



3CTN Reporting Portal User Training - M&Ds, Annual Schedule G

2022

Reporting Obligations for C17: 2022-2027

Reporting Obligations	Frequency	2014 -2022 Format	2022 Onwards Platform
Milestones and Deliverables	Semi-annually	MS Word	3CTN PORTAL
Schedule G: Annual Progress Report	Annually	MS Excel	3CTN PORTAL
Budget (core funding)	Quarterly	CaAwardNET	CaAwardNET

Account Activation

- Bookmark this link: <https://edge-canada.ca/>
- **Login** using the name and password provided to you

Forgot Password?

- Click on **FORGOTTEN YOUR PASSWORD?** Follow the on-screen prompts on the login screen and answer any security questions to reset your access.
- If you are still unable to access your account, please contact your Local Administrator.

M&D Reporting

Using EDGE site attributes

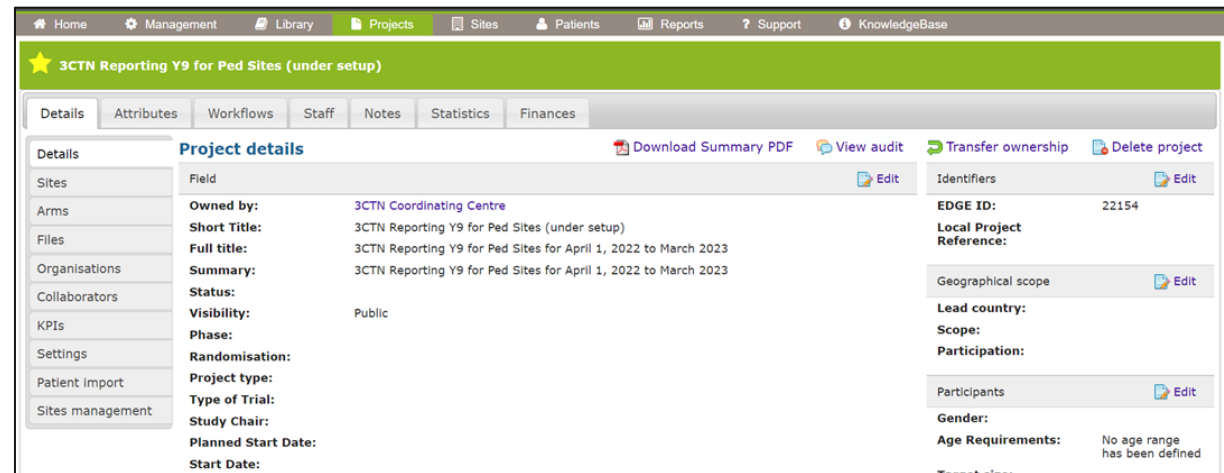
Every 6 months

3CTN Reporting: Y9 (April 2022 – Mar 2023)

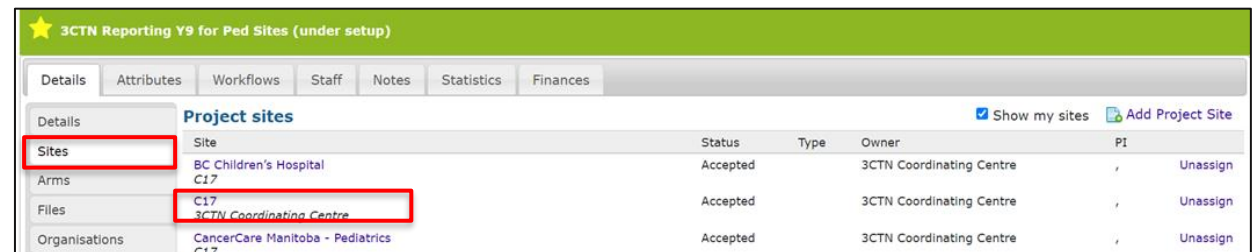
Reporting Obligations	Frequency	2014 -2022 Format	2022 Onwards Platform
Milestones and Deliverables	Semi-annually	MS Word	3CTN PORTAL
Schedule G: Annual Progress Report	Annually	EXCEL	3CTN PORTAL

To Report M&Ds:

Go to the “3CTN Reporting Y9 for Peds Sites” or “3CTN Reporting Y9 for Adult Sites” project for updating M&D and Annual progress

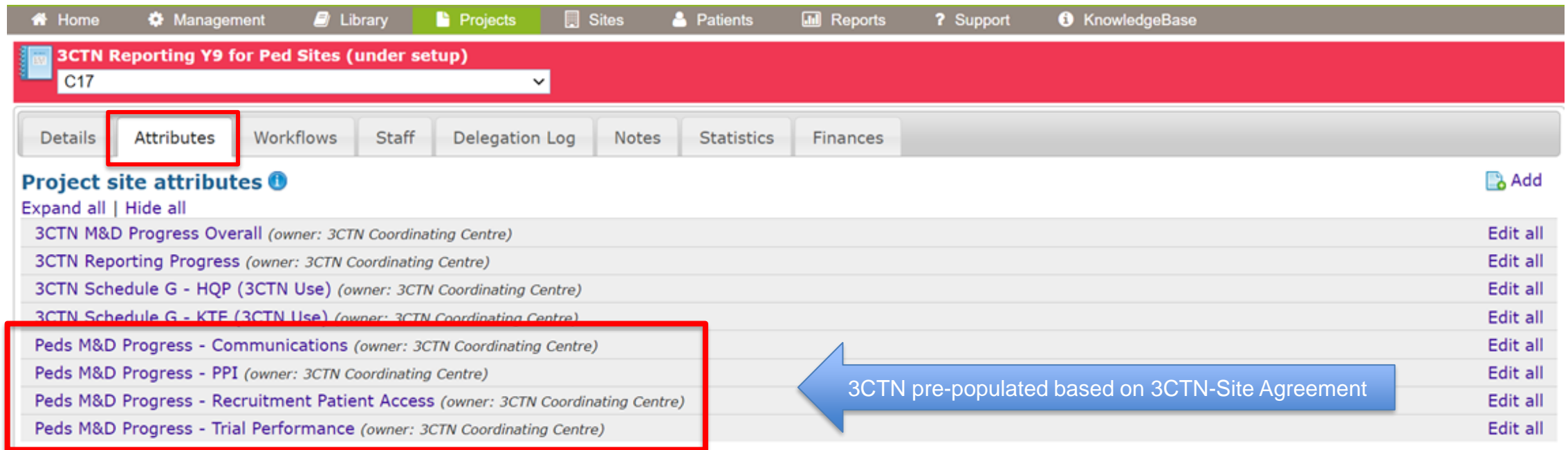
Then go to the sites tab on the left navigation bar select your site

3CTN Reporting – Prefilled information from site M&D

Once at your project site (red banner) click on the “**Attributes**” tab.

Once in the Attributes page you will see all your M&Ds grouped by category, you can click on the category name to expand it and see the fields within.



Home Management Library **Projects** Sites Patients Reports Support KnowledgeBase

3CTN Reporting Y9 for Ped Sites (under setup)
C17

Details **Attributes** Workflows Staff Delegation Log Notes Statistics Finances

Project site attributes [Add](#)

[Expand all](#) | [Hide all](#)

3CTN M&D Progress Overall (owner: 3CTN Coordinating Centre)	Edit all
3CTN Reporting Progress (owner: 3CTN Coordinating Centre)	Edit all
3CTN Schedule G - HQP (3CTN Use) (owner: 3CTN Coordinating Centre)	Edit all
3CTN Schedule G - KTE (3CTN Use) (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Communications (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - PPI (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Trial Performance (owner: 3CTN Coordinating Centre)	Edit all

3CTN pre-populated based on 3CTN-Site Agreement

3CTN Reporting – Site to Complete in Q2 and Q4

Peds M&D Progress - Communications (owner: 3CTN Coordinating Centre)			Edit all
Peds M&D Progress - PPI (owner: 3CTN Coordinating Centre)			Edit all
Peds M&D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)			Edit all
M&D #1	AYA Enrollment/Remote access	Enroll AYA patients on studies; Y9 target of 25	Edit Delete Audit
	AYA Enrollment/Remote access Status	Site to complete and add comments below	Edit Delete Audit
	AYA Enrollment/Remote access Comments		Edit Delete Audit
M&D #2	Remote Access Enrollment	Increased remote enrollment patients; Y9 target of 45	Edit Delete Audit
	Remote Access Enrollment Status	Site to complete and add comments below	Edit Delete Audit
	Remote Access Enrollment Comments		Edit Delete Audit
M&D #3	Ulink	Increased awareness and utility should result in increased traffic. Begin tracking site traffic; establish baseline and track over time.	Edit Delete Audit
	Ulink Status	Site to complete and add comments below	Edit Delete Audit
	Ulink Comments		Edit Delete Audit
Peds M&D Progress - Trial Performance (owner: 3CTN Coordinating Centre)			Edit all

← Site to complete in Q2 and Q4

← Site to complete in Q2 and Q4

← Site to complete in Q2 and Q4

by editing the status and add comments



Once the M&D category is expanded you will be able to update the status and add comments for individual M&Ds by clicking the **“Edit”** button to the right of the status and comments fields.

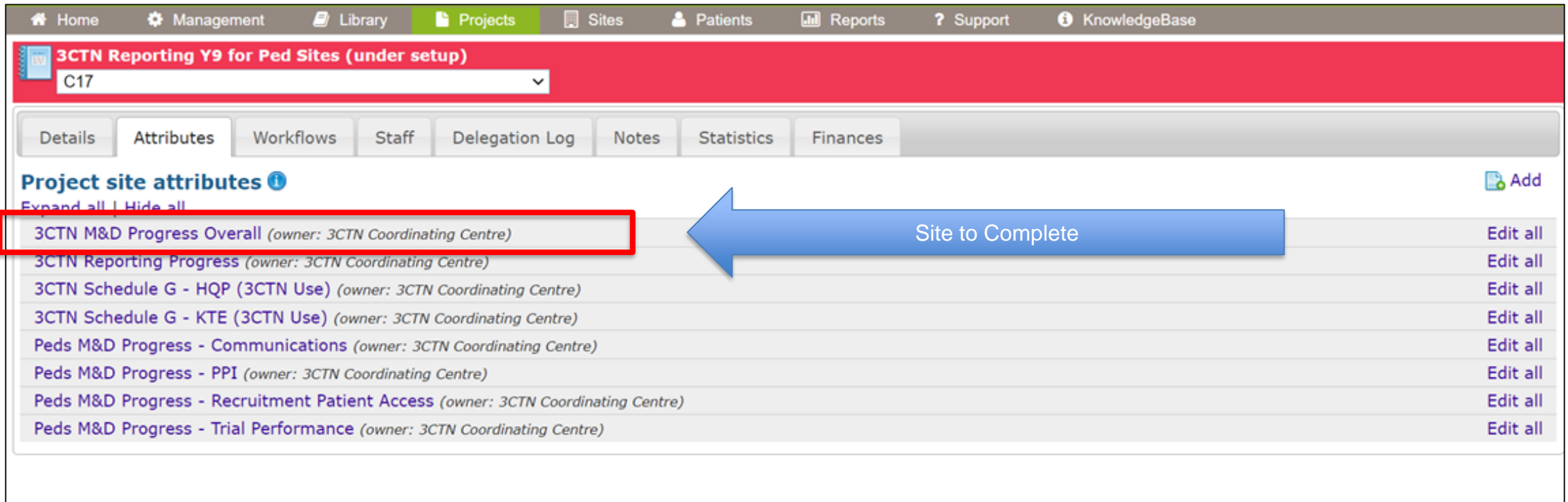
Edit Attribute

Public	Name	Value
<input checked="" type="checkbox"/>	AYA Enrollment/Remote access Status	Site to complete and add comments below Select one... Site to complete and add comments below On Track Off Track - Minor Off Track - Major Complete Not Started Stopped

Save Cancel

3CTN Reporting – Site to Complete

Sites will also need to update their overall M&D progress.



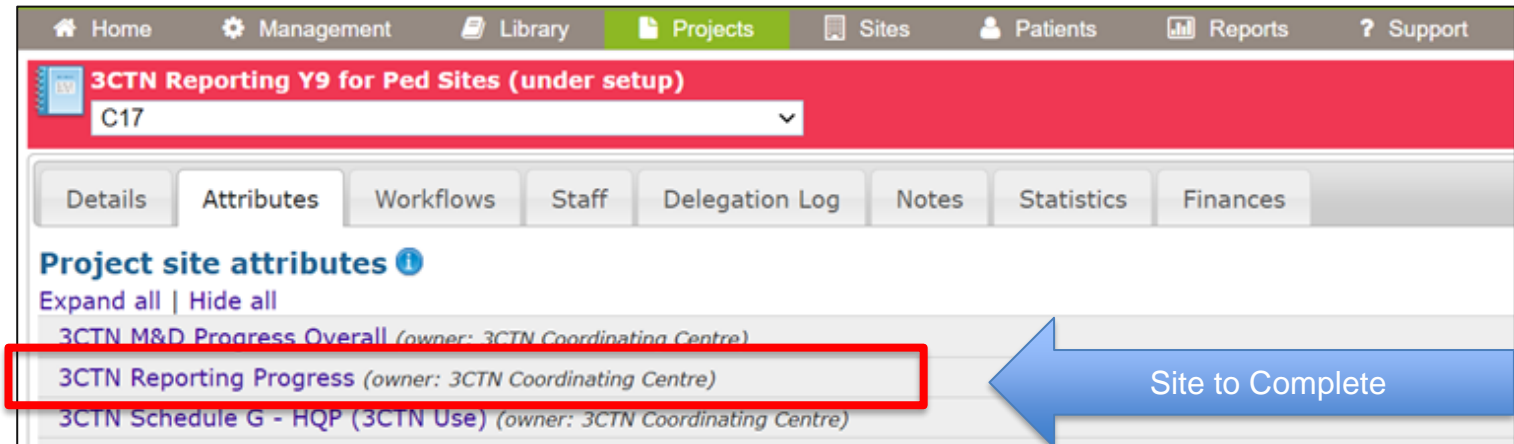
The screenshot shows the '3CTN Reporting Y9 for Ped Sites (under setup)' interface. The navigation bar includes Home, Management, Library, Projects, Sites, Patients, Reports, Support, and KnowledgeBase. The current page is for site 'C17' and features tabs for Details, Attributes, Workflows, Staff, Delegation Log, Notes, Statistics, and Finances. Under 'Project site attributes', a list of attributes is shown, with '3CTN M&D Progress Overall' highlighted by a red box. A blue arrow points to this attribute with the text 'Site to Complete'.

Attribute Name	Owner	Action
3CTN M&D Progress Overall	3CTN Coordinating Centre	Edit all
3CTN Reporting Progress	3CTN Coordinating Centre	Edit all
3CTN Schedule G - HQP (3CTN Use)	3CTN Coordinating Centre	Edit all
3CTN Schedule G - KTE (3CTN Use)	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Communications	3CTN Coordinating Centre	Edit all
Peds M&D Progress - PPI	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Recruitment Patient Access	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Trial Performance	3CTN Coordinating Centre	Edit all

3CTN Reporting – Site to Complete

After updating your M&Ds in EDGE you will need to confirm that you have completed the process.

Still on the “**Attributes**” page expand “**3CTN Reporting Progress**” and click on “**Edit**” to the right of the “**Completed Q2 Report**” (or Q4 if end of year).



Home Management Library **Projects** Sites Patients Reports Support

3CTN Reporting Y9 for Ped Sites (under setup)
C17

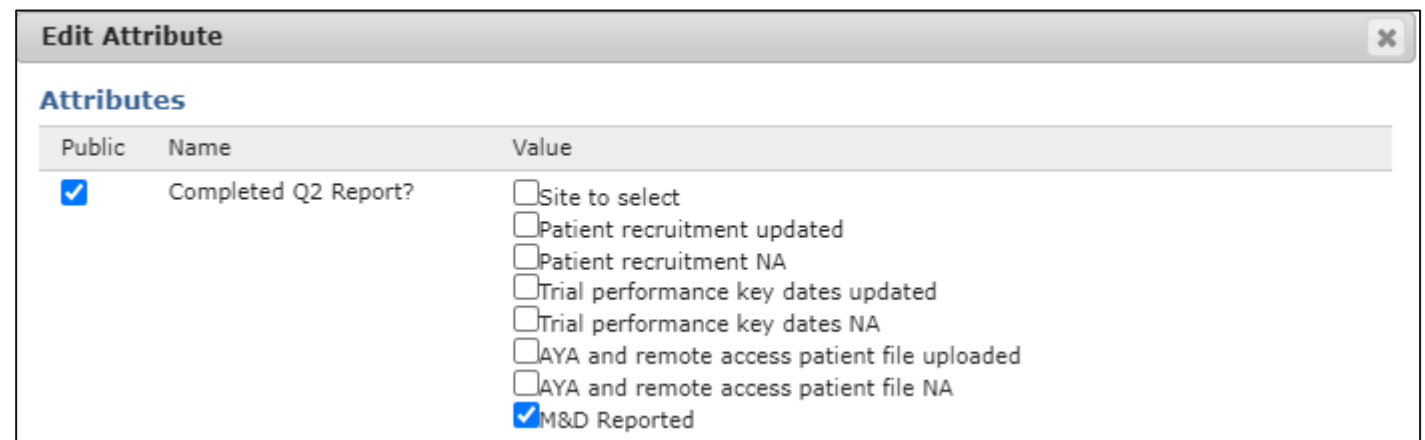
Details Attributes Workflows Staff Delegation Log Notes Statistics Finances

Project site attributes ⓘ
Expand all | Hide all

- 3CTN M&D Progress Overall (owner: 3CTN Coordinating Centre)
- 3CTN Reporting Progress (owner: 3CTN Coordinating Centre)**
- 3CTN Schedule G - HQP (3CTN Use) (owner: 3CTN Coordinating Centre)

Site to Complete

Check the “**M&D Reported**” box and click save. If you have completed your Patient and Trial Activity reporting as well you will need to check those off as well.



Edit Attribute ⓘ

Attributes

Public	Name	Value
<input checked="" type="checkbox"/>	Completed Q2 Report?	<input type="checkbox"/> Site to select <input type="checkbox"/> Patient recruitment updated <input type="checkbox"/> Patient recruitment NA <input type="checkbox"/> Trial performance key dates updated <input type="checkbox"/> Trial performance key dates NA <input type="checkbox"/> AYA and remote access patient file uploaded <input type="checkbox"/> AYA and remote access patient file NA <input checked="" type="checkbox"/> M&D Reported

Annual Schedule G Reporting

Using Excel & EDGE Attributes

Annual Schedule G

3CTN Reporting Y9 for Ped Sites (under setup)
C17

Details | Attributes | Workflows | Staff | Delegation Log | Notes | Statistics | Finances

Project site files

Root	Public	Published	Version	Comments	Uploaded by	Date
Annual Schedule G	✓					
M & D from RFA	✓					

2 folder(s), 0 file(s)

Action: (Select action to perform) Go Select all

← Complete annual Schedule G and upload to files

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3CTN Reporting Y9 for Ped Sites (under setup)
C17

Details | Attributes | Workflows | Staff | Delegation Log | Notes | Statistics | Finances

Project site files

Annual Schedule G	Public	Published	Version	Comments	Uploaded by	Date
This folder is empty						

0 folder(s), 0 file(s)

Action: (Select action to perform) Go Select all

3CTN Reporting – Site to Complete

Home Management Library **Projects** Sites Patients Reports Support KnowledgeBase

3CTN Reporting Y9 for Ped Sites (under setup)
C17

Details **Attributes** Workflows Staff Delegation Log Notes Statistics Finances

Project site attributes Add
Expand all | Hide all

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Peds M&D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Trial Performance (owner: 3CTN Coordinating Centre)	Edit all

← Site to Complete

Edit Attribute

Attributes

Public	Name	Value
<input checked="" type="checkbox"/>	Completed Q4 Report?	<input type="checkbox"/> Site to select <input type="checkbox"/> Patient recruitment updated <input type="checkbox"/> Patient recruitment NA <input type="checkbox"/> Trial performance key dates updated <input type="checkbox"/> Trial performance key dates NA <input type="checkbox"/> AYA and remote access patient file uploaded <input type="checkbox"/> AYA and remote access patient file NA <input type="checkbox"/> M&D Reported <input type="checkbox"/> Annual Schedule G file uploaded

Save Cancel

3CTN Reporting – Schedule G

Home Management Library **Projects** Sites Patients Reports Support KnowledgeBase

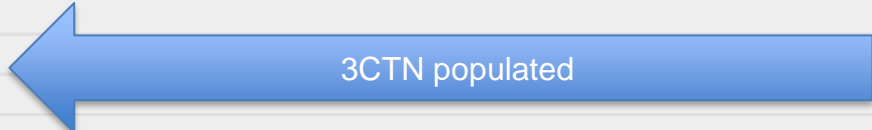
3CTN Reporting Y9 for Ped Sites (under setup)
C17

Details Attributes Workflows Staff Delegation Log Notes Statistics Finances

Project site attributes ⓘ Add

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Peds M&D Progress - PPI (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)	Edit all
Peds M&D Progress - Trial Performance (owner: 3CTN Coordinating Centre)	Edit all



Report	3CTN Contact
<ul style="list-style-type: none">• Patient Recruitment• Trial Activation Metrics	James Schoales James.Schoales@oicr.on.ca
<ul style="list-style-type: none">• M&D Progress• Financial• Schedule G	Diana Kato Diana.Kato@oicr.on.ca