

QUICK REFERENCE GUIDE

FOR RESEARCH OFFICES

How to use the Post Approval Dashboard

How to access dashboard

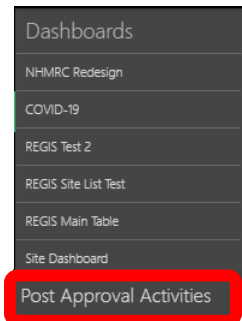
The post approval dashboard has been created to assist Research Offices with reporting of post approval activity including:

- Notification of an amendment
- Significant Safety Issues
- Serious Breach
- Reporting Local Safety Events
- Site amendment (when the form was submitted, in it's current draft the dashboard can not identify when an application is forwarded by the system)



How to access dashboard






A list of Dashboards



Icons/Key

- 1. Dashboard parameters:** used to set the date parameters for the report 
- 2. Export to:** used to export data from the dashboard. 
- 3. Review Pathway Filter:** Click on the dropdown to filter by one or more of the risk pathways. (Classification)

- 4. Study Type Filter:** Click on the dropdown to filter by one or more of the study types. (Classification)
- 5. Sponsor Type Filter:** Click on the dropdown to filter by one or more of the sponsor types. (Classification)
- 6. Form Type Filter:** Click on the dropdown to filter by one or more of the form types
- 7. Principal Organisation:** Click on the dropdown to filter by site. (Principal Organsiation/Site Name)
- 8. Multiselect tool on/off:** switch on (blue) to select multiple sections of data in the table to be filtered or exported. 
- 9. Clear master filter:** This icon becomes available when a bar has been selected in the table select this to clear the drilldown filter applied to that table. 
- 10. Maximise/Minimise:** used to maximise/minimise a section of the dashboard 

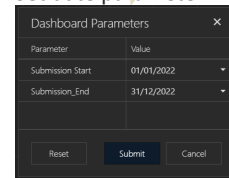
- 11. Total Table:** appearing on the left side of the screen this give a total depending on the filtered information.
- 12. Submissions per month:** This table will show the number of Forms submitted in a month taking into consideration any of the filters that have been selected.
- 13. Approvals per month:** This table will show the number of Forms that have been approved in a month taking into consideration any of the filters that have been selected.

- 14. Post approval forms list:** This table shows data based off the filters applied above.
**Where no specific filters have been selected it will show all data in the submission AND approval table.*
- 15. Submissions per year:** Gives a quick visual and numerical representation of the number of post approval forms that have been received base off the filters applied above.
- 16. Approvals per year:** Gives a quick visual and numerical representation of post approval forms that have been received based off filters applied above.

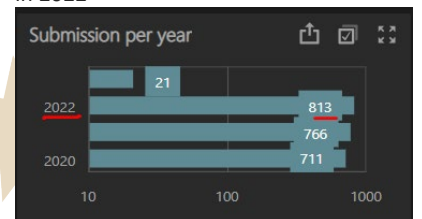
Using the dashboard to report activity

Example: Total number of Amendments received in 2022

1. Set date parameter



2. On the Form Type filter select "Notification of an amendment"
3. The Submissions per year table will show the number of amendments submitted in 2022



Select the 2022 line and the above tables will change to show the month by month data.

The Post Approval Forms List will list ONLY those rows that were selected in the above table.

You can click on any of the IDs to be taken to that study.

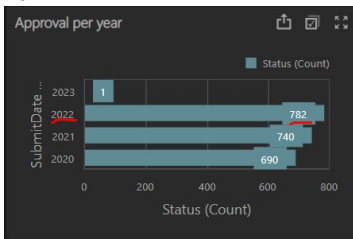
Reference	Application#	Study Type	Status	ETH/OP Priority	Months F 02*	Submitted Date	Study
00001700014	A novel neur...	Other (please state, required)	Approved	Greater than low risk rev...	28	30	
00001700016	Does oxyge...	Clinical research	Approved	Greater than low risk rev...	27	32	
00001700020	A prospect...	Clinical trial	Approved	Greater than low risk rev...	25	25	
00001700022	The effects o...	Clinical research	Approved	Greater than low risk rev...	25	38	
00001700024	Autismism -	Clinical trial	Approved	Greater than low risk rev...	26	31	
00001700026	Standard ve...	Clinical trial	Approved	Greater than low risk rev...	21	26	
00001700027	A Registry S...	Clinical research	Approved	Greater than low risk rev...	36	38	
00001700028	Escalated S...	Clinical trial	In Progress	Greater than low risk rev...	21	26	
00001700029	Escalated S...	Clinical trial	In Progress	Greater than low risk rev...	21	26	
00001700032	Feeding Beh...	Clinical research	Approved	Greater than low risk rev...	31	31	

- To export the information Export To, select format e.g. excel. The list will appear in the “Application Filtered List” tab.

Example: Total number of Amendments approved in 2022

- Set date parameter

- On the Form Type filter select “Notification of an amendment”
- The approvals per year table will show the number of amendments approved in 2022



Select the 2022 line and the above tables will change to show the month by month data.

The Post Approval Forms List will list ONLY those rows that were selected in the above table.

You can click on any of the IDs to be taken to that study.

Reference	Application#	Study Type	Status	ETH/OP Priority	Months F 02*	Submitted Date	Study
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- To export the information Export To, select format e.g. excel. The list will appear in the “Application Filtered List” tab.

Example: Total Time to Approval of Amendments Approved in 2022

- Set date parameters
- Select the form type filter to Notification of an amendment
- Select the 2022 line on the approval per year table.
- Export the data from the post approval forms table.
- Open the excel.
- In the first row with application data use =SUM(F2-E2)
F2= Date Modified
E2= Date Submitted
This will give you a total time count for the form.



ProjectIdentifier	FormId	FormName	SubmitDate	DateModified	
2018/ETH00037	83065	Notification	18/02/2022	22/02/2022	4
2018/ETH00037	94382	Notification	10/06/2022	23/06/2022	13
2019/ETH00169	83178	Notification	21/02/2022	23/02/2022	2
2019/ETH00169	198306	Notification	7/07/2022	7/07/2022	0

- Select the cell with the new count, hover over the green dot on the bottom right of the cell until you see a bold +
- Press control and drag the mouse down the column until all applications have been selected. This will give you a total time count for all applications/forms.
- To get the average of all use =AVERAGE(H2:H493)
H493 = the last application on the sheet
This is give you the overall average of total time for amendment approvals.

Make sure you “Clear Master Filters” on any of the tables before starting a new search.

REMEMBER: until you specifically filter from the submission or approval table the data in the filtered list is from both tables.

REMEMBER: you need to clear the Master Filter before starting a new search