

## Sharing access to an application / project

Depending on your role in an application/project the system will give automatic access to view, edit or submit the application/project.

Specific roles are able to share access to an application/project. An application/project can be shared with anyone with a GEMS account. This includes people that are not part of the research team e.g. Sponsors, Coordinators or Collaborators.

### Project Registration

Anyone with a GEMS account can create and submit a Project Registration. This person is the Owner of the Project Registration.

Prior to the Project Registration being submitted, the Owner can share access to Project Registration.

Anyone who is given view/edit access at Project Registration will also have this access for the associated ethics and site applications.

### Ethics Application

The **'Owner'** of the ethics application is the person who is assigned the role of Coordinating Principal Investigator (CPI) at Project Registration.

The **Owner/CPI** has responsibility for the management of the study and is the **only** person who can submit the application. This responsibility cannot be delegated to another role or user.

The person who created Project Registration (if different to the CPI) is allocated automatic shared - edit access to the ethics application and

is also able to share the ethics application with another user.

Anyone who was allocated Shared access at Project Registration will retain this access for the ethics application.

### Share Site Applications

The **'Owner'** of the site application is the person who is assigned the role of Principal Investigator (PI) at Project Registration.

The **Owner/PI** has the responsibility for the study at the site and is the **only** person who can submit the application. This responsibility cannot be delegated to another role or user.

The person who created Project Registration (if different to the PI) is allocated automatic shared - edit access to the site application and is also able to share the application with other users.

The CPI is allocated automatic shared - edit access to the site application and is also able to share the application.

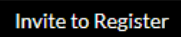
Anyone who was allocated shared access at Project Registration will retain this access for the site application.

### How to share Project Registration

Sharing a Project Registration can only occur BEFORE Project Registration is submitted. If the Project Registration has been completed (in a status of

**Registered**) you should follow the steps detailed in **Create a new Site Application**.

#### Step 1

You can invite people who do not have a GEMS account AND share the Project Registration with current users by clicking the  button.

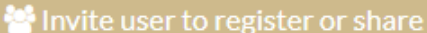
The button appears at:

**Part C:** Research Site/s

**Part D:** Coordinating Principal Investigator

#### Step 2

The 'Invite user to register or share' wizard will pop up.



Enter the email address of the person who is being shared access.

If the email address is **not recognised** as a registered GEMS account a message will pop up (below) and you will be guided to Invite the user.

*No user is found. An invitation will be sent to this email address*

Select the level of access you are requesting for the user.


If the email address **is recognised** as a registered GEMS account a message will pop up and you will be guided to Share.

*User dummy.user1000@f1solutions.com.au is found.*


Select the level of access you are requesting for the user.

#### Step 3

If required add more users.

 Add another user

#### Step 4

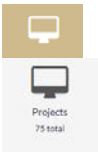
 This icon will appear next to each Project Registration that has been shared.

## How to share Ethics/Site Applications

### Step 1 Locate your application

When you log in to GEMS, your home page should show your top 5 projects. If you can see the project here, open it by clicking on the project identifier or the title.

Project identifier	Title
<a href="#">2018/PID00061</a>	<a href="#">B1 Project Title</a>



If the project is not listed in your top 5 projects, click the 'Projects' icon.

Click on the title or identifier to be taken to the Project Details home page.

Title	Identifier
<a href="#">B1 Project Title</a>	<a href="#">2018/PID00061</a>

The project title will appear at the top of the screen and you will see the ethics and governance applications associated with it.

### Step 2

Select the 'Options' icon to the left of the Ethics/Site Application you wish to share access.

### Step 3

Select

Invite user to register or share project

### Step 4

The 'Invite user to register or share' wizard will pop up.

Invite user to register or share

Enter the email address of the person who is being shared access.

If the email address is **not recognised** as a registered GEMS account a message will pop up and you will be guided to Invite the user.

No user is found. An invitation will be sent to this email address

Select the level of access you are requesting for the user.

If the email address is **recognised** as a registered GEMS account a message will pop up and you will be guided to Share.

User dummy.user1000@f1solutions.com.au is found.

Select the level of access you are requesting for the user.

### Step 5

If required add more users.

Add another user

### Step 6

This icon will appear next to each application that has been shared.

## Manage/Edit Shared Access

**Who can manage/edit shared access?**

**Project Registration:** Only the Owner.

**Ethics:** The Owner (CPI) of the ethics application and the Owner of the project registration.

**Site:** The Owner (PI) of the site application, the Owner (CPI) of the Ethics application and the Owner of the Project Registration.

How to manage/edit shared access

This icon will appear next to each application/project that has

been shared.

To change (remove/increase) shared access.

### Step 1

Select the 'Options' icon to the left of the Ethics/Site Application.

Manage access to application

### Step 2

The 'Manage Access' wizard will pop up.

Manage access

The list of users currently assigned to the application are listed.

Access

Select the drop down list to increase or decrease the access of those listed.

Delete access by selecting this icon.

Resend an invitation to register by selecting this icon.

### Step 3

Save any changes.

Cancel

Select cancel to close.

## Post approval access

After an application is approved, all shared access will transfer to the ETH or STE project. The project is where the post approval management of a study occurs.

To manage/edit shared access after the approval/authorisation select:

Manage access to project