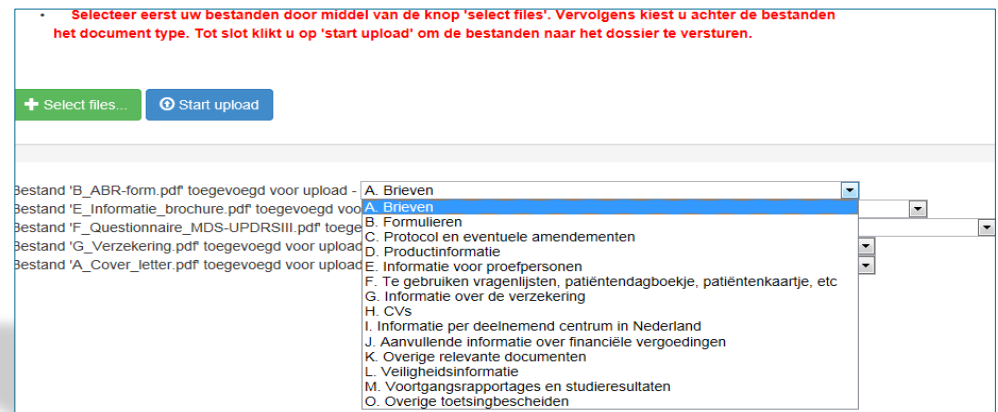
for the ABR-form, *B. Formulieren*

for the research protocol, *C. Protocol en eventuele amendementen*

for the Investigators Brochure, *D. Productinformatie*

for the information for research subjects , *E. Informatie voor proefpersonen*

etc. (visit www.ccmo.nl for the right dossier classification)



- **ALWAYS** upload at least **1 file of type A** (= cover letter, aanbiedingsbrief). In the absence of a cover letter, the committee doesn't get the message that documents were uploaded in the file.

As a consequence, the document cannot be taken in further consideration

- Mention the uploaded documents in the cover letter

The screenshot shows a web interface for uploading documents. At the top, there are two tabs: "Nieuw dossier aanmaken" and "Dossier vullen". Below the tabs, there is a section titled "Let op:" with three bullet points in red text:

- Alleen bestanden van het type PDF worden geüpload. Check daarna hier onder het resultaat van de upload.
- Er moet altijd een document van het type 'A. Brieven' geüpload worden, anders kan uw aanvraag niet in behandeling genomen worden.
- Selecteer eerst uw bestanden door middel van de Knop 'select files'. Vervolgens kiest u achter de bestanden het document type. Tot slot klikt u op 'start upload' om de bestanden naar het dossier te versturen.

Below the instructions, there are two buttons: a green button with a plus sign and the text "Select files..." and a blue button with a play icon and the text "Start upload".

At the bottom, there is a list of uploaded files with dropdown menus for selecting the document type:

- Bestand 'B_ABR-form.pdf' toegevoegd voor upload - A. Brieven
- Bestand 'E_Informatie_brochure.pdf' toegevoegd voor upload - A. Brieven
- Bestand 'F_Questionnaire_MDS-UPDRSIII.pdf' toegevoegd voor upload - A. Brieven
- Bestand 'G_Verzekering.pdf' toegevoegd voor upload - A. Brieven
- Bestand 'A_Cover_letter.pdf' toegevoegd voor upload - A. Brieven

When all documents are named correctly, click on 'START UPLOAD'

- **Selecteer eerst uw bestanden door middel van de knop 'select files!'. Vervolgens kiest u achter de bestanden het document type. Tot slot klikt u op 'start upload' om de bestanden naar het dossier te versturen.**

 Select files...  Start upload

Bestand 'B_ABR-form.pdf' toegevoegd voor upload -

Bestand 'E_Informatie_brochure.pdf' toegevoegd voor upload -

Bestand 'F_Questionnaire_MDS-UPDRSIII.pdf' toegevoegd voor upload -

Bestand 'G_Verzekering.pdf' toegevoegd voor upload -

Bestand 'A_Cover_letter.pdf' toegevoegd voor upload -

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- The contactperson receives an acknowledgement of receipt after the upload process
 - After a successful upload, the CMO receives your submission in CMO-Online. After the committee has taken the submission in consideration, you will receive an e-mail with the reaction
 - We wish you very good luck with CMO-Online!
 - For questions and suggestions, please contact the CMO: commissiemensgebondenonderzoek@radboudumc.nl