



Users' Guide / FAQ

Version 1.0
March 10, 2020

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How to submit a staff form

Navigate to the CTN website using the following link: <https://ctndsc2.com/>

Once you are in the website, find the **Staff Form** quick link

Click on the link to open the form.



Fill out all the required information, including:

- ❖ CTN Node your site is affiliated with
- ❖ Study Role
- ❖ Address and contact information (please make sure the email address provided is the one you will use in your role on the study – e.g., your institution email address)
- ❖ CTN Protocols for which you desire access

After submission of the Staff Form, please allow a total of 48 hours (2 business days) for access to be provided.

How to Access Quizzes

- ❖ Select desired protocol from the protocols link on the website



- ❖ Select study Training



Protocols / CTN-0080 (MOMs)

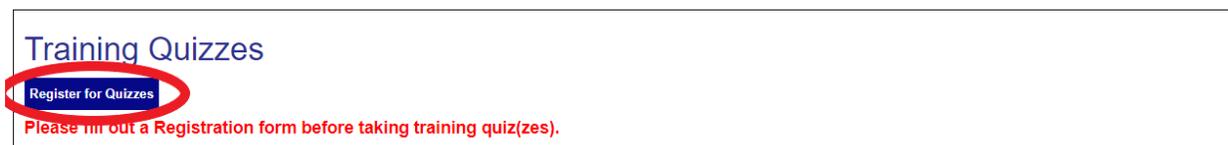
CTN-0080 (MOMs)

View [Study Training](#)

Study Objectives

The primary objective of this trial is to evaluate the impact of treating opioid use disorder (OUD) in pregnant women with extended-release (XR) buprenorphine (BUP), compared to sublingual (SL) BUP, on mother and infant outcomes. It is hypothesized that the BUP-XR, relative to the BUP-SL, group will: 1) not have greater illicit opioid use during pregnancy (primary, non-inferiority); 2) have shorter infant hospital length of stay (LOS; key secondary); and 3) have greater postpartum BUP adherence (key secondary). Testing conceptual models of the mechanisms by which BUP-XR may improve mother-infant outcomes, relative to BUP-SL, is a secondary trial objective. Determining the economic value of BUP-XR, compared to BUP-SL, to treat OUD in pregnant women is a tertiary objective.

- ❖ Scroll down to “Training Quizzes” and select Register for Quizzes



Please note that upon receiving access to a protocol on the CTN website, you may not have access to the quizzes associated with your protocol right away. If quizzes are not available, please wait until you receive notification from the Clinical Coordinating Center (CCC) stating that the quizzes associated with your role on the protocol are available.

How to reset password

You will find the reset password feature on the login page – select “Request new password” and follow the instructions. If this does not work, contact the HelpDesk, at the top left “Contact Us”.

Contact Us




Home Help Desk ▾ Staff Form

Welcome to the NIDA CTN Clinical Trials Report Website

The National Drug Abuse Treatment Clinical Trials Network, (CTN), established by the National Institute on Drug Abuse (NIDA), has developed a comprehensive set of standardized Trial Progress Reports (TPR) to use as a management tool to effectively monitor trial progress in real-time.

Username / Email Address *

Password *

- Request new password

[Log in](#)

Welcome to the NIDA CTN Website

The National Drug Abuse Treatment Clinical Trials Network (CTN) provides a means by which medical and specialty treatment providers, treatment researchers, participating patients, and the National Institute on Drug Abuse cooperatively develop, validate, refine, and deliver new treatment options to patients. This unique partnership enables the following:

- Studies of behavioral, pharmacological, and integrated behavioral and pharmacological treatment interventions in rigorous, multisite clinical trials to determine effectiveness, practicality, and feasibility across a broad range of treatment settings and diversified patient populations; and
- The transfer of research results to physicians, clinicians, providers, and patients.

User account / Request new password

User account

[Log in](#) [Request new password](#)

Username or e-mail address *

[E-mail new password](#)

How to update profile Information

Navigate to the “My Account” tab at the top right of the CTN website page then select the “Edit” tab and update any information such as credentials or contact information.

The screenshot shows the CTN website interface. At the top, a dark blue navigation bar contains the following links: **My account** (circled in red), **Contact Us**, and **Log out**. To the right of these links is a search bar with the text "Search" and a "Search" button. Below the navigation bar is a banner area featuring the CTN logo on the left, which includes the text "Celebrating 20 Years of Research-Practice Partnerships" and a circular emblem with "20" and "CLINICAL TRIALS NETWORK". To the right of the logo is the text "CTN Clinical Trials Network Clinical Trials Reports".

Below the banner is a secondary navigation bar with the following links: **Home**, **Calendar** (with a dropdown arrow), **Protocols** (with a dropdown arrow), **NIDA Reports**, **CTN Summary Reports**, **CTN Toolbox** (with a dropdown arrow), **CTN Web Seminar Series**, and **Help Desk** (with a dropdown arrow). Below this bar are additional links: **Announcements**, **Library**, **Roster**, and **Staff Form**.

The main content area shows a user profile for a user named "Users [redacted]". Below the name are several redacted lines of text. There are two buttons: **View** and **Edit** (circled in red), followed by the text "My results". Below these buttons are more redacted lines of text. The profile information includes:

- Phone:** [redacted]
- NIDA ID:** [redacted]

The form for updating profile information is located below the profile information. It contains the following fields:

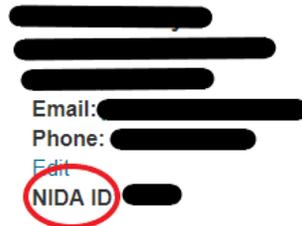
- Time zone:** A dropdown menu currently showing "America/New York: Tuesday, February 11, 2020 - 10:15 -0500".
- NIDA ID:** A text input field.
- Node:** A dropdown menu currently showing "- None -".
- First Name:** A text input field.
- Middle Name (Initial):** A text input field.
- Last Name:** A text input field.
- Credentials:** A text input field.
- Job Title:** A text input field.
- Institution Name:** A text input field.
- Address:** A large text area for entering the address.

How to access and download the Roster

To access the Staff Roster listing all staff associated with a protocol, navigate to the “Roster” link.



In the staff Roster you will be able to view a list of all the staff associated with your protocol including their role on the study. This is where you will also be able to find their **NIDA ID**.



See the next page to see how to download Rosters

How to download Rosters

Once you have accessed your institution's Roster at the top right of the page you will find the "Download" tab. Through this tab you will be able to download and save the Roster to your computer.



Home Calendar ▾ Protocols ▾ NIDA Reports CTN Summary Reports ▾ CTN Toolbox ▾ CTN Web Seminar Series
CTN Committees ▾ Help Desk ▾ Announcements Library **Roster** Staff Form

Roster

Group Name

[Redacted Group Name] [Download]

How to request access to a new protocol for existing accounts

In order to request access to a new protocol for an existing account, navigate to the “Contact Us” tab:



On the “Contact Us” page, pull down the drop-down menu for REASON, and select the third option – “Request Protocol Access for Existing Staff.”

Contact Us

Welcome to the Help Desk Contact page. Please select the reason for your email and fill out any additional information. We will respond to your request as soon as possible. The Help Desk is available Monday through Friday, 8:00 a.m. to 8:00 p.m. EST.

REASON *

- Select -

Protocols

- CTN Summary Reports (All studies)
- CTN-0060-A1 (ASC-THEM)
- CTN-0062-01
- CTN-0067 (CHOICES-2)
- CTN-0068
- CTN-0069 (ES-1)

YOUR FULL NAME *

YOUR EMAIL ADDRESS *

Help Desk Contact

Next Page



After you have selected "Request Protocol Access for Existing Staff," fill out all the information

REASON *

Protocols

- CTN Summary Reports (All studies)
- CTN-0060-A1 (ASC-THEM)
- CTN-0062-Ot
- CTN-0067 (CHOICES-2)
- CTN-0068
- CTN-0069 (EDU-11K)

YOUR FULL NAME *

YOUR EMAIL ADDRESS *

LIST ALL STAFF

PROTOCOL

[Help Desk Contact](#)

(Please note that administrators may request protocol access for more than one account holder. However, we recommend letting staff members know whether administrators will be requesting access on their behalf, to avoid duplicate requests).

How to Report an issue to the CTN Website Team

Under the "Contact Us" tab, select "Other/General Request" and complete all the information needed, give as much detail as possible to best resolve the issue.

My account **Contact Us** Logout

Search Search

Celebrating 20 Years of Research-Practice Partnerships

CTN Clinical Trials Network
Clinical Trials Reports

Home Calendar Protocols NIDA Reports CTN Summary Reports CTN Toolbox CTN Web Seminar Series Help Desk

Announcements Library Roster Staff Form

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REASON *

Other/General Request

Protocols

CTN-0099 (ED-INNOVATION RCT)
CTN-0099A (ED-INNOVATION-Ancillary Study)
CTN-0100 (Retention - Discontinuation)
CTN-0101 (STOP)
CTN-0101P (STOP Pilot)
CTN-0102 (Rural MOUD)

YOUR FULL NAME *

YOUR EMAIL ADDRESS *

COMMENTS

Help Desk Contact

How to request account deactivation

For Deactivations, select the "Contact Us" tab.

My account **Contact Us** Log out

Search Search

Celebrating 20 Years of Research-Practice Partnerships

CTN Clinical Trials Network
Clinical Trials Reports

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On the Drop-down menu – select "Submit Deactivations."

Contact Us

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REASON *
Submit Deactivations

YOUR FULL NAME *

YOUR EMAIL ADDRESS *

LIST OF STAFF TO BE DEACTIVATED

REMOVE ACCESS FROM THE FOLLOWING PROTOCOLS OR NOTE COMPLETE DEACTIVATION

You can request several deactivations within one form. Complete all the necessary information and note whether you are requesting deactivation only from a specific protocol or a complete deactivation of their user account.

How to access the CTN Toolbox



CTN Clinical Trials Network
Clinical Trials Reports



CTN Research Toolbox

The Clinical Trials Network (CTN) Research Toolbox is a resource to both new and experienced investigators and teams that are conducting studies within the NIDA (National Institute on Drug Abuse) CTN. The Toolbox provides templates for key documents and in-depth step-by-step guidance on the integral tasks associated with developing, implementing, and publishing a NIDA CTN clinical research study. This guidance was created to provide a compilation of important documents (e.g., Protocol template, Study timeline and Endorsement form), layout the important tasks of the Lead Investigator and their team with the Center for the Clinical Trial Network (CCTN) and Coordinating Centers (CCC and DSC) and decrease the enigma of certain NIDA, CCC, and DSC functions.

The CTN Toolbox link supports information found in the CTN Policies and Procedures and CTN By-Laws. While the Policies and Procedures and CTN By-Laws are the rules and regulations of the NIDA CTN, the Toolbox is designed to provide guidance to assist research teams from developing a Protocol concept to delivering the Final Study Report submission to NIDA and publication of study results. Note: As processes are drafted and updated, the CTN Toolbox will be amended to reflect the latest information available at the NIDA CCTN, CCC, and DSC.

(Refer to the image to find the location of the CTN Toolbox)

“The Toolbox provides templates for key documents and in-depth, step-by-step guidance on the integral tasks associated with developing, implementing, and publishing a NIDA CTN clinical research study.”

How to Access Reports

Go to the home page of the CTN website and find "CTN Summary Reports." Note that reports will only be available if they have been previously posted.



Celebrating 20 Years of Research-Practice Partnerships

CTN Clinical Trials Network
Clinical Trials Reports

Home | Calendar | Protocols | NIDA Reports | **CTN Summary Reports** | CTN Toolbox | CTN Web Seminar Series | Help Desk

Announcements | Library | Roster | Staff Form

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