Organization (ORG) Access in Study Tracker

Study Tracker has two access levels: study access and Organization (ORG) access. Study access is granted to an user for a specific study. Organization (ORG) access is granted to an user who has an administration role for a department and needs to manage all studies associated with their department. This level of access omits the need for the user to be added to each study’s IRB Project Contacts list and is for oversight on multiple studies. This handout will focus on the Organization (ORG) access level and how to utilize this permission to manage your department’s studies and monitor their compliance.

How to Obtain Organization (ORG) Access

Organization (ORG) access can be requested for those administrators who have completed CITI Training and have a NU NetID. Requests can be sent to Study Tracker Support and should include proof of CITI Training completion along with the user’s name, NU NetID, and the name of the Institute or FSM Department in which they are seeking Organization (ORG) access to (the full list of FSM Departments and Centers can be found in Study Tracker under ‘Affiliations’).

Once the request has been approved, Study Tracker Support will grant access and notify the requestor of the approval. Unless requested otherwise, “Write” access will be granted for all Organization (ORG) access levels other than Users management and Potential Subjects access. Below is the default permission granted for Organization (ORG) requests:
How to Locate Organization (ORG) Access

Upon Login your dashboard will display all studies in which you are listed on the IRB on for a specific study in Study Tracker under the ‘Studies’ tab.

To access the Organizations in which you have Organization (ORG) access for, you must select the ‘Orgs’ tab.

Types of Organization (ORG) Reports

Upon opening an Organization (ORG) various reports will display. These reports will only include studies in which this specific ORG was recorded for in Study Tracker. For example, if NUCATS was not checked off under Institutes for study number STUXXXXXXX, then STUXXXXXXX will not be listed in the study count for that department and an ORG user for NUCATS will not see this study or have access to it. The PI or Coordinator must ensure that the affiliation is recorded at the study level in order for an ORG user to be able to access the study.
All of the reports can be exported/downloaded to view outside of Study Tracker:

- **Budget Support Service Provider;**
  This report provides a glance at the current study list’s budget status and Epic sync status. It allows you to quickly identify the studies that are missing a locked budget and/or have not synced with Epic.

- **Studies;**
  This report provides a more focused look at compliance allowing you to quickly identify what compliant related information may be missing for a study. If a study is missing policy required information it will display the status in red. By clicking on the non-compliant status it will take you to the section of the study in which the information is missing.

- **Recruitments;**
  This report allows you to quickly identify the studies that have ‘recruiting’ enabled and the associated recruitment information recorded in Study Tracker. When enabled, the recruitment information recorded in Study Tracker is what is fed to publicly facing websites like FSM.

- **Study Properties;**
  This report is a collective view of the information found under the “Study Properties” section. This section is required to be filled out for all studies.

- **NMHC research statements;**
  Studies that have NMHC medical services performed can locate all issued NMHC study invoices here. The list displays all studies and the associated invoice pdf file.

For further questions on Study Tracker usage please contact the Study Tracker Support Team at studytracker@northwestern.edu. Additional resources and information regarding the FSM Policy and Study Tracker usage can be found on the Study Tracker FAQ NUCATS page.