AGENZIA ITALIANA DEL FARMACO

USER GUIDE OBSERVATIONAL STUDIES REGISTER – APPLICANT USER PROFILE

User Guide for the "Observational Studies Register" (RSO) System

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1. Introduction – Applicant User

The new "Observational Studies Register" (hereinafter RSO – Registro Studi Osservazionali) system will allow authorized users directly involved in the life cycle of studies (Sponsors, CROs, Ethics Committees, Trial centers) to:

- Register and manage new observational studies of their own competence
- Search and read information on observational studies of their own competence and/or interest

1.1 Acronyms and definitions

Term	Definition
AIFA	Agenzia Italiana del Farmaco - Italian Medicines Agency
EC	Ethics Committee
CRO	Contract Research Organization
PAES	Post Authorization Efficacy Study– required by EMA
PASS	Post Authorization Safety Study – required by EMA
PAS	Post Authorization Study – required by FDA
RSO	Observational Studies Register
ATC	Therapeutic Anatomical Classification
MA	Marketing Authorization of a medicine
DB	Observational Study Register Database
NHS	National Health System (*Sistema Sanitario Nazionale* - SSN)

1.2 Document purpose and solution overview

This document describes the functions of the flows related to the data entry and update of a new observational study by the Applicant.

The process of an *observational study* can be summarized in the following steps:

- The Applicant inserts a new observational study in the Register. The system assigns a unique progressive identification number and guides the user in entering the study l information.

  At the end of the data entry procedure the user can register the study; the system sends an automatic e-mail/notification to AIFA users and the contacts of the involved Ethics Committee.

- For all the observational studies typologies studies, the Ethics Committee (EC) must enter the *Evaluation* data and is able to request a review/integration of the study data before the final opinion is entered;
- In this case, the Applicant, after making the required changes, will be able to carry out revisions/integrations to the study;
- When the Applicant submits the updated study data, the Ethics Committee will be able to enter the final opinion;
- For all the observational studies typologies, the Ethics Committee must enter the data relating to the *Opinion*. In case of an unfavourable opinion, the study cannot be initiated.
- After the study has started, the Applicant will be able to enter the data related to the conclusion and the publications/results.

The phases of an observational study process can be summarized as follows:

- New study registration
- Ethics Committee evaluation
- Ethics Committee opinion
- Study start
- Study conclusion
- Publications and results

The states of a study are summarized in the following table:

Study status	User who can operate	Note
New	Applicant (Sponsors/CRO)	*The study is generated and assigned a unique identification number*
Draft	Applicant (Sponsors/CRO) also by delegation	*In this status, is possible edit data, attach documents, and delegate a study*
Submitted	Ethics Committees	/
Under review	Applicant (Sponsors/CRO) also by delegation	*In this status is possible to receive any requests for revision/integration and make the requested changes*
Updated/Integration Response	Ethics Committees	*In this state, it is possible to enter the EC opinion*

Pending Opinion	Ethics Committees	*When no revisions/integrations of the study are required and the opinion/acknowledgement can be entered*
Under Evaluation	Ethics Committees	*In this status, revisions/integrations of the study may be requested*
Unfavourable Opinion	Applicant (Sponsors/CRO) also by delegation	*In this state the study is not approved*
Favourable Opinion	Applicant (Sponsors/CRO) also by delegation	*In this state the study is approved*
To be started	Applicant (Sponsors/CRO) also by delegation	*In this state, the study can be started*
Started/Not started	Applicant (Sponsors/CRO) also by delegation	*If the status is started, you can proceed to the conclusion phase*
In Conclusion	Applicant (Sponsors/CRO) also by delegation	*In this state, it is possible to proceed to the conclusion phase*
Concluded	Applicant (Sponsors/CRO) also by delegation	*It will always be possible to add publications and/or results once the study has ended*

1.3 Copyright (specific properties and usage limit)

2. Access to the System

The RSO system will be accessible only to registered and enabled users of the application, who will be able to log with CNS (National Services Card), SPID (Public Digital Identity System) or a registered user account to the AIFA services portal.

Figure 1 - System Access

3. Menu

The Applicant user, through the *Menu* feature in the upper left, will be able to access the following sections: *Observational Studies, Administration* and *Help*.

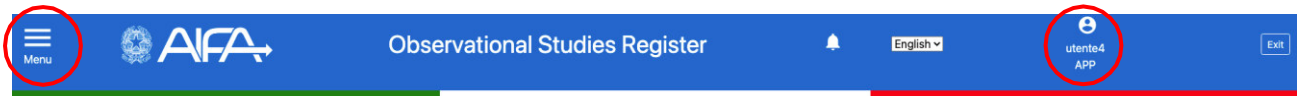

Figure 2 - Header RSO

These sections will provide access to the following features:

a) *Observational Studies*:
- *Studies List*
- *New Study Registration*
- *Study Delegation*
- *Studies Research/Search a study*
- *Delete a Study*

b) *Administration*:
- *Operations History*
- *Notifications Preferences*

c) *Help*:
- *User Guide*
- *FAQs*

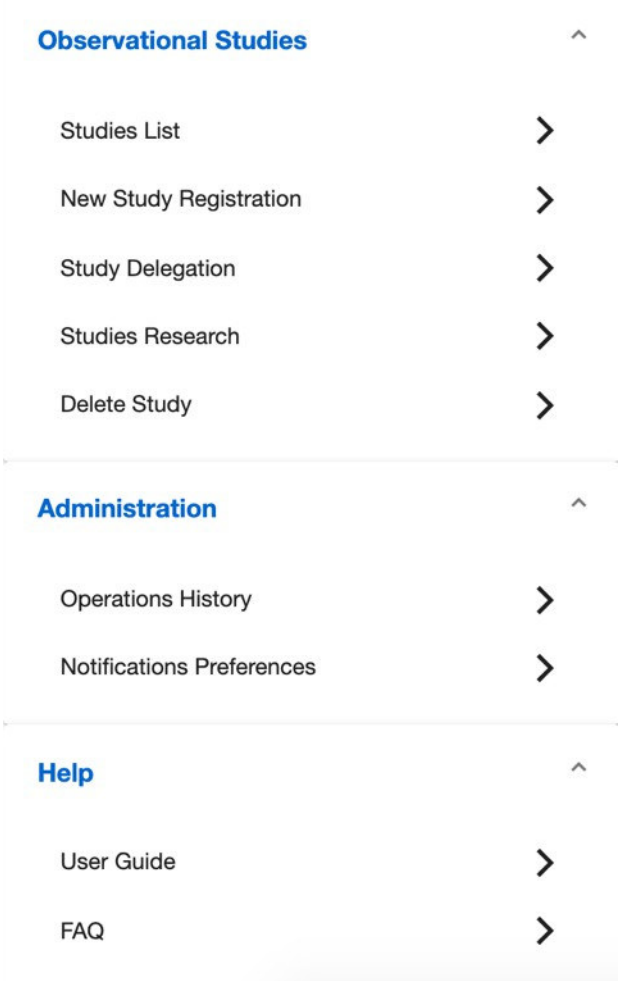

Figure 3 - Applicant Menu

In addition to the Menu, the user's name and profile are shown. The acronym APP refers to the profile of the Applicant user

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4. Studies List

In the *Study List* section, the Applicant user will have the possibility to view and operate on all the studies entered by him/her and those entered by other users belonging to the same Organization, with the same access profile to the RSO application.
For each study the user will be able to follow the progress of each study phase.

The Applicant will be able to filter the list of studies using the filters "*Study status" (↑)* and "*Study typology" (↑)* (see figure 4 – Studies List).

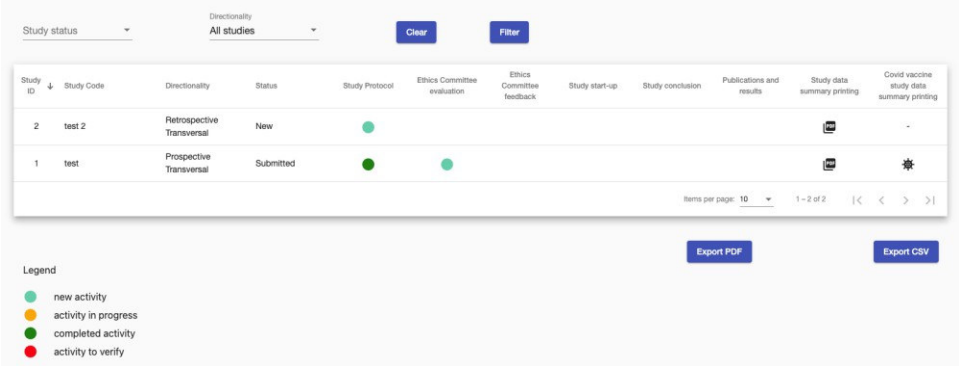

Figure 4 - Studies List

For each study, it is possible to print the summary data in PDF format using the button , while through the button you can print in PDF format the module of the observational study related to Covid-19 vaccines, if applicable.

For each individual step, there is a different color icon indicating the activity that is taking place in that stage:

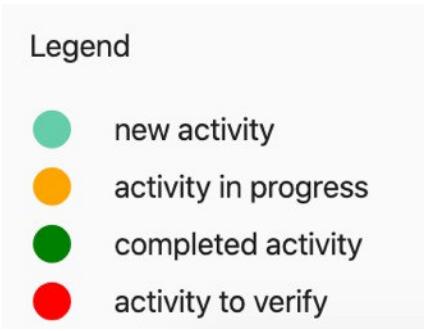

Figure 5 - Legend

Each icon has access links associated with the user's role.

Using the buttons Export PDF and Export CSV you can export the Studies List in PDF and CSV formats.

5. New Study Registration

Only RSO-enabled users with the Applicant role (Sponsors, CRO), or any delegate, can register a new observational study in the system.

Once the first registration of a new study is made (i.e. by entering the data in the sheet "Registration of a new study – Identification data"), the system will guide the user (or any delegate) in the entry of information in multiple steps. The user can enter the data in the order they prefer. The data will be saved for each step of the process.

Throughout the *Registration* phase, switching from one section to another (using the appropriate *Stepper* buttons, or with *Back* and Save *and proceed*) the save function will occur automatically, even if you have not entered all the required data.

5.1 Entering Identification Data

After selecting in the left menu the entry *New Study Registration,* under the Section *Observational Studies*, the Applicant will be able to enter the identification data of a new study.

In particular, the user will be required to write the *Study Code* and general information regarding the following categories:

- *Study typology*: it is mandatory to select at least one of the three possibilities: prospective, retrospective or transversal; multiple choice (e.g. both prospective and retrospective) is also allowed;
- *Study site*: it is mandatory to indicate at least one place where the study will be conducted among those in the checklist.

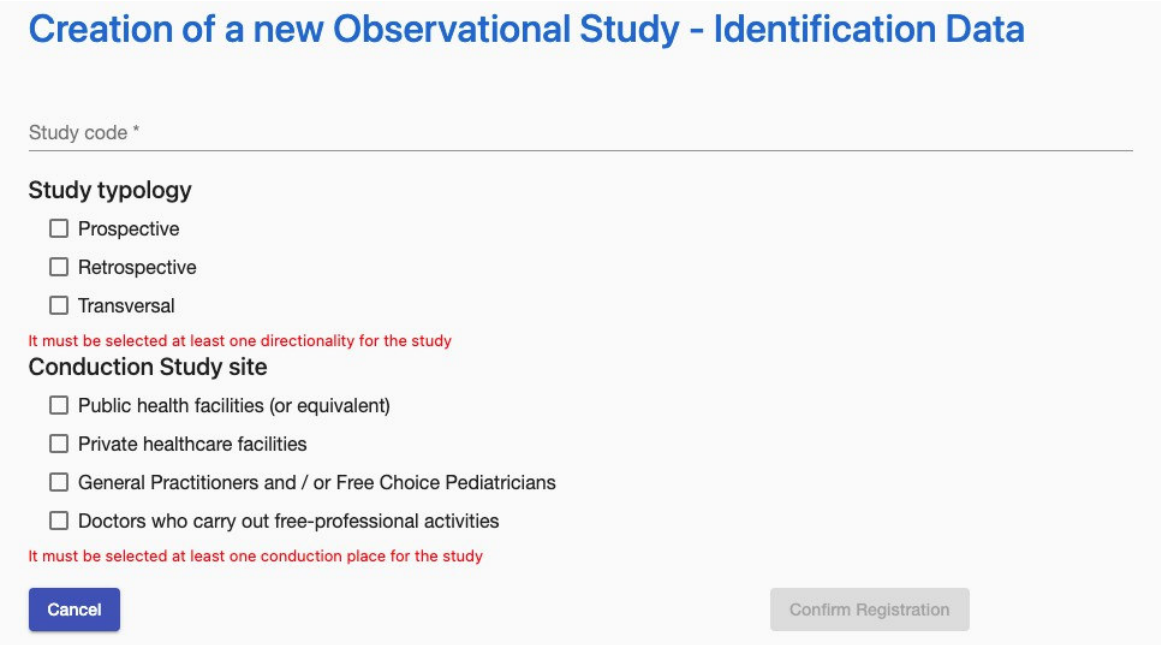

Figure 6 - Identification data

After entering the above-described data it is possible to return to the system Homepage, using the "*Cancel*" button, without saving the entered data. In this case, no study will be entered in the system.

Instead, selecting the "*Confirm Registration*" button, the system assigns a unique identification number to the study (*Study ID)* and asks the user whether to continue registering the Observational Study ("*Confirm and continue*" button) or delegate it to another user who belong to another organization (*"Confirm and delegate"* button*)*.

The delegated user will not be able to delegate another user. Following the delegation, the Applicant who entered the study identification data will only have the next steps in view mode, while the delegated user will be able to complete the initial registration and subsequent steps of start-up, end and publications/results (see paragraph 13. Study Delegation).

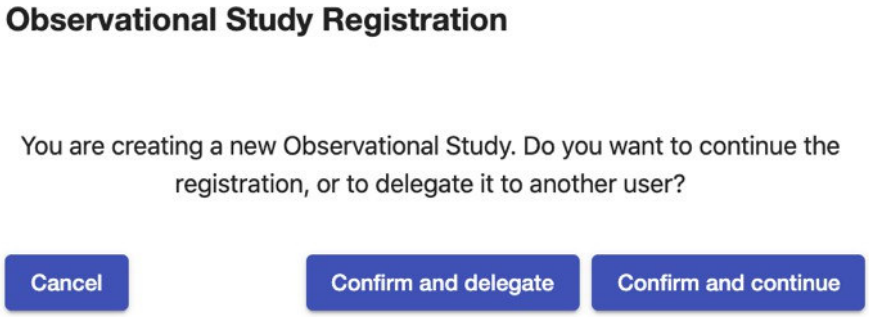

Figure 7 – Study registration confirmation

5.2 Sponsors and Applicants

After confirming the registration, the Applicant, or their delegate, will be able to enter the information related to the observational study, moving from one section to another (e.g. from section *1. Sponsors and Applicants* to section *4. Description form*).

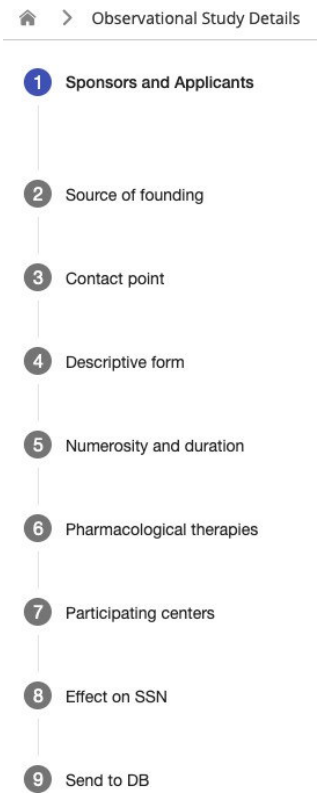

Figure 8 - Stepper

Each section at the top shows the study's identification data,that cannot be modified.

Figure 9 - Study identification data in non-modifiable mode

In the first section *(1. Sponsors and Applicants)*, the data of the Applicant organization can be searched in the registry by pressing the "*Edit*" button.

Figure 10 - Applicant Data

If the desired Applicant is not found as a result of the search, the system will allow the user, using the button "*You haven't found what you are looking for?"*, to view the contact details:

- Open a Ticket selecting the following link: https://helpdesk.aifa.gov.it/rexpondo/customer.pl
- Call number +39 06 6228 9430

This feature is also present in the following sections, specifically, in each search from a specific master data.

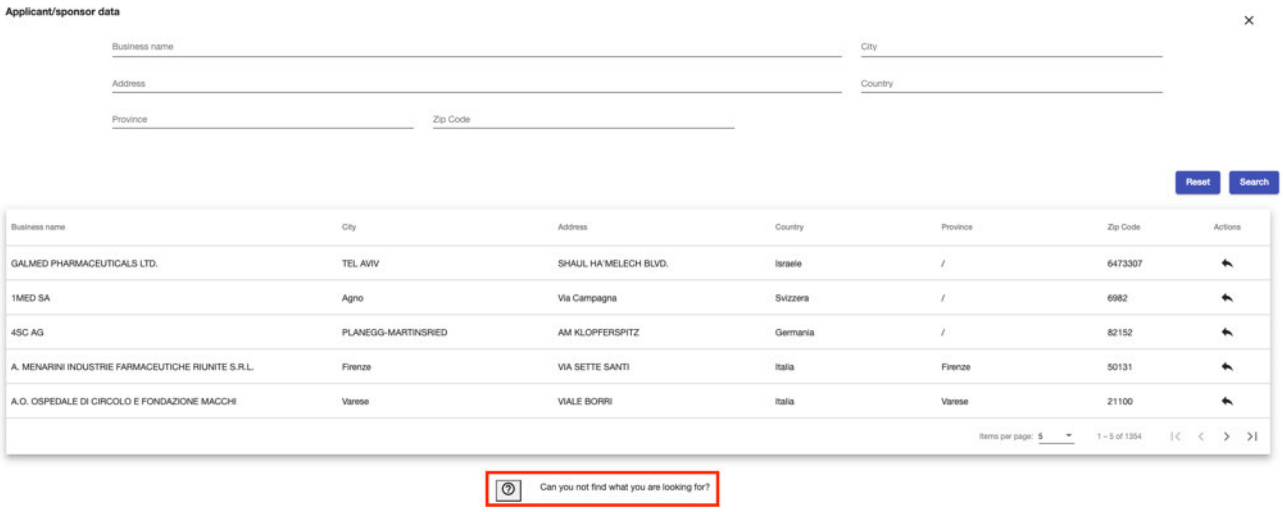

Figure 11 - You haven't found what you are looking for?

The Applicant will have to explain whether the Applicant organization is the Sponsor of the observational study: if *NO* (selected by default) the system will show a second panel related to the Sponsor data, which will be searched by "*Edit" button*. By selecting *Yes*, the system will not show the panel.

The user will be able to:

- save the entered data by pressing the "*Save"* button;
- save and go to the next section by pressing the "*Save and proceed"* button;
- exit the trial recording by pressing the "*Cancel"* button; this button will notify the user that, if they confirm their exit from the system, any data not saved will be lost.

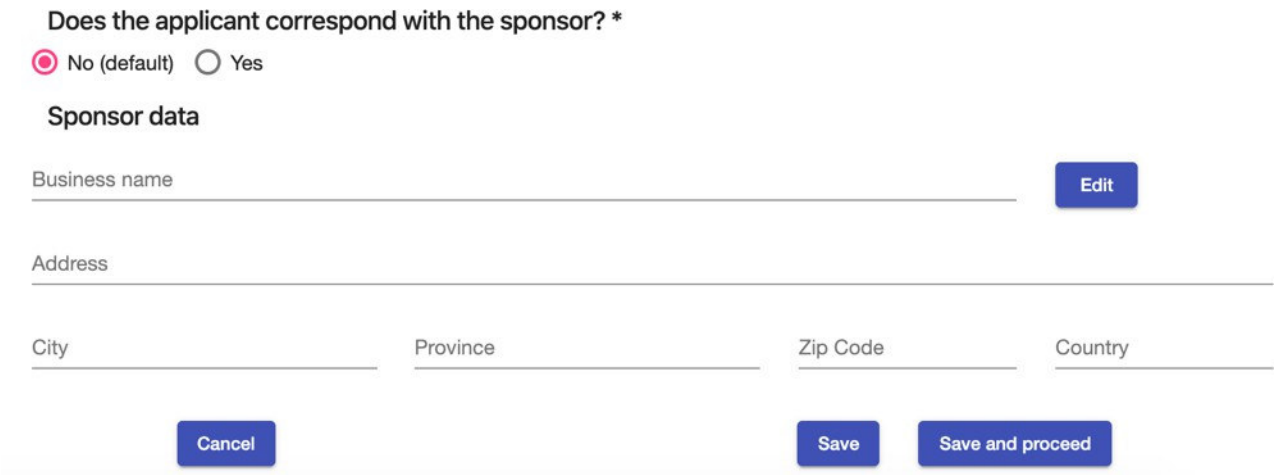

Figure 12 – Sponsor data (if the Applicant does not coincide with the Sponsor)

Figure 13 - Sponsor data (if the Applicant coincides with the Sponsor)

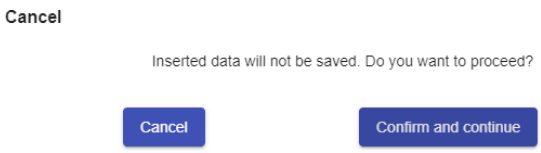

Figure 14 – "Cancel"

Clicking on "Cancel" you go back to the section related to the compilation of the Applicant's data.

By clicking on "Confirm and continue" the system closes the registration session and returns to the homepage.

5.3 Source of funding

In this section, the Applicant must indicate the sources of funding for the study.

The entries *European Commission* and *Other*, if selected, will activate related text fields to enter details that must be filled in by the user.

If *Pharmaceutical company* is selected, it will be mandatory to specify the company. Using the "*Edit*" button, the user will be able to search for the Pharmaceutical Company.

Beside the buttons *"Save", "Save and proceed"* and "*Cancel"* described above, the user can press the "*Back"* button that will save the entered data and will return to the previous section.

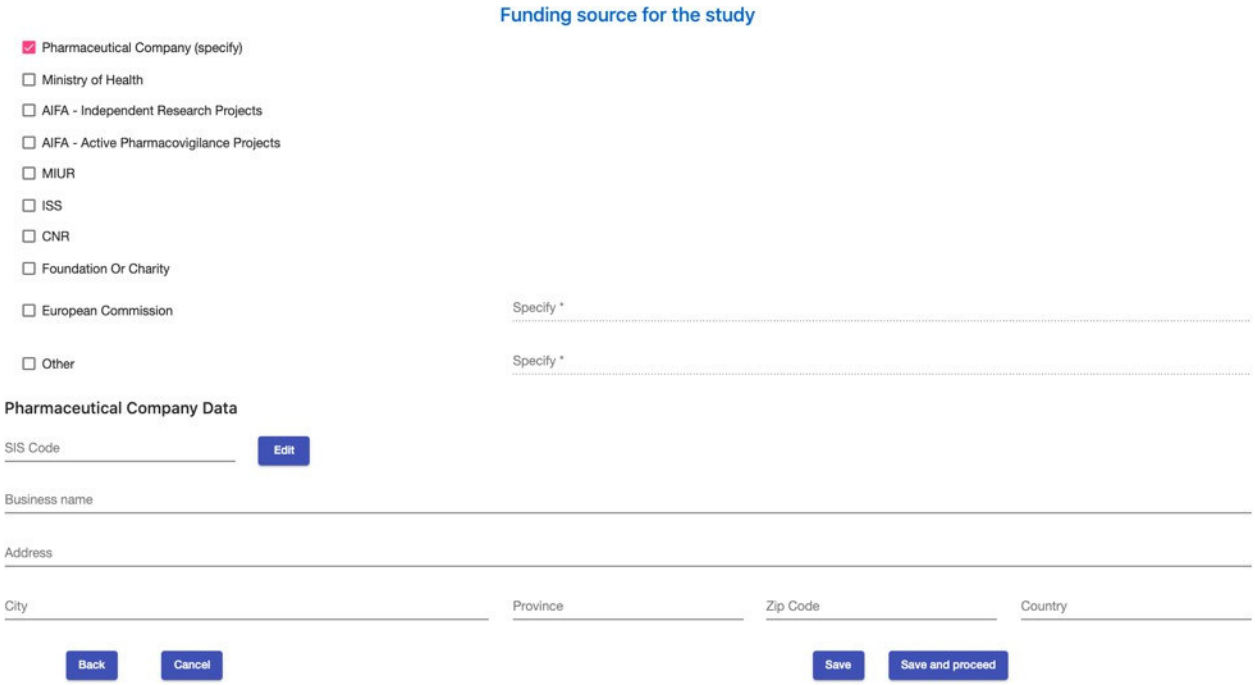

Figure 15 – Funding source

5.4 Contact Point

In this section, the Applicant enters the study's *Contact Points* data, using the button Add. It is mandatory to enter at least one Contact point.

The *Name*, *Surname*, and *E-mail address* fields are mandatory. After inserting the first Contact Point, the user can edit the contact point or add a new one.

Finally, the user can download the privacy policy related to the processing of personal data, by clicking on the related link.

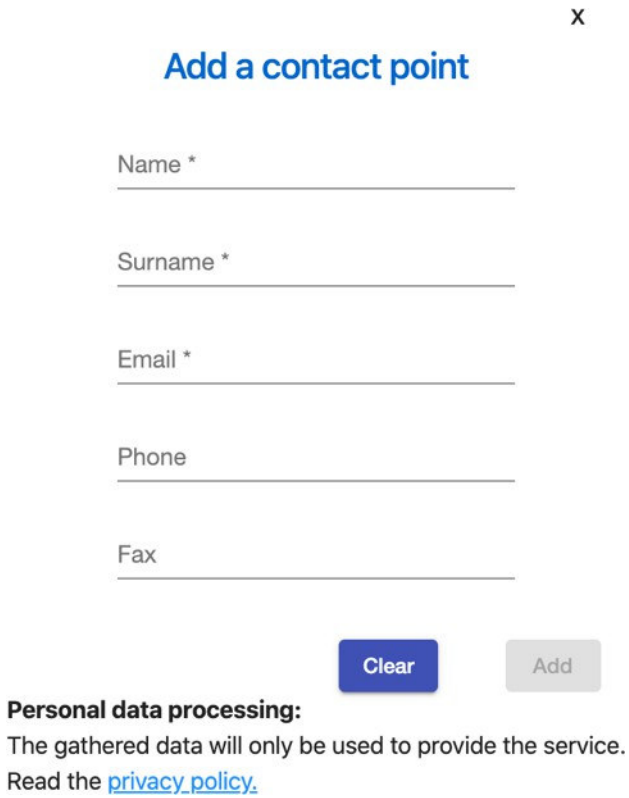

Figure 16 – Contact Point

5.5 Descriptive form

The section is divided into six *tab* (*General, Objective, Protocol, Other Documentation, Therapeutic Area, Population) s,* through which the Applicant can enter the following information:

- *General*: it will be mandatory to enter the *Title of the study* (in English and in Italian) and indicate the *Purpose* and the *Design* of the study. If *Other* is selected*,* it is required to describe the specifications of *Other Design*. Furthermore, Keywords can be entered (in English and in Italian).

The "Research Area" fields (Pharmacology, Epidemiology, Immunology, Virology, Other) must be selected. if the Applicant is registering an observational study on Covid-19 vaccines.

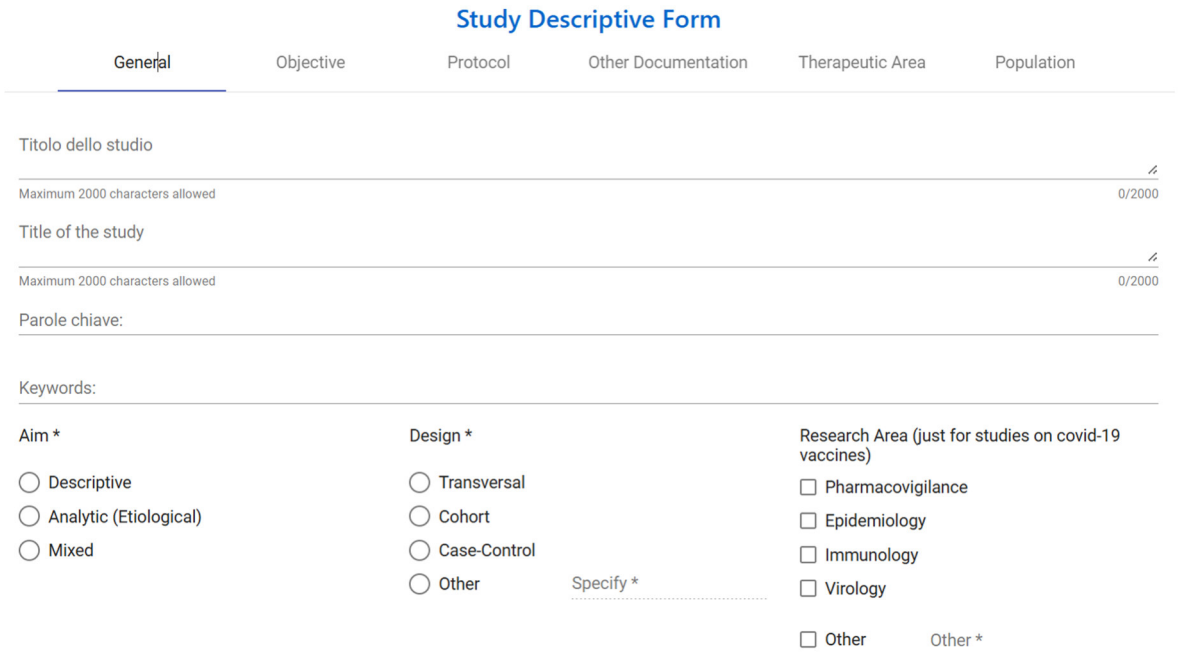

Figure 17 – General

After completing the *'General'* section, the 'Objective', 'Protocol', "Other Documentation", 'Therapeutic Area and 'Population' sections must be completed in order to finalize the registration of the 'Study Description Sheet'.
Selecting the *'Save and go on*' button allows you to move on to the next section of stepper 5. Population and duration'.

- *Objective*: the user will have to select at least one *Primary Goal* and enter the description;

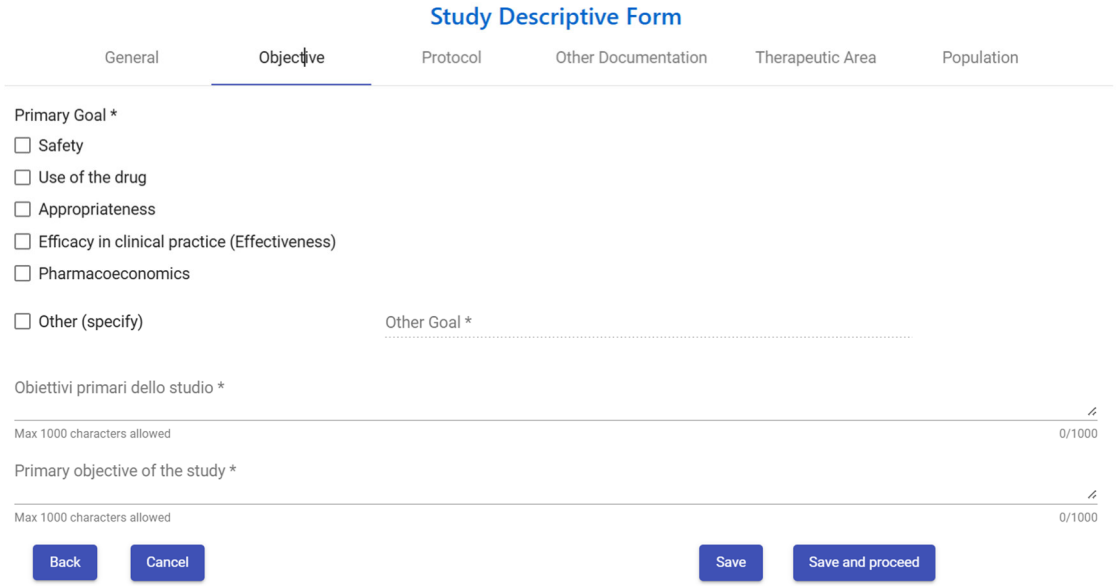

Figure 18 – Objective

- *Protocol*: the user will have to select one *Study scope* and attach at least one Study *Protocol File*.

The information related to the fields *Principles of analysis of collected material and data*, *Interventions and Procedures, Inclusion criteria*, *Exclusion criteria, Rational study* and *Main outcome measures* should be entered only if the Applicant is registering an observational study on Covid-19 vaccines.

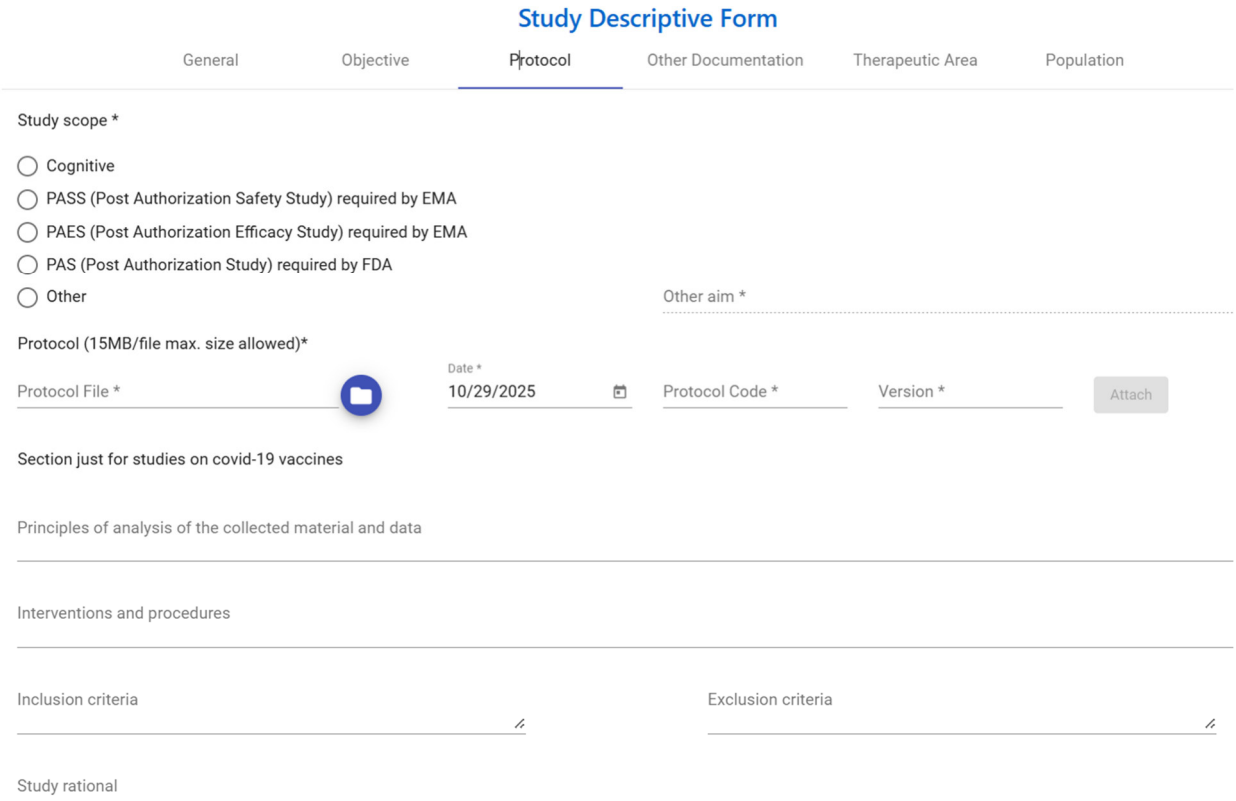

Figure 19 – Protocol

- *Other Documentation*: The user has the possibility to attach additional supporting documentation, other than the entered Protocol.

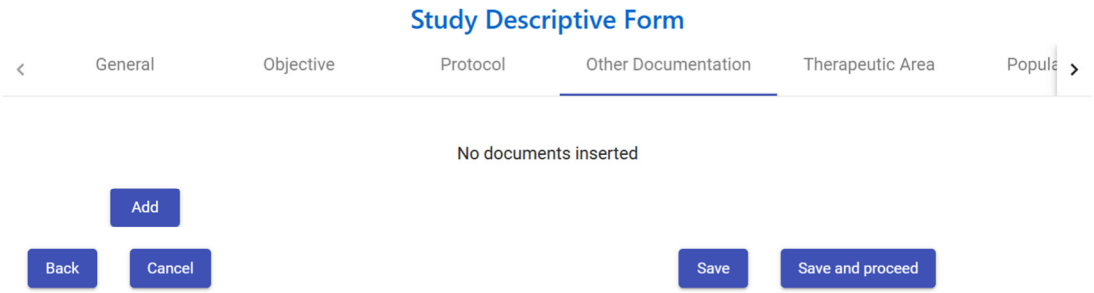

Figure 20 – Other Documentation

Clicking on the *Add* button the following screen will be opened:

Figure 21 - File Details Other Documentation

and, selecting the *Document Type*, the list of documents to be attached will opened:

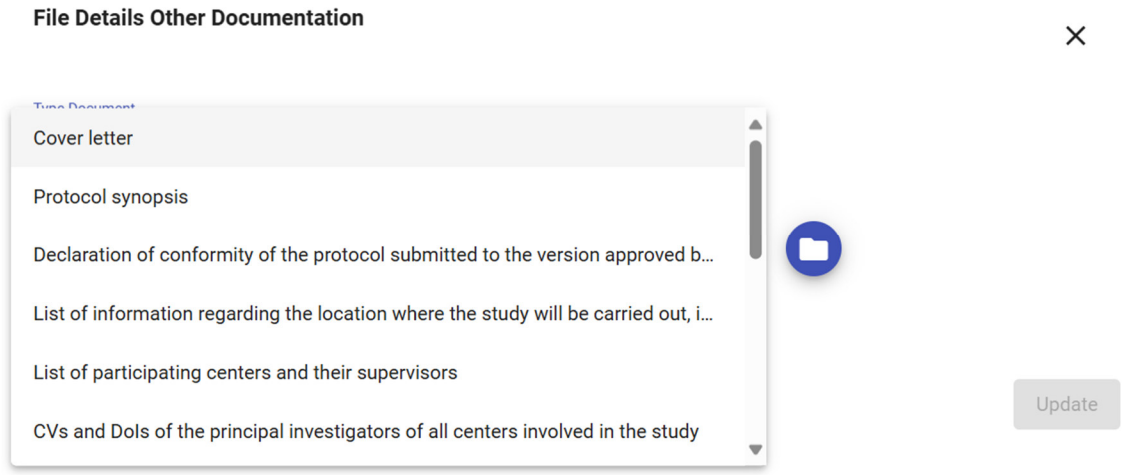

Figure 22 - Document type selection

At least one document from this list must be attached.
The form for uploading the file (e.g., Protocol Synopsis) is shown below:

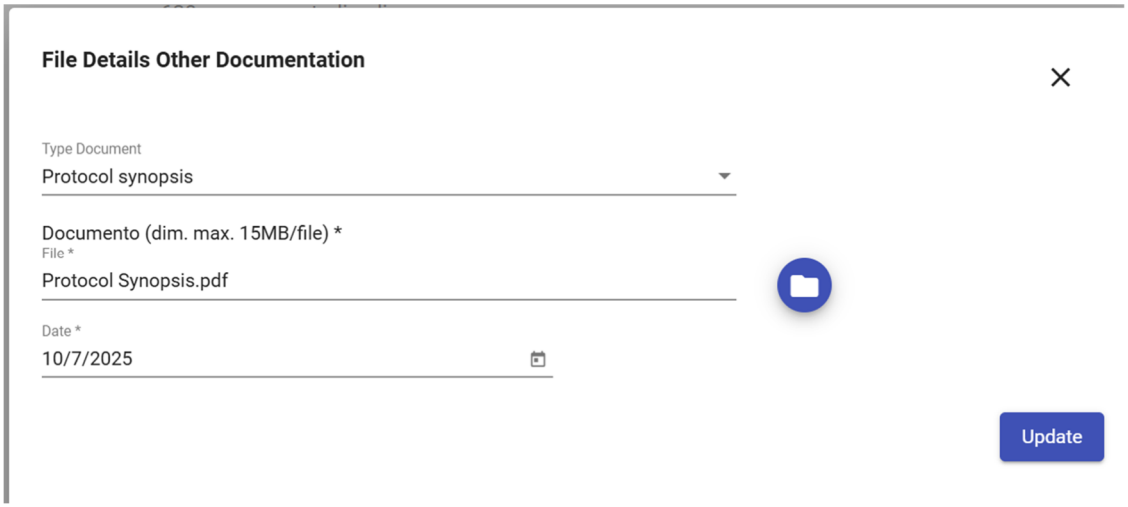

Figure 23 - Uploading file form

Once the file has been selected, click *Update*; the form below will be opened where is possible to click *Save* to upload the file and add additional documentation, or click *Save and Continue* to upload the file and proceed to the next step.

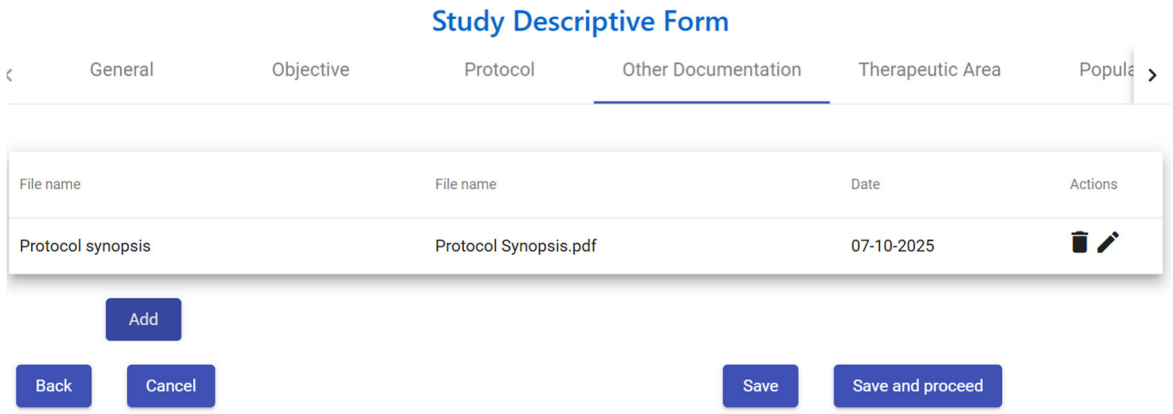

Figure 24 - Upload addition other documentation

The same steps must be repeated to attach any other supportive documentation.

- *Therapeutic Area*: the user will have to enter the *Therapeutic Area* of the observational study using the *MESH* classification, divided into two levels;

    - *Clinical Condition:* the user must enter the clinical condition in both Italian and English;

    - *MedDRA Classification*: one or more clinical conditions could be entered by selecting them from the MedDRA taxonomy by clicking on the "Add" button. After entering them, it will always be possible to remove them. If not applicable, the user will select the appropriate checkbox and enter the mandatory comment.

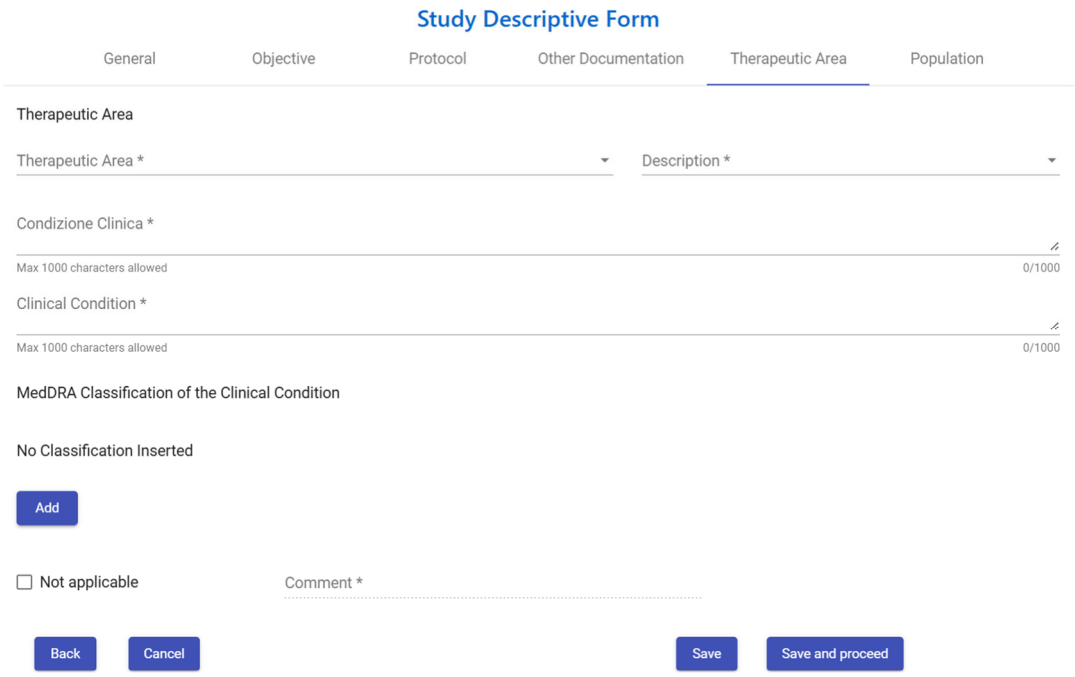

Figure 25 – Therapeutic Area

- *Population*: the user will have to select the *Gender* and *Age Group* of the population included in the study. The user may also indicate some *Special populations* and can select more than one checkbox for each field.

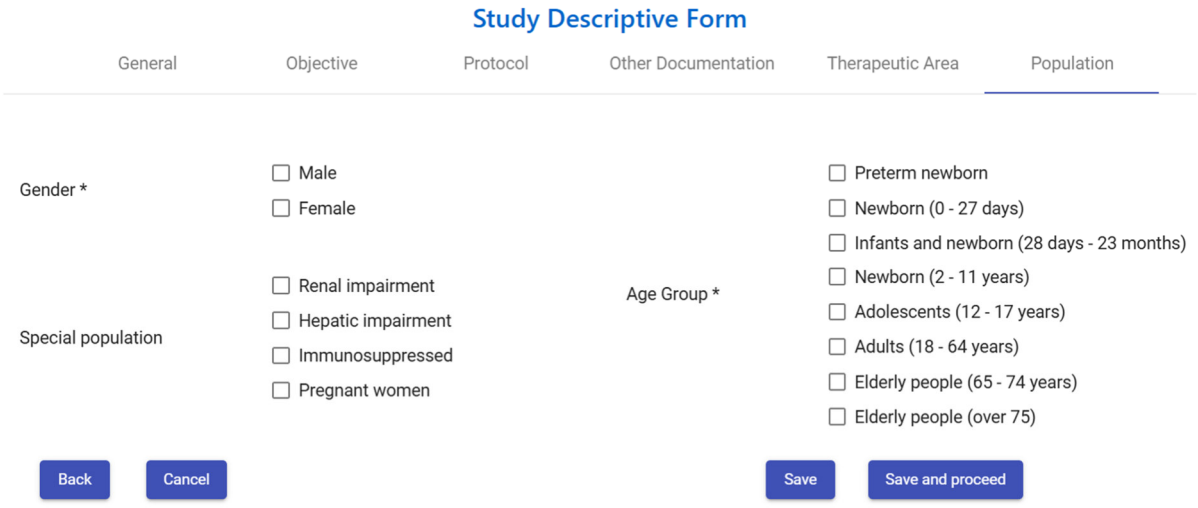

Figure 26 – Population

5.6 Numerosity and duration

The Applicant will have to select the *Expected number of subjects* in the World, the European Union or Italy and the *Number of participating countries*.

Finally, it should be included the *Expected study duration* (expressed in days/weeks/months/years) and the *Expected end date of the study* (month and year only).

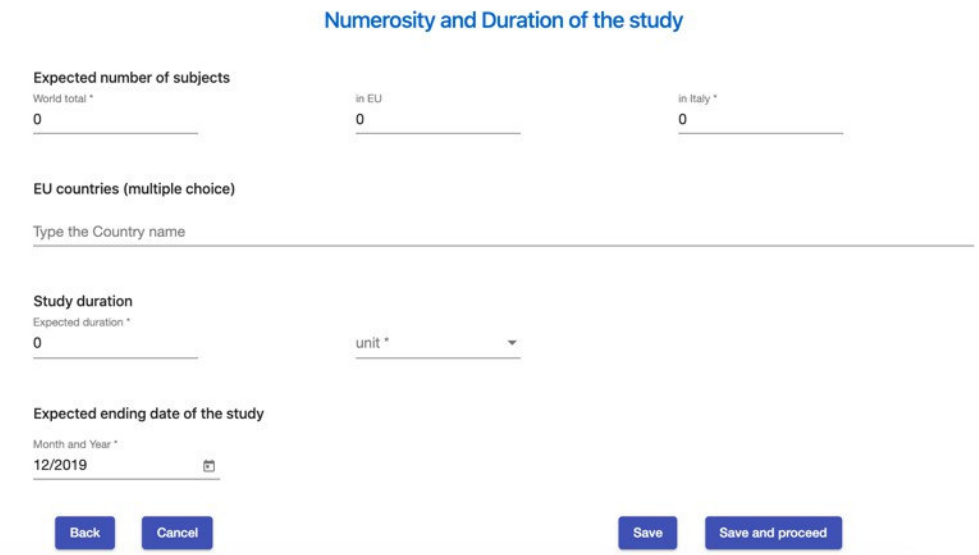

Figure 27 – Numerosity and duration

5.7 Pharmacological therapies

The Applicant will be able to enter the data related to a *Pharmacological therapy* using the following research criteria:

- *Add by ATC*
- *Add by proprietary medicinal product*
- *Add medicine not authorized use*

Please note: the last functionality is only available for Retrospective studies.

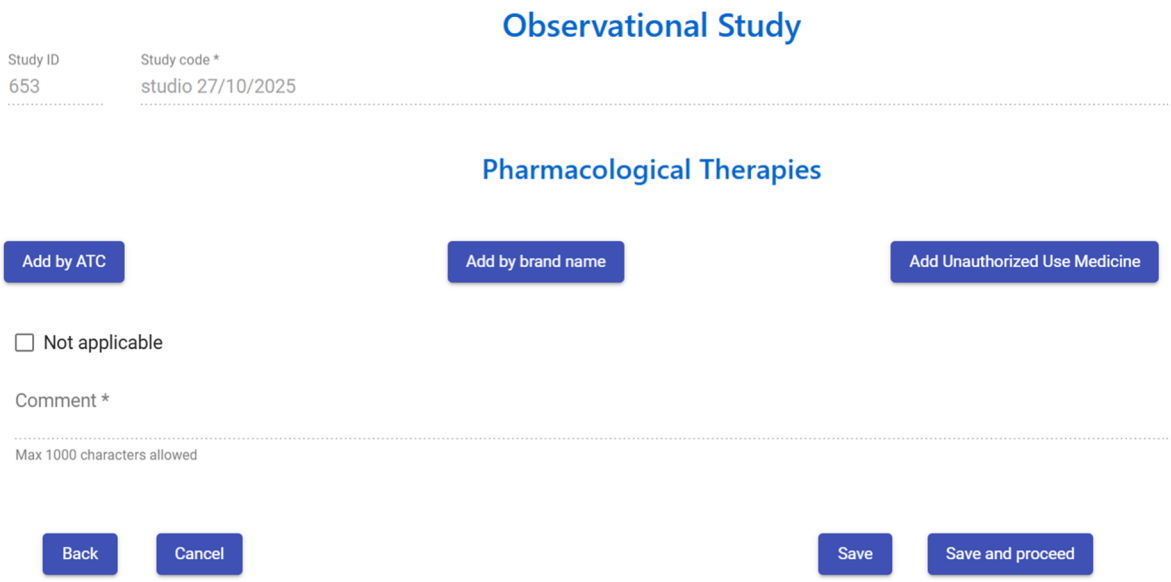

Figure 28 – Pharmacological therapy

- *Add by ATC*

It will be possible to select a category of medicines related to a pharmacological therapy. It will be mandatory to select at least the first level of the ATC classification to perform the search; using the link Show specialty the user can search for the medicinal proprietary medicinal product related to one category of medicines by using a different search criterion;

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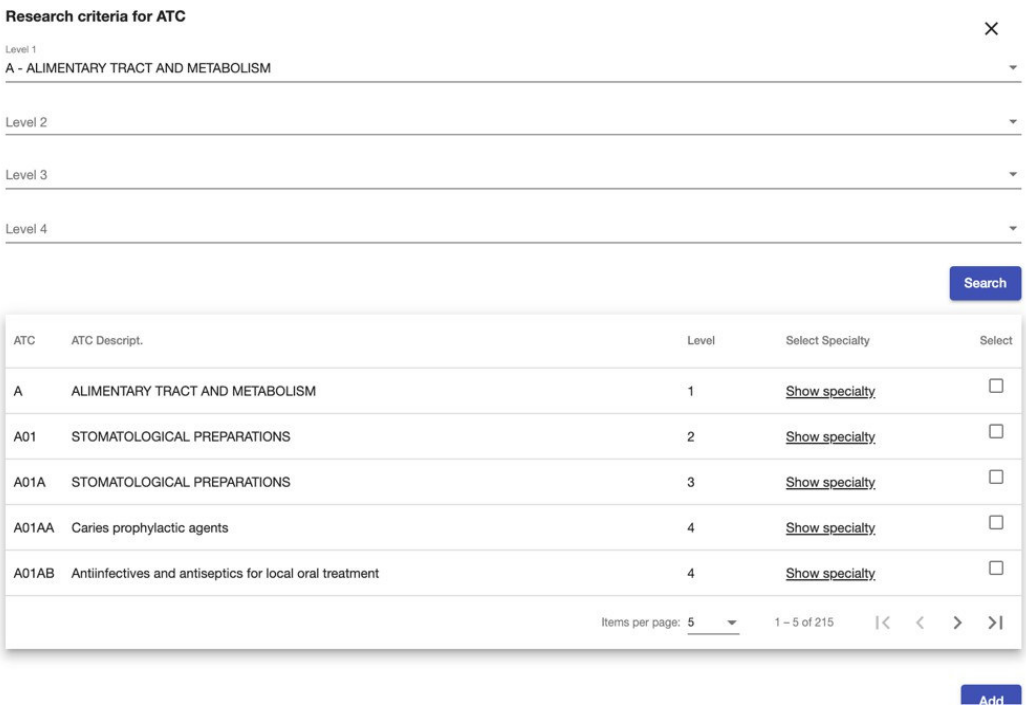

Figure 29 – Search by ATC

- *Add by Proprietary medicinal product*

To carry out the search, at least one field must be used, and the minimum string must be of three characters.

After the search, the user will be able to select one or more medicines related to specific therapies. As long as the study is not registered, it will be possible to eliminate them.

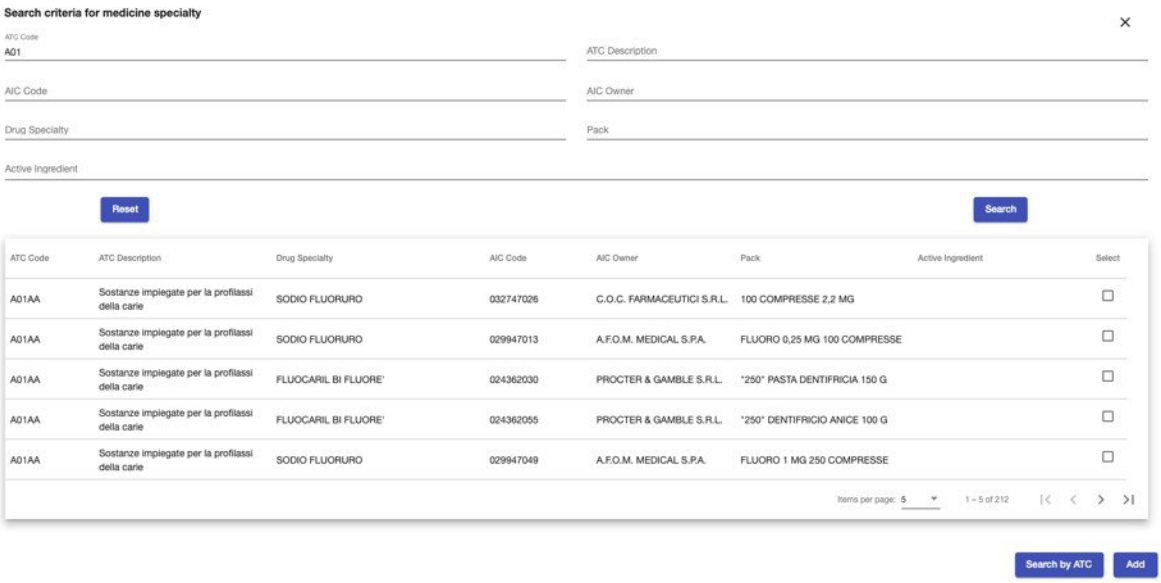

Figure 30 – Search by proprietary medicinal product

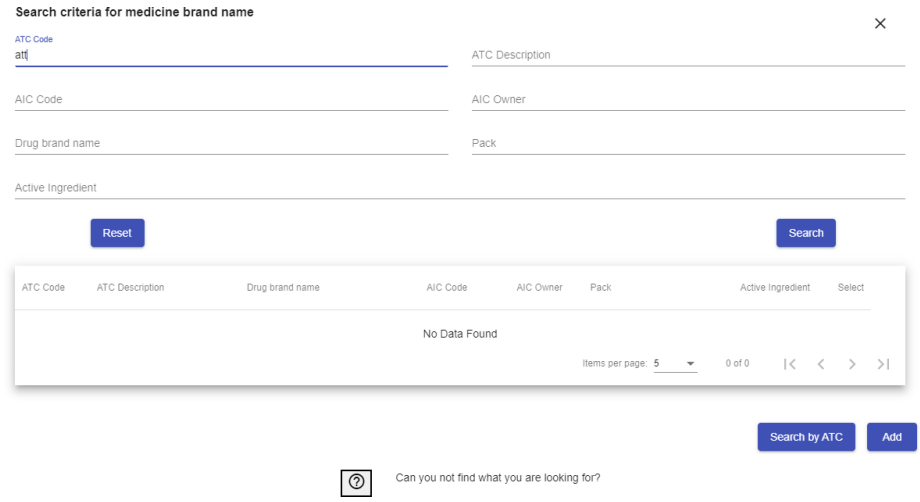

Figure 31 – Search Medicine "Can't find what you are looking for?"

If after searching by 'medicine brand name' no information is found, the system will allow the user to view the contact details as described above trough the button "*Can't find what you're looking for?*".

After entering the data for the pharmacological therapy, the Applicant should select the "*Declaration*" checkbox to view the details of each single therapy and enter information related to the Declaration of medicine use conditions and any *Notes*.

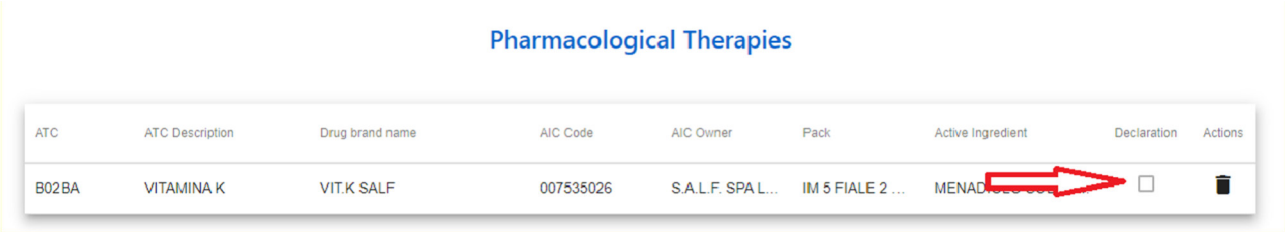

Figure 32 – Declaration

In the following section all the checkboxes must be selected:

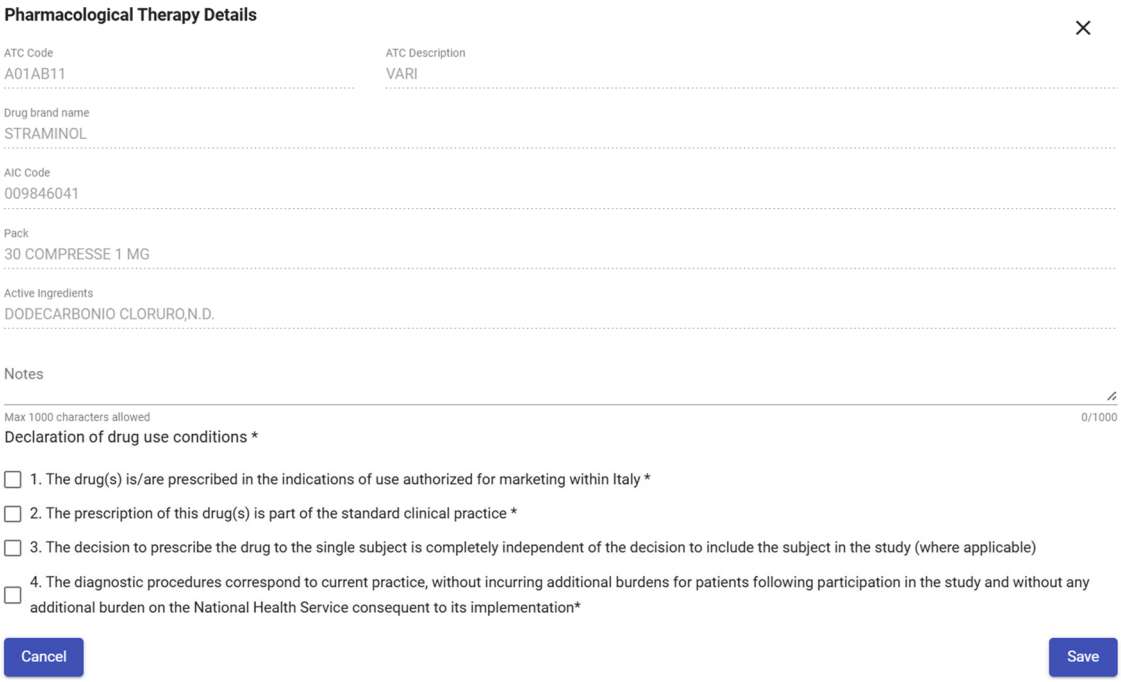

Figure 33 – Therapy Details

If it is not possible to indicate any pharmacological therapy, the user will be able to select the "*Not Applicable*" checkbox (active only when no therapy is present) and will be required to enter the reasons. In this case, the following messages shown in the figure below will be visible in the system:

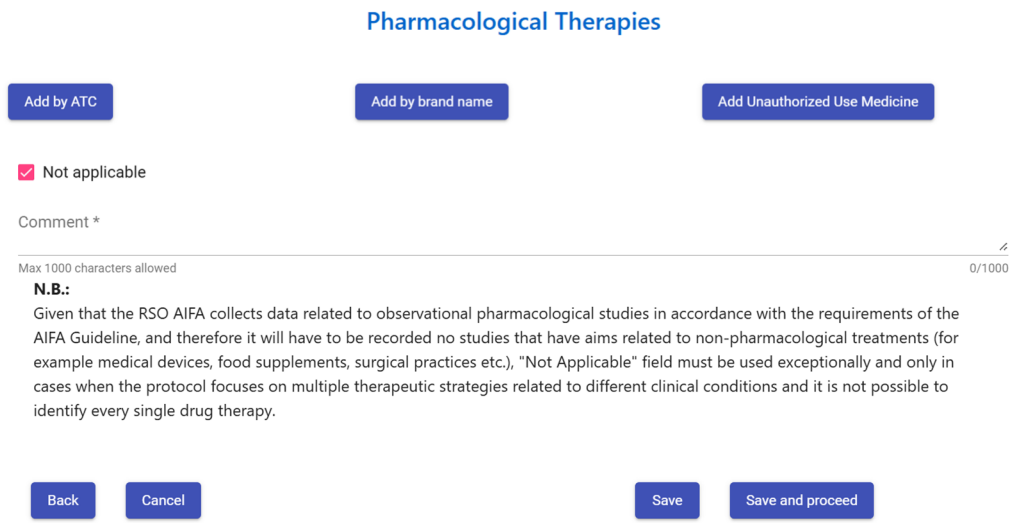

Figure 34 - Not Applicable

- *Add medicine not authorized use*

This functionality will only be available for retrospective studies and it is related to the use of a medicine different from the one stated in the Summary of Product Characteristics or is related to medicines without marketing authorization used in line with the condition of use as provided by the Annex 2 of the guideline.
Clicking on the "*Add unauthorised medicine*" button the screen below will be opened, where two buttons are available: one for medicines with marketing authorisation and the other for medicines without marketing authorisation.

Figure 35 – Add medicine not authorized use

Selecting the button "*Add medicine with AIC*" the following section will be available where it could be possible to search by *ATC code*, *ATC description*, etc.

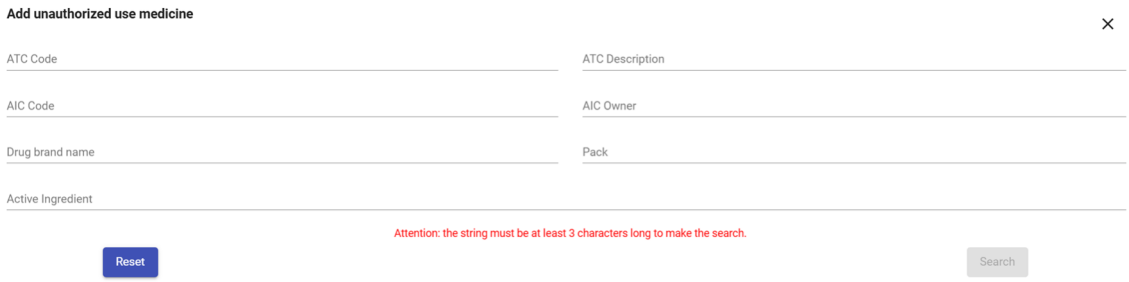

Figure 36 – Add medicine with AIC

Once the medicine has been selected it is necessary to click on the Declaration of use related to medicines in unauthorized use, as shown in the figure below:

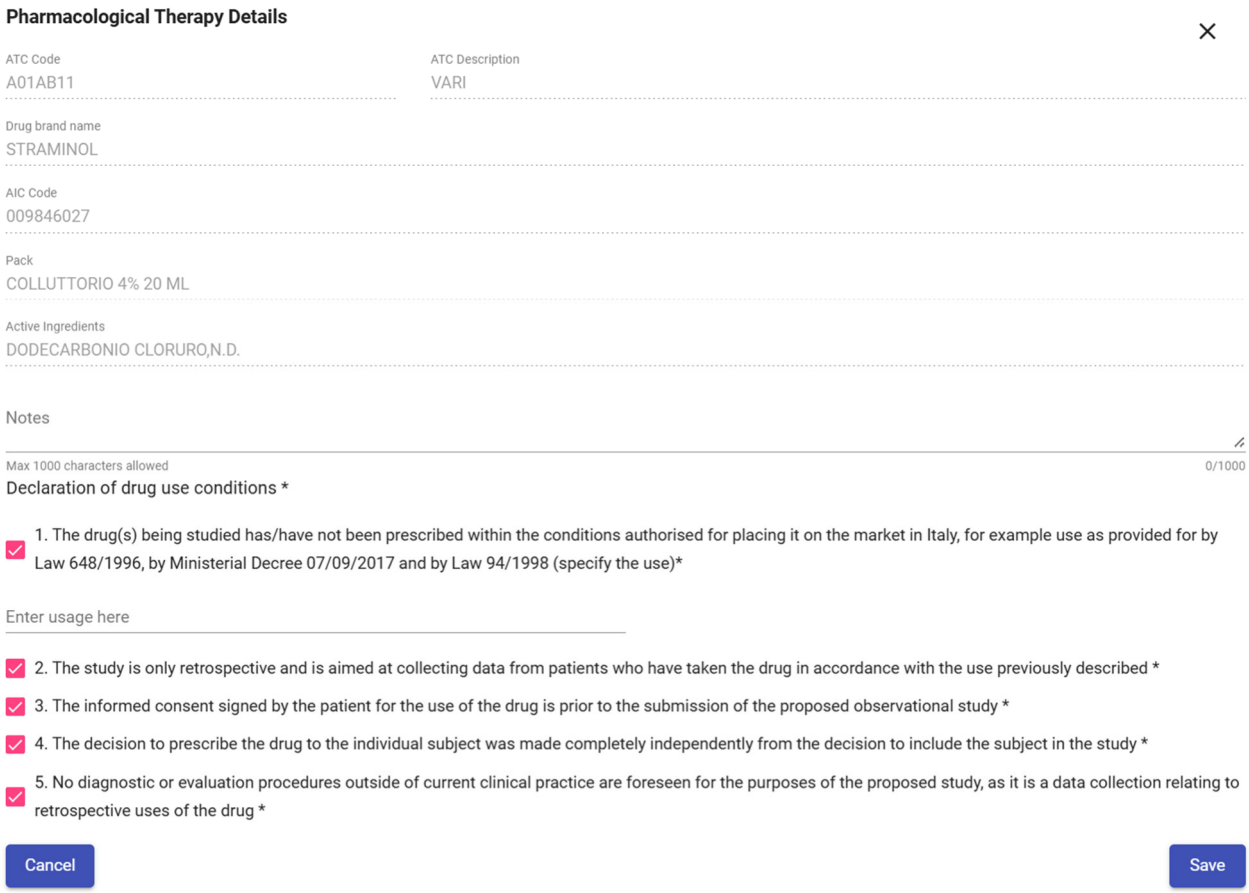

Figure 37 – Declaration of use

Selecting the button "*Add medicine without AIC*" the following section will be available where the user must enter

the name of the medicine as free text and than select the items of the Declaration of use related to medicines in unauthorized use as shown in the case of medicines with MA.

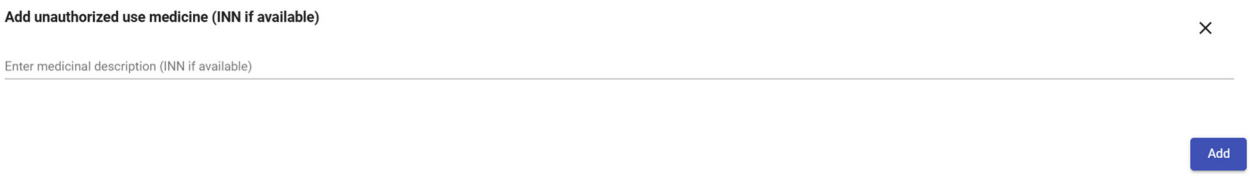

Figure 38 – Add medicine in not authorized use – not authorized medicine

5.8 Participant Centers and Ethics Committees

In this section, the Applicant will be able to search for and enter at least one or more *Participant Centers* as shown in the figure below:

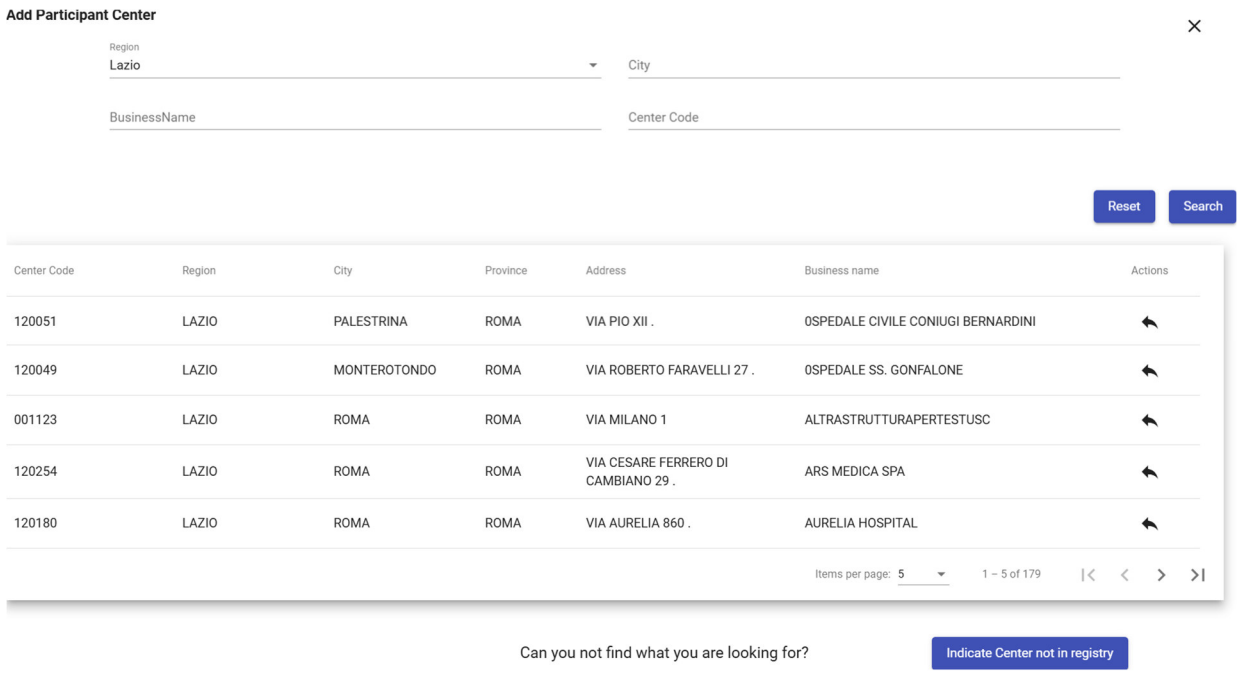

Figure 39 – Search participating centers

The coordinating Participating Center will be the one associated with the new single Ethics Committee (having code *OCE00**), as shown in the example below, where the Coordinating Center checkbox has been set on "YES" and will not be editable. This Coordinating Participating Center is the dedicated structure created for the census of new Ethics Committees.

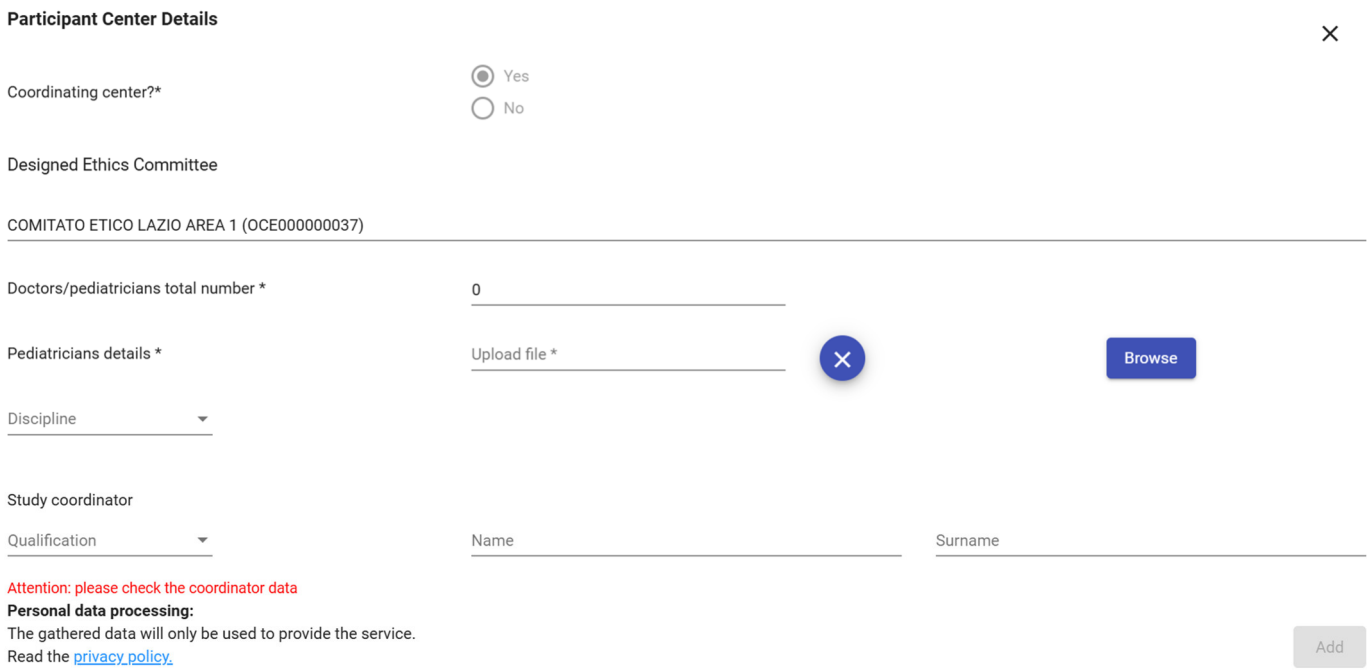

Figure 40 – Coordinating clinical site details

The user must fill in the following fields:

- *Total number of responsible doctors/pediatricians*, if different from zero, and in this case, a document detailing the responsible doctors/pediatricians must be attached.
- The *Discipline*
- The details of the *Study Coordinator Responsible for the study*, which is a mandatory field.

Only for analytical purposes, it is required to enter all sites involved in the study as participating centers, which will not be associated with any Ethics Committee. In this case, the screen below will be displayed, where the Coordinating Center checkbox has been set on “No” and cannot be modified.

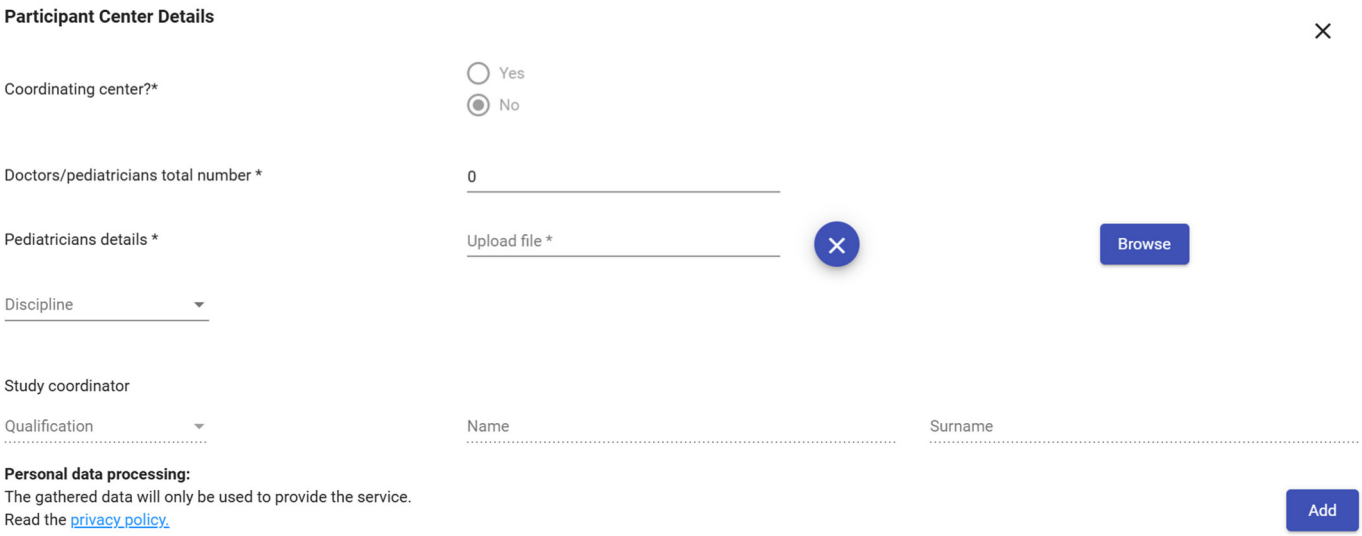

Figure 41 - Participant Center Details

If the desired trial site is not found, the user, using the "*Indicate Center not in the register"* button, will have the option to add the center not present in the master data, specifying only the name of the center.

If the structure is an Azienda Sanitaria Locale (ASL), the user will be able to enter the details of the local health unit (none is compulsory), indicating the Number of doctors at public facilities, Number of doctors at private facilities, Number of GPs/pediatricians, Number of self-employed doctors.
After entering the participating centers, as long as the study is not registered, the user can delete them at any time.

Figure 42 - Details for ASL Structure

5.9 Impact on SSN (National Health System)

In this section, if the Applicant is registering an observational study on Covid-19 vaccines, (s)he can insert the Impact on the National Health System (*Sistema Sanitario Nazionale*, SSN) through a specific text field. If the study is not about the Covid-19 vaccines, the user is not required to fill up this step.

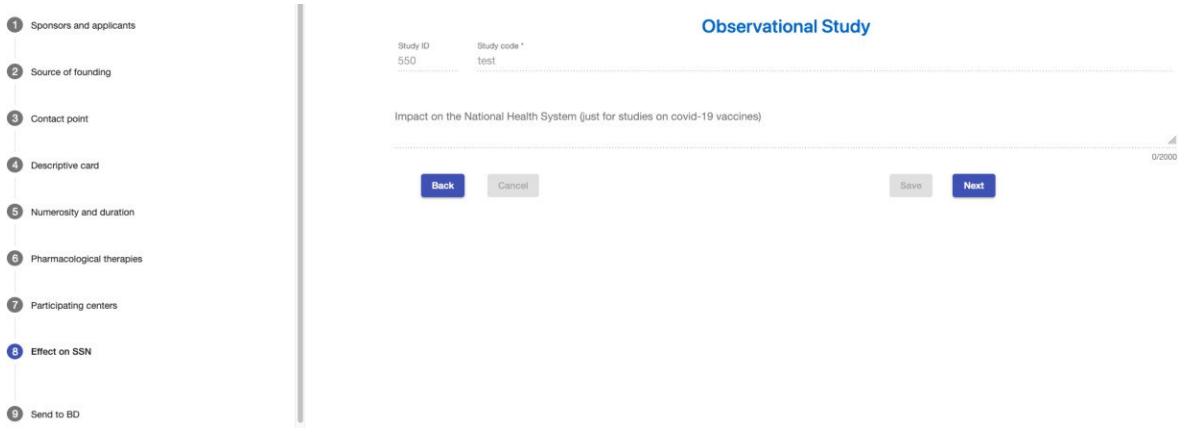

Figure 43 – Effect on SSN

5.10 RSO Submission Form

Before proceeding with the registration of the study (Send to BD) the Applicant must download the PDF containing the study data and attach it in the documentation area (Step 4 “Descriptive form” - Tab “Other Documentation”) described in the previous paragraphs.

5.11 Send to DB

In this section the user will view a summary overview of the different sections, where any error messages are highlighted when any sections/tabs have not been filled in case of absence of mandatory data.
If all the data entered in the different sections are correct, the ‘*Send to DB’* button will be activated. After clicking this button, the user can confirm or not the choice to send the study to DB.

Then the user will view a page containing a summary table with all the relevant studies.

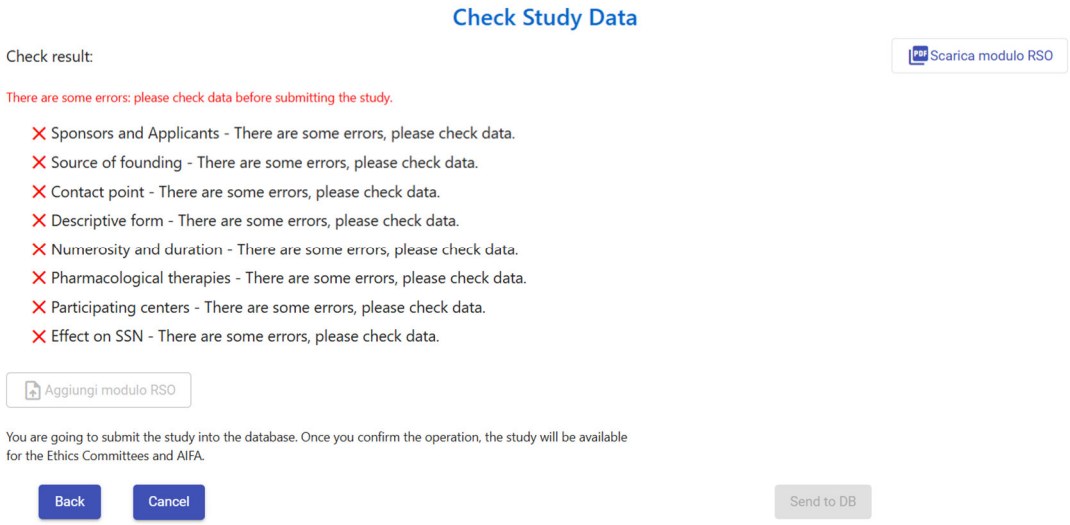

Figure 44 – Check Study Data

6. Study Revision/integration

For all observational studies type, the *Ethics Committee* may request a revision/integration of the study's registered data after viewing it.

In this case, the Applicant will be able to view the requests of the *Ethics Committee,* through the appropriate icon (see Figure 45– Study Revision) available in the *EC Evaluation* column; afterwards, it will be possible to modify or integrate the study according to the indications specified in the notes entered by the Ethics Committee.

The user will be able to change/integrate the study accessing through a special icon in the *Study Protocol* column highlighted as an activity to verify (red dot).

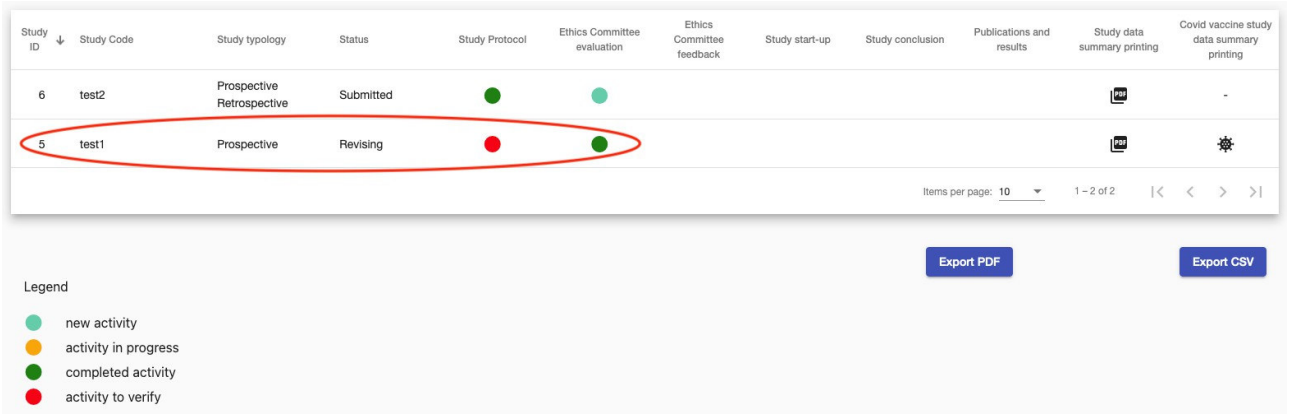

Figure 45 - Study Revision

7. Ethics Committee Opinion

Once the *Ethics Committee* has expressed its opinion, the Applicant will be able to click on the relevant icon of completed activity (see Figure 46– EC Opinions) in the *EC Opinions* column and view the details.

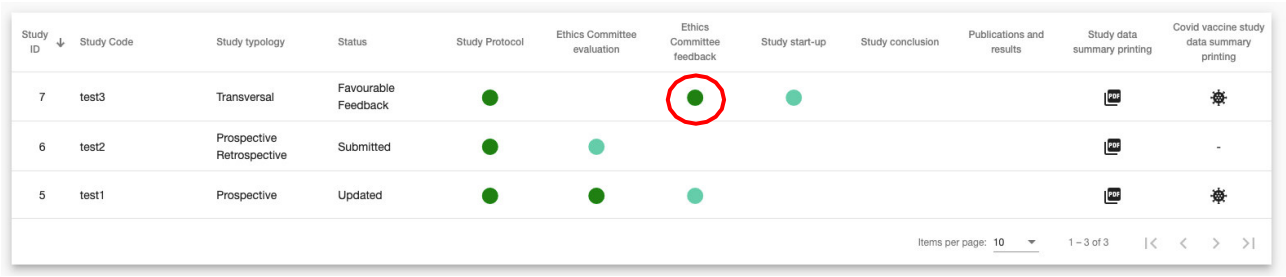

Figure 46 – Ethics Committee opinion

In this section, the summary data of the opinions expressed by the *Ethics Committee* involved in the study will be collected via a table.

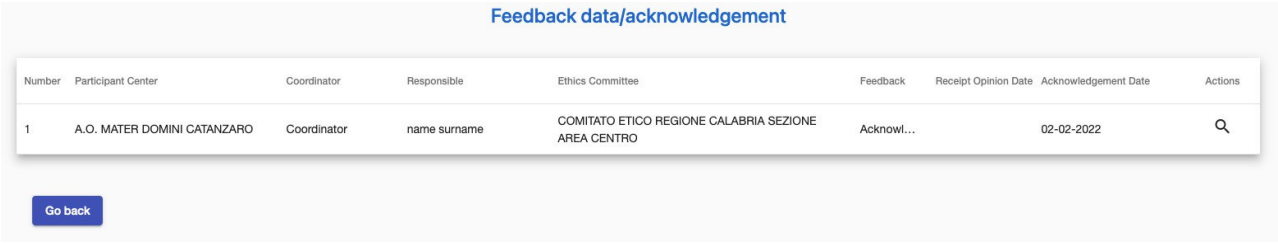

Figure 47 – Opinion data

By clicking on 🔍, the user can access the opinion detail form, through it will be possible to view the details of the opinion expressed by the *Ethics Committee*.

Figure 48 – Opinion details

8. Study start-up

Clicking the new activity icon (see Figure 49- *Study start-up*) under the column *Study start-up*, the Applicant can enter the data on the study start.

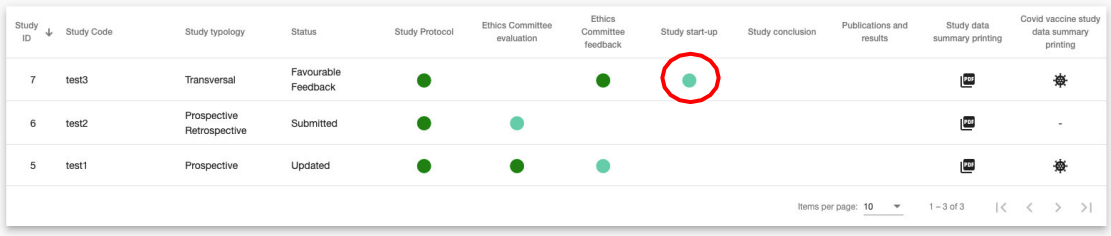

Figure 49 – Study start-up

In particular, it should be specified whether the Study has been started or not: if it has been started, the *Study start date* must be selected*;* otherwise, a text area will be opened in order to specify the reasons for the failure to start.

A study can only be started after it has received the positive opinion by the Ethis Committee. The user can save the Study start data at any time using the "*Save"* button and cancel the entered data using the "*Cancel"* button.

Then it will be possible to confirm the data through the "*Confirm starting data"* button.

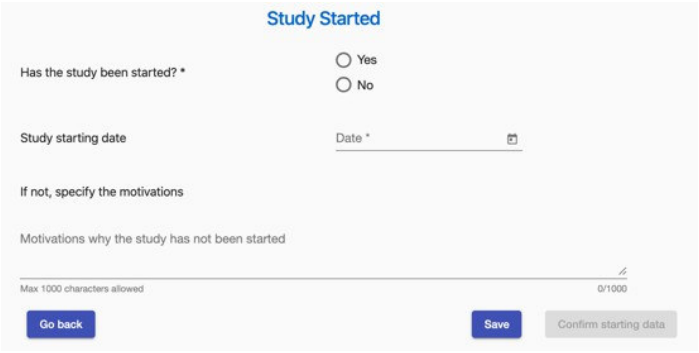

Figure 50 – Study start data

9. Study conclusion

After the study start, the new activity icon (see Figure 51- Study Conclusion) under the *Study conclusion* column will be available, through which the Applicant will be able to enter the study conclusion data.

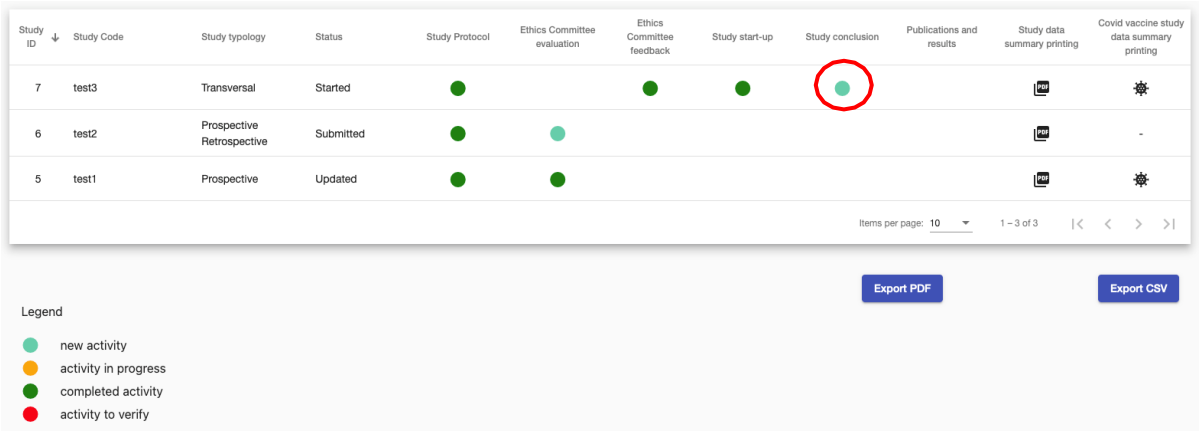

Figure 51 – Study conclusion

In particular, the Applicant will have to enter the *Date of conclusion of the study* and the *Number of subjects included in the study.* In addition, it should be indicated whether *the study has ended in advance,* and in this case the related reasons for the early conclusion should be reported.

At any time, the user can save the entered data, with the "*Save"* button, cancel them with "*Cancel"*, or confirm the entry of the data with "*Confirm Conclusion Data"* and proceed to the next phase of "*Publication"*.

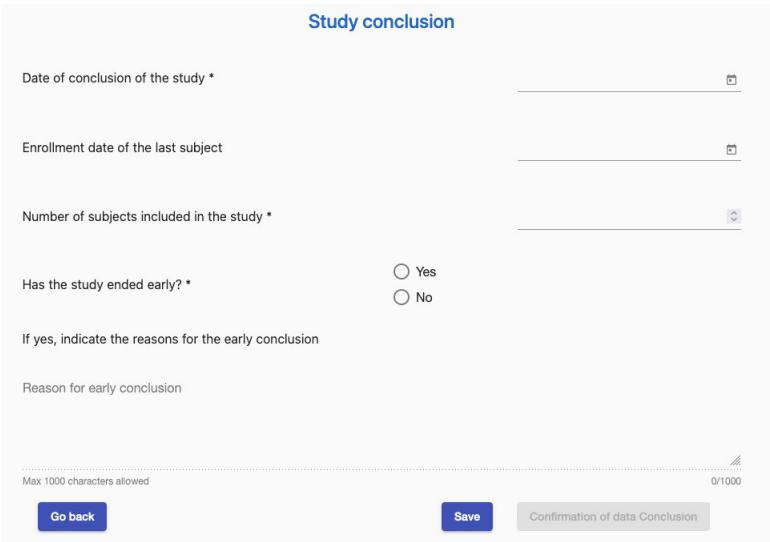

Figure 52 – Study conclusion data

10. Publications and results

After the conclusion of the study, the Applicant will be able to add one or more documents in the *Publication and Results* phase, through the appropriate icon (see Figure 53 - Publication and results).

This phase of the study remains always opened (*activity in progress*). It will be always possible to add publications and results even years after the conclusion of the study.

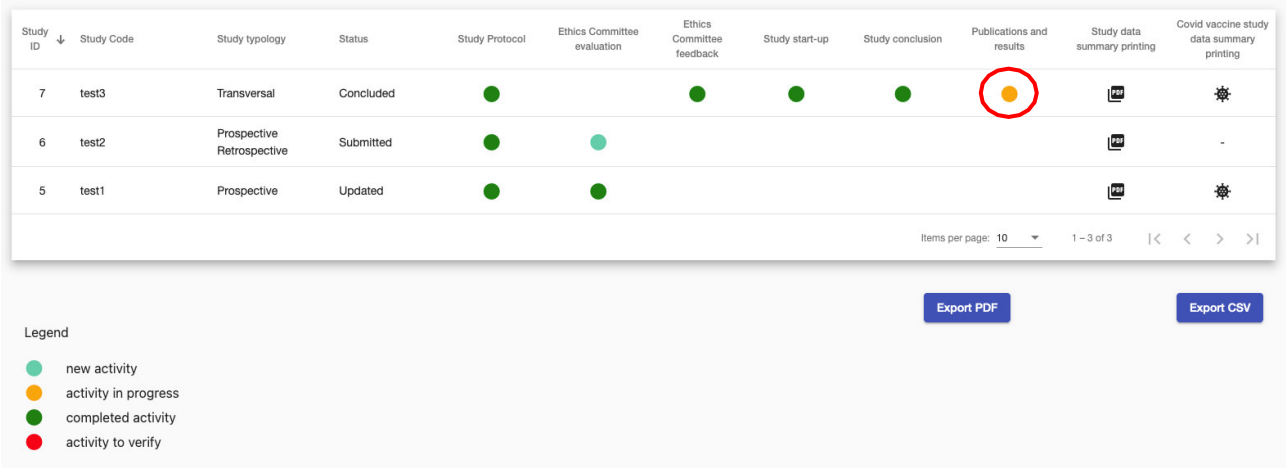

Figure 53 – Publication and results

To add a new document, the Add button, located in the *Draft* section (see Figure 53 - Publication and results data) should be clicked on.

Figure 54 - Publications and results data

In particular, the Applicant should indicate the *Document/Publication Title, Document Date* and *Document Type* (*Publication* or *Result*). In addition, (s)he can attach files and insert *Authors* and *References to journals, websites or other*.

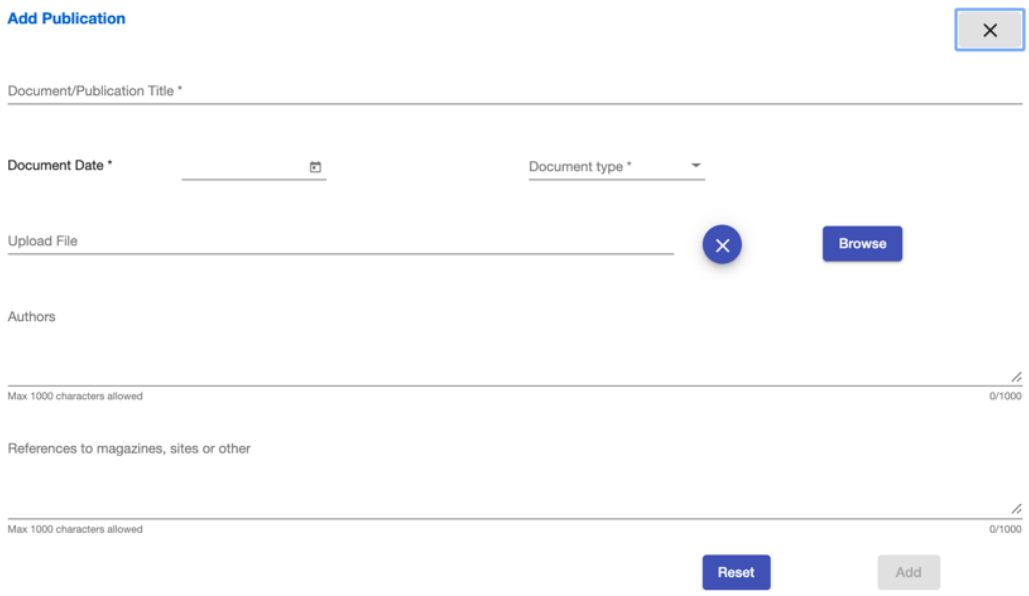

Figure 55 – Add Publication

Once added a document, it will remain *In Draft,* and can be edited it with the button and deleted it with. Using the button , the document will be visible to all internal and external users, and it will no longer be possible to modify or delete it.

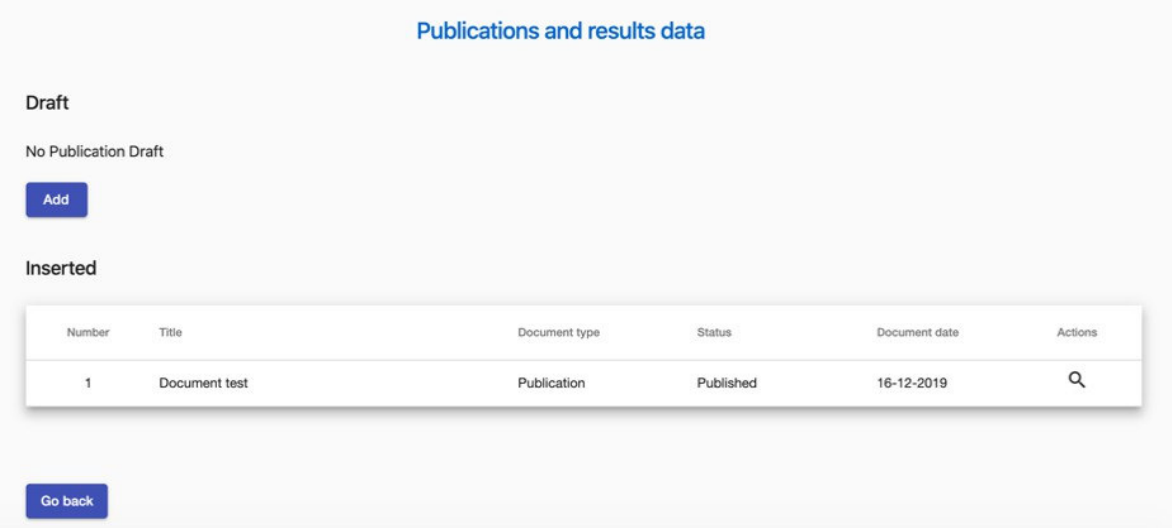

Figure 56 – Inserted publications

11. Studies Search

In this section, the system will allow Applicants to search for the observational studies for which they are Applicant/Sponsor, using different filters grouped as follows:

- *Identification data and general information:*
  - *Study Code*
  - *Study status*
  - *Study objective*
  - *Study submission date*
  - *Study typology*
  - *Keywords*
  - *Research area*
- *Population:*
  - *Gender*
  - *Age group*
  - *Special populations*
- *Pharmacological therapy and therapeutic area:*
  - *ATC Code*
  - *ATC Description*
  - *Proprietary medicinal product*
  - *Pack*
  - *Therapeutic Area - MeSH*
  - *Description - MeSH*
- *Involved organizations:*
  - *Applicant organization*
  - *Sponsor*
  - *Pharmaceutical Company (funding source)*
  - *Partecipant Center*
  - *Ethics Committee*
- *Research Areas:*

- *Pharmacovigilance*
- *Epidemiology*
- *Immunology*
- *Virology*
- *Other*

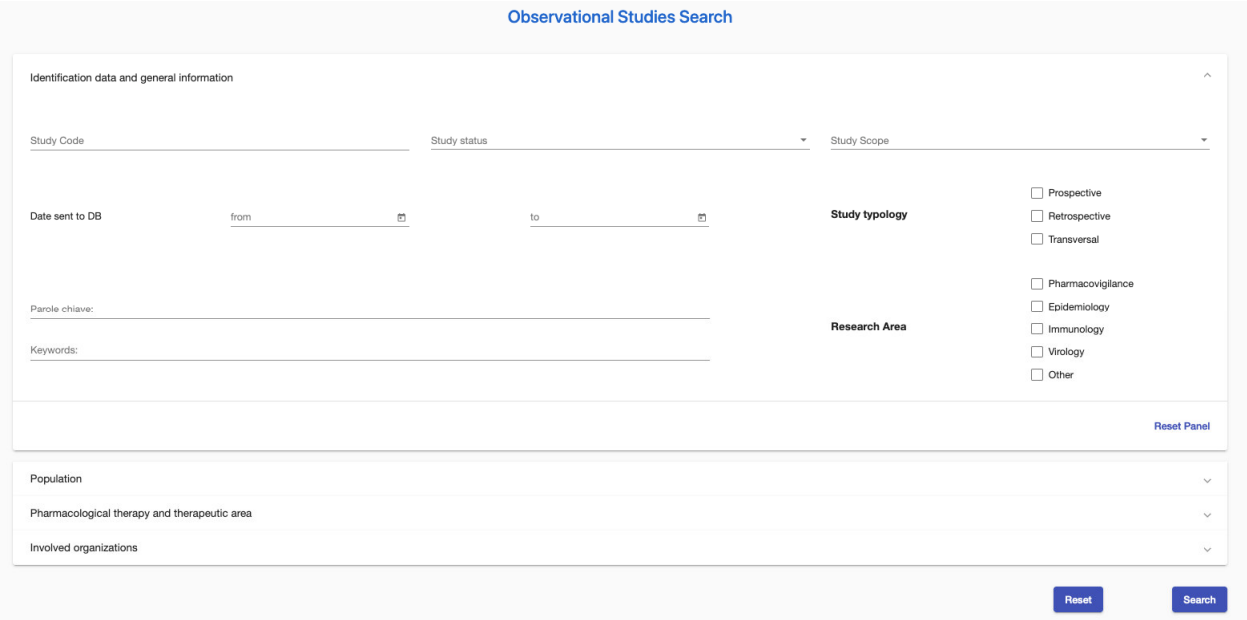

Figure 57 – Applicant Observational Studies Search

The system will allow to export the list containing the search results in PDF and CSV formats.

12. Delete Study

In this section, the Applicant will be able to delete only observational studies submitted by all users belonging to the same Organization via the button .

In general, it will only be possible to delete studies that have not been submitted yet, or sent to DB, that are *New* or in *Draft* state.

A study registered and rejected by the *Ethics Committee* with a request for revision cannot be delated.

Furthermore, if the registration of a study has been delegated by the Sponsor to an Applicant, the Delegated Applicant can delete an assigned study, while the Sponsor can delete it only after the revocation of the delegation.

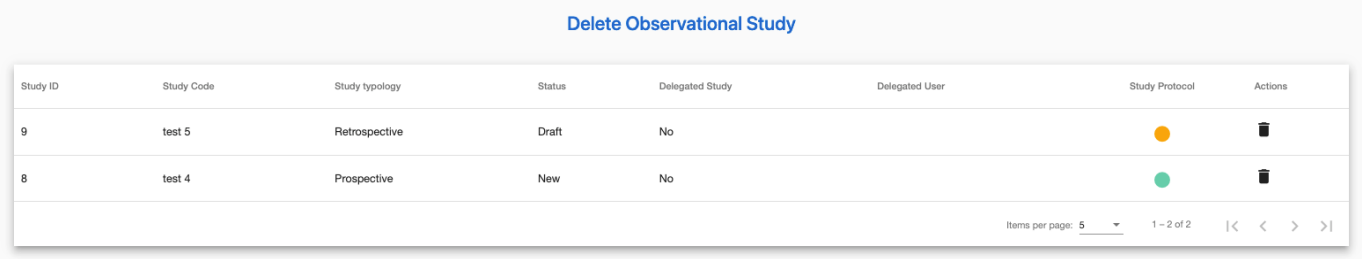

Figure 58 – Delete Study

13. Study Delegation

The Sponsor is allowed to delegate a study. This allows Sponsor to delegate an *Observational Study*, for example, to a user of a CRO or a national branch. Once the user is delegated, the delegation will automatically extend to the entire Organization they belong to; therefore, the other users of the same Organization will also be automatically enabled to view and edit the study.

The Delegation of Study action can be carried out at any stage of the same.

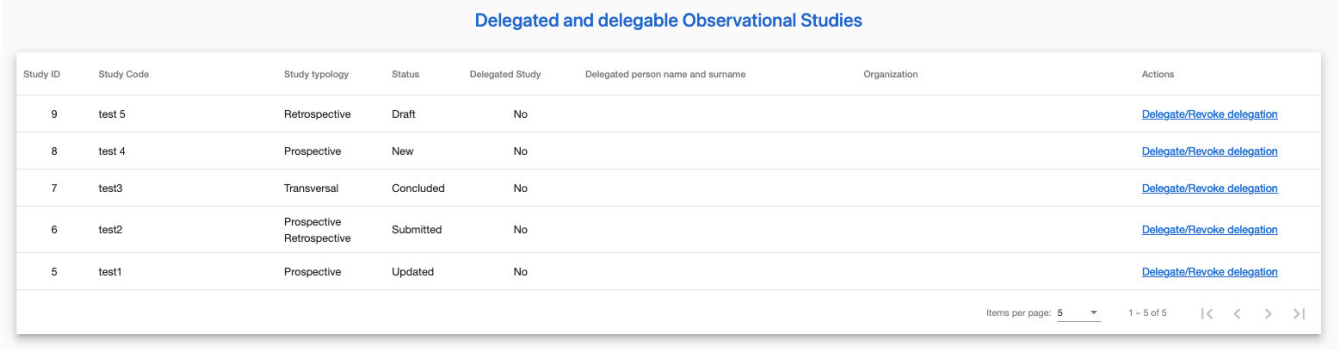

Figure 59 – Study Delegation

Selecting the *Delegate/Revoke delegation* action the system will allow to search for the delegate, if the study can be delegated (*delegable)*, or to revoke delegation if the study has been already delegated.

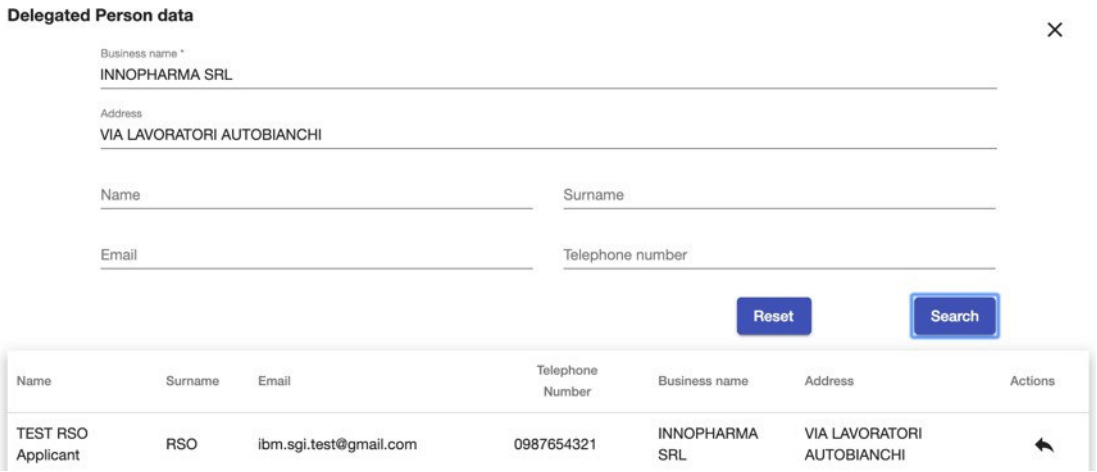

Figure 60 – Delegated Person data

Once the delegation has been made, the Applicant will be always able to revoke it and will always have access to the study data as read-only. The revocation of the delegation can only be carried out by the Applicant; no member of the delegated Organization can revoke the delegation on their own.

Furthermore, the delegated user can delete an assigned study (only under registration), while the delegating user can delete it only after the delegation has been revoked.

14. Operations History

In the *Operations History* section, under *Administration,* the system will allow the Applicant to have a historical view of all operations carried out on the studies.

Only studies within their competence will be visible.

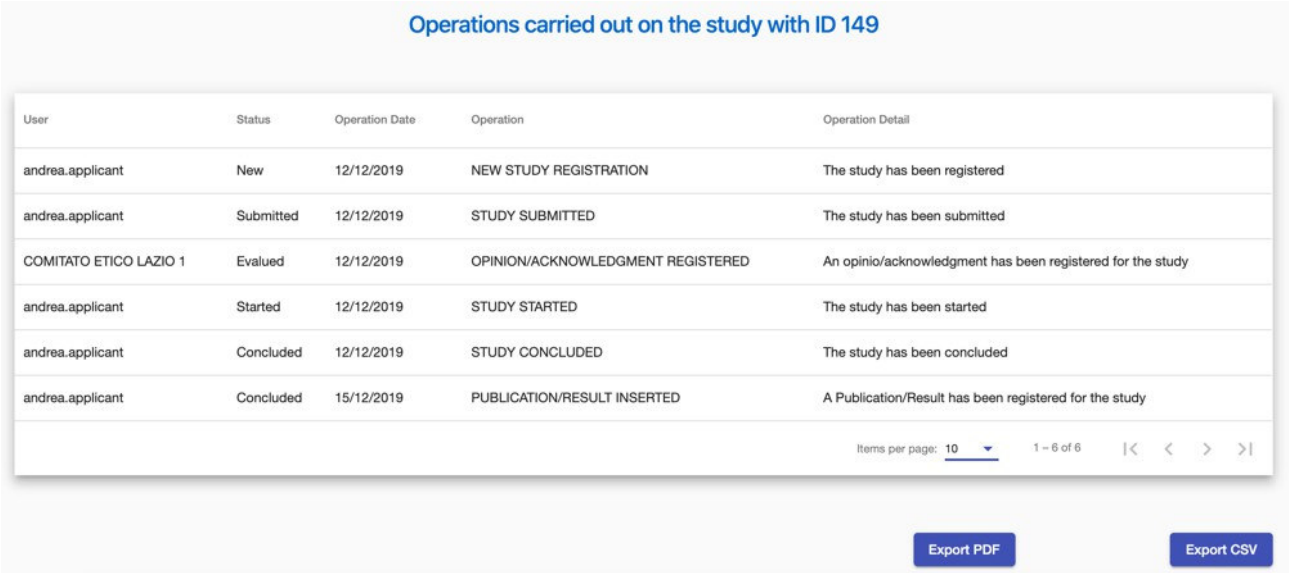

Figure 61 – Operations history

For each operation, the following information are shown:

- Operation date and time
- Study status
- Carried out activity
- Operation details
- User who carried out that operation

In particular, the historicized actions are following ones:

a) New study registration
b) Sent to DB
c) Integration required
d) Opinion registered
e) Study start/failure to start
f) Enable study start
g) Study conclusion
h) Publications/results

15. Notifications

In the RSO system a section is available where the user can view the relevant notifications; in particular, it will be possible to access an *inbox* where all notifications related to the applicant are reported.

The actions that can result in a notification (or e-mail) sending are the following ones:

- *EC request for modification*
- *EC opinion data entry*
- *Study delegation*
- *Study elimination by the Delegated user*
- *Study start enabled*

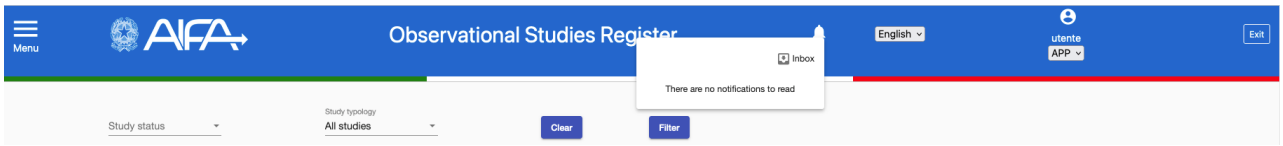

Figure 62 – Applicant Inbox Notifications

16. Notifications and e-mails preferences

The RSO system will make available to all enabled Applicant a section, under *Administration,* in which they can indicate their preferences in terms of notifications and e-mails.

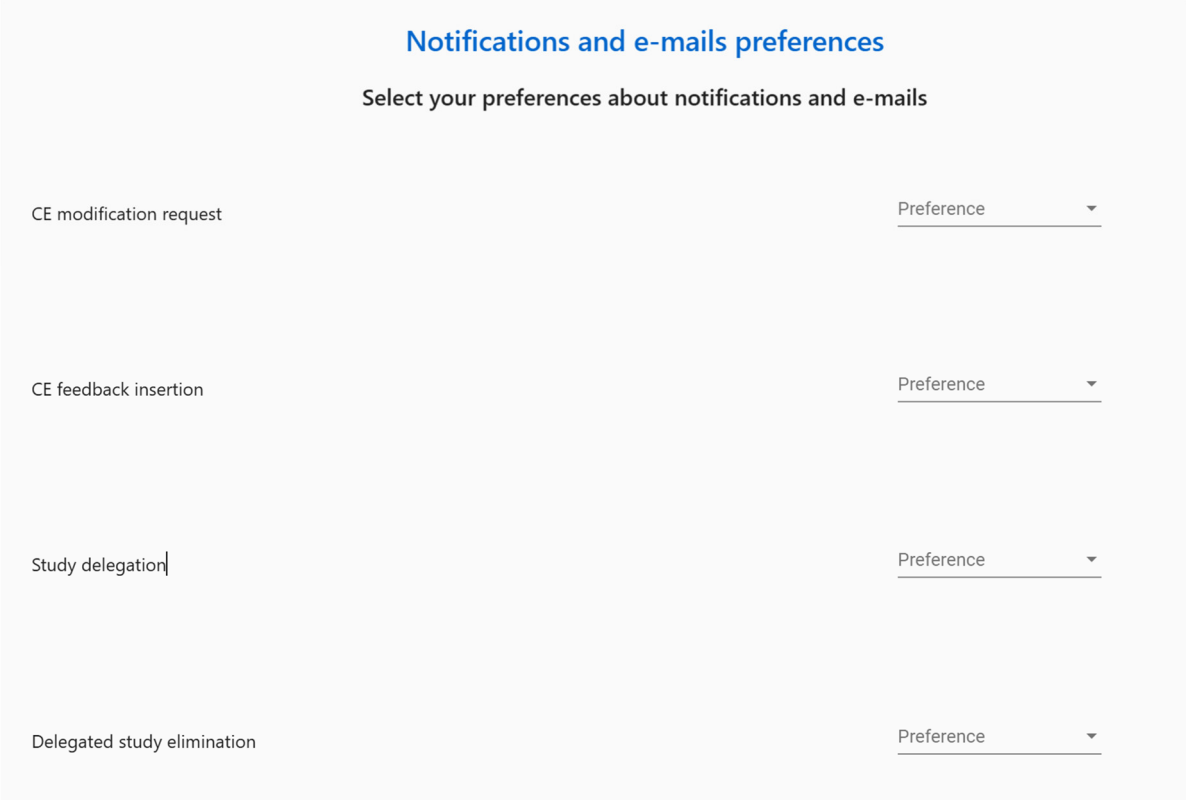

Figure 63 - Notifications/e-mails preferences