

<u>Note</u>: In order to successfully create a study, the sponsor and product must be created first.

 Log into the CTMS and click on Studies on the left



2. To add a new Study, click Add.



Create Study	x □
Sponsor*	~
Protocol Number*	Study Name*
Protocol Title*	
Types 0 Types	
Select	
Status*	Status Date*
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Program	Primary Product*
Therapeutic Area	Phase*
Cancel	Create

3. Enter the study details, then click **Create** to save.



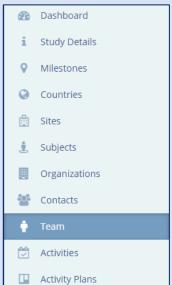
How to Create a Study CTMS v 1.2

T R I A L INTERACTIVE



Note: At this point, the study itself has been created. The following are recommendations for additional steps in order to complete the setup of the study in the CTMS.

- Navigate to the **Team** area and indicate the members of your study team and their study-level role.
 - All users who will play a part in the study should be added with the "Study Viewer" role.
 - If the study is blinded, you will need to reach out to the Trial Interactive Service Desk at <u>help@trialinteractive.com</u> to have an Unblinded CSM created so that that user can manage unblinded aspects of the study including designating unblinded CRAs.
 - For additional information, please see the related job aid and video regarding how to manage the study team.
- 5. Navigate to the **Study Details** area to manage Study Settings.



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Sponsor Diagnova Therapeutics Product Diagnovate				• Settings
B Dashboard	General Information			•
i Study Details	Protocol Number	Name Diagooya DT11 B	Program	

In the **Settings** Area:

- If applicable to your study, indicate which members of the Study Team are to be tasked with reviewing site visit reports. Please note that Blinded and Unblinded Reviewers need to be indicated separately, even if the same people will be performing both functions.
 - If this is not done, the Visit Report workflow will not function as expected, leading to delays and potential document rejections.

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Sponsor Diagnova Therapeutics Product Diagnovate	Reviewers				•
🔅 General		Q Search		Q Search	
Regions	1 Blinded Reviewer		1 Unblinded Reviewers		
Milestone Templates	Name	Email	Name	Email	
	CSM 003	CSM003@ti.com	CSM 003	CSM003@ti.com	



CTMS v 1.2 August 2022 Page 2 of 2