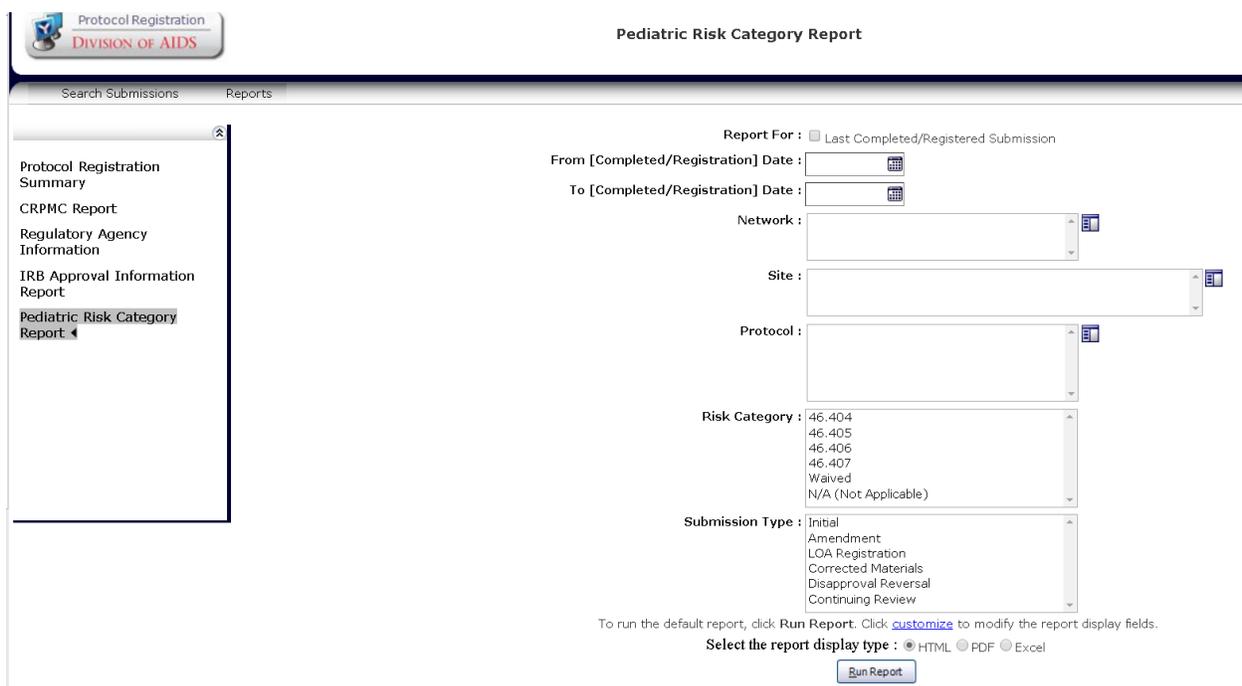


Instructions on How to Retrieve Pediatric Risk Category Report from DAIDS NCRMS

Generating the report

1. Go to [DAIDS NCRMS DPRS](#)
2. Enter log in credentials
3. Select Protocol Registration
4. Select Reports
5. Select Pediatric Risk Category Report

Figure 1: Pediatric Risk Category Report Options



Protocol Registration
DIVISION OF AIDS

Pediatric Risk Category Report

Search Submissions Reports

Protocol Registration Summary
CRPMC Report
Regulatory Agency Information
IRB Approval Information Report
Pediatric Risk Category Report

Report For : Last Completed/Registered Submission

From [Completed/Registration] Date :

To [Completed/Registration] Date :

Network :

Site :

Protocol :

Risk Category : 46.404
46.405
46.406
46.407
Waived
N/A (Not Applicable)

Submission Type : Initial
Amendment
LOA Registration
Corrected Materials
Disapproval Reversal
Continuing Review

To run the default report, click Run Report. Click [customize](#) to modify the report display fields.

Select the report display type : HTML PDF Excel

Run Report

6. Utilize filters as seen in figure 1 to obtain the desired records.
 - a. Report For: Select the check box “Last completed/Registered submission if only the most recent Risk designation provided is needed.
 - b. From (Completed/Registration) Date/ To (Completed/Registration) Date: Select applicable dates range if trying to obtain records for submissions between a specific time frame.
 - c. Network: Select the LOV icon to define a specific network if desired.
 - d. Protocol: Select the LOV icon to define a specific protocol if desired.
 - e. Risk Category: If only a specific risk category is required, select the appropriate category from the LOV.
 - f. Submission Type: If only looking for risk categories from a specific submission types, select from the list of values.

7. Select Customize: All data columns are auto selected however if less data points are needed, they can be un-selected prior to generating the report.
 - a. Select desired data points as applicable

Figure 2: Report Customization

Select the desired check box(es) to display a field in your report. Clear the checkbox to remove the field from your report.

Select All Unselect All

<input checked="" type="checkbox"/> Network	<input checked="" type="checkbox"/> LOA Version	<input checked="" type="checkbox"/> Organization Type	<input checked="" type="checkbox"/> Risk Category	<input checked="" type="checkbox"/> Protocol Status
<input checked="" type="checkbox"/> Protocol Number	<input checked="" type="checkbox"/> Submission Type	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Packet Number	<input checked="" type="checkbox"/> Current Registration Status
<input checked="" type="checkbox"/> Site Number	<input checked="" type="checkbox"/> Submission Date	<input checked="" type="checkbox"/> Meeting Date	<input checked="" type="checkbox"/> Submission Status	<input checked="" type="checkbox"/> DAIDS Site PO
<input checked="" type="checkbox"/> Site Name	<input checked="" type="checkbox"/> Registration Status Date	<input checked="" type="checkbox"/> Letter Date	<input checked="" type="checkbox"/> Submission Status Date	<input checked="" type="checkbox"/> OCSO Staff
<input checked="" type="checkbox"/> Site Status	<input checked="" type="checkbox"/> Registration Status	<input checked="" type="checkbox"/> Approval Expiration Date	<input checked="" type="checkbox"/> Site Country	<input checked="" type="checkbox"/> DAIDS Protocol MO
<input checked="" type="checkbox"/> Study Version	<input checked="" type="checkbox"/> Organization Name	<input checked="" type="checkbox"/> Review Type	<input checked="" type="checkbox"/> Requires Processing	

Select the report display type : HTML PDF Excel

8. Select desired format (html, pdf., or excel) for the report.
9. Select Run Report.

Note: If no filters are selected, all submissions for all sites, protocols and versions will populate in the report along with the risk category identified by the IRB.