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 then 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.
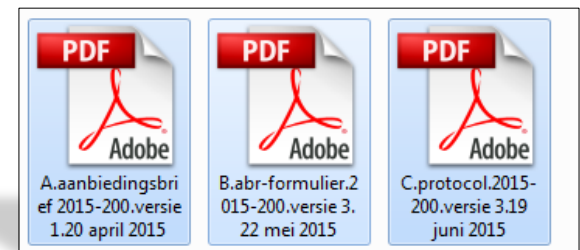 Save your PDF as follows:

  A.aanbiedingsbrief.dossiernummer.versie.datum
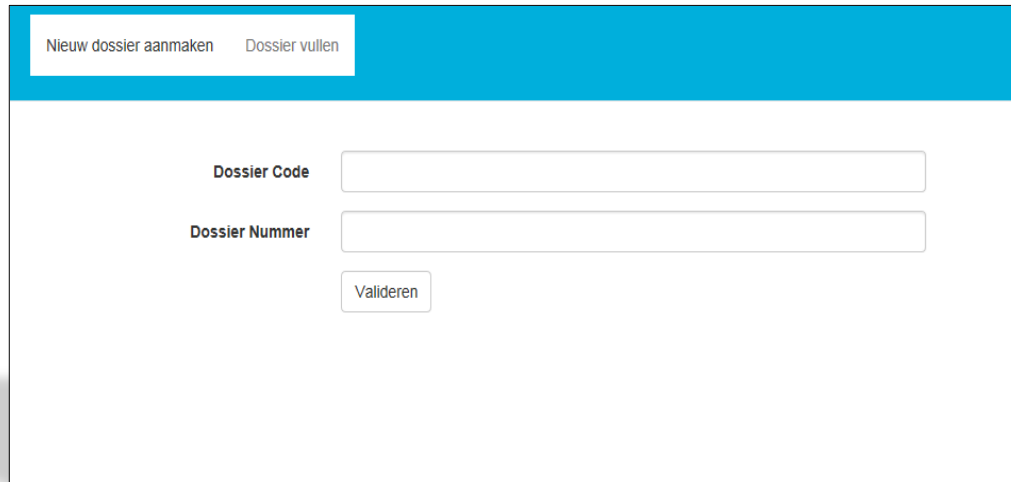
  B.abr-formulier.dossiernummer.versie.datum

  C.protocol.dossiernummer.versie.datum

  C.amendement.versie.datum

  I.onderzoeksverklaring .LUMC.dossiernummer.versie.datum

New research application: choose 'Nieuw dossier aanmaken'

Fill in the data…

……click on 'Aanvragen'

- 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)

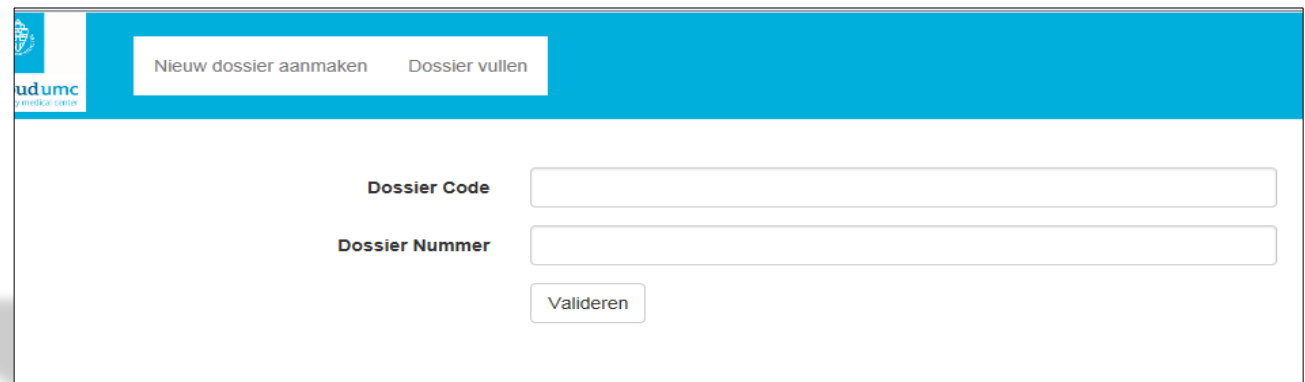**- You can distribute the code and number among your research team**

Nieuw dossier aangemaakt

Geachte heer / mevrouw Sagna,

Uw onderzoek 'LASAGNA' is aangemeld in CMO-Online. Er is een dossier aangemaakt met de unieke code 'z2nms'. Het bijbehorende dossiernummer is '2014-1067'. Bewaar het dossiernummer en de dossiercode zorgvuldig; u heeft deze, zolang het onderzoek actief is, steeds nodig als u documenten in het dossier moet uploaden.
U kunt documenten toevoegen aan het dossier via de link:
Uploaden

Met vriendelijke groet,
Secretariaat CMO

To start the upload process:

Fill in the Dossier Code and Dossier Number

 and

Click on 'VALIDEREN'

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

- Select 1 by 1 the documents you want to upload:

- Be aware: only **PDF**-files are accepted

- The following symbols are not accepted: : \/ : * ? " < > | # { } % ~ &

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…
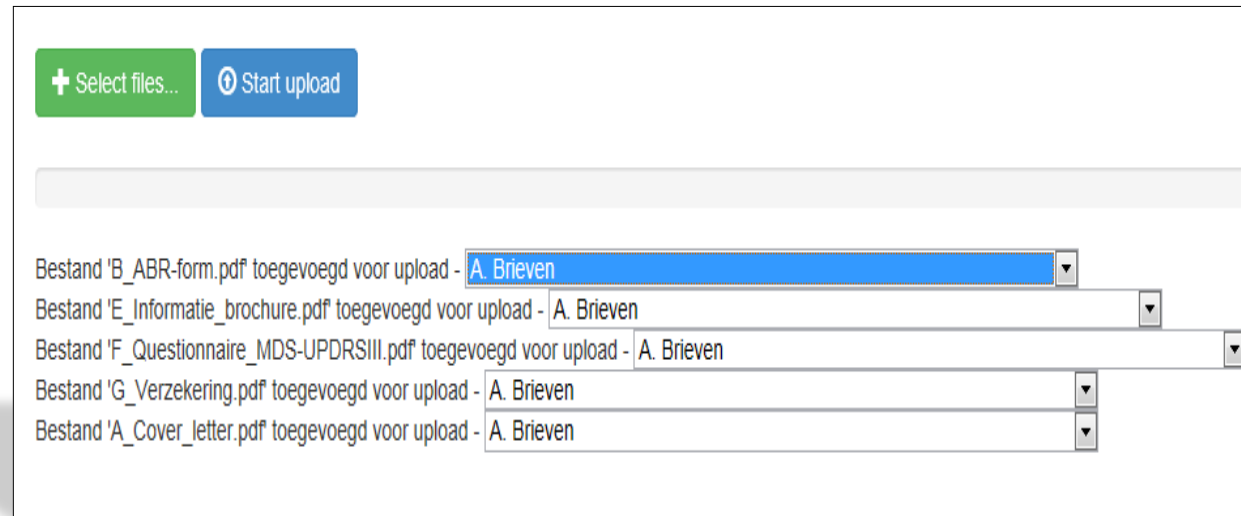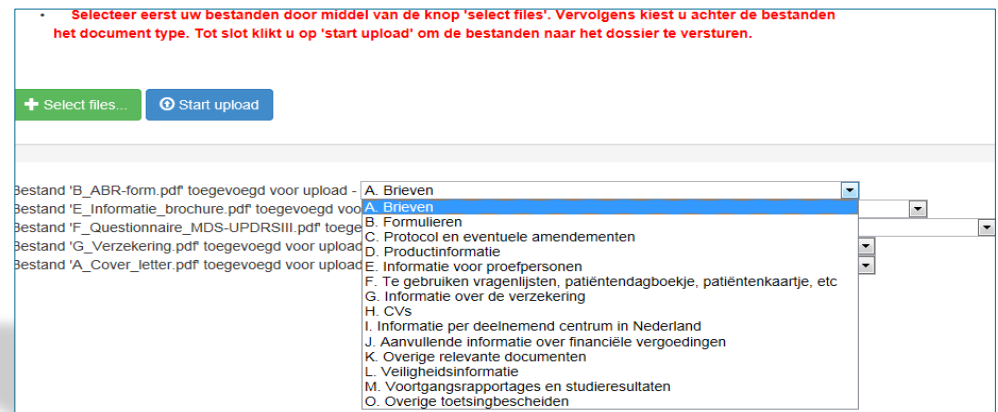
… by using the selection menu:

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

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

- 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