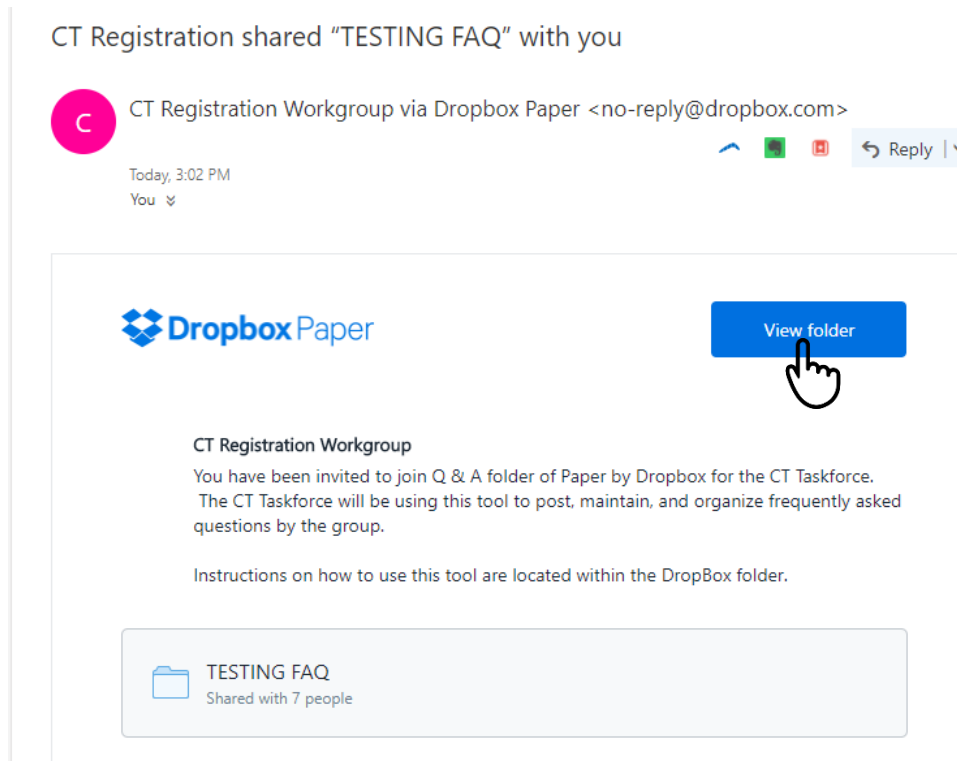
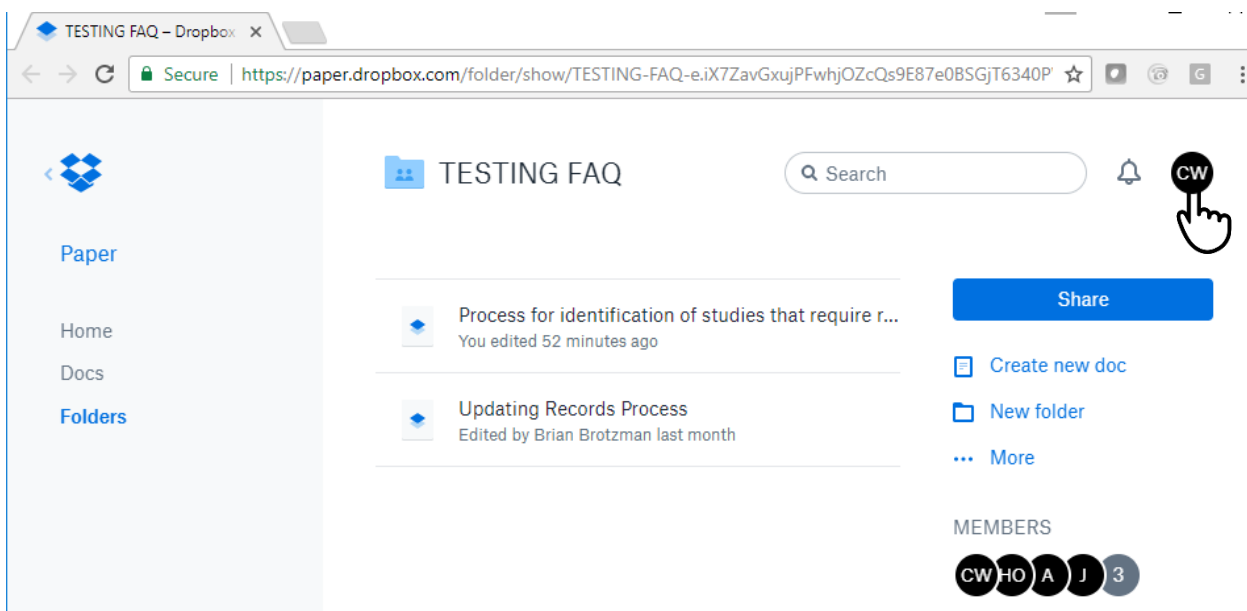


## How to access PAPER

1. You will receive an email from CT Registration inviting you to join the Q & A folder of Paper by Dropbox. Click the view folder icon and follow the steps to log-in. Use the same log-in credentials that you created for Dropbox. If you do not have a Dropbox account, you may create one to access Paper.

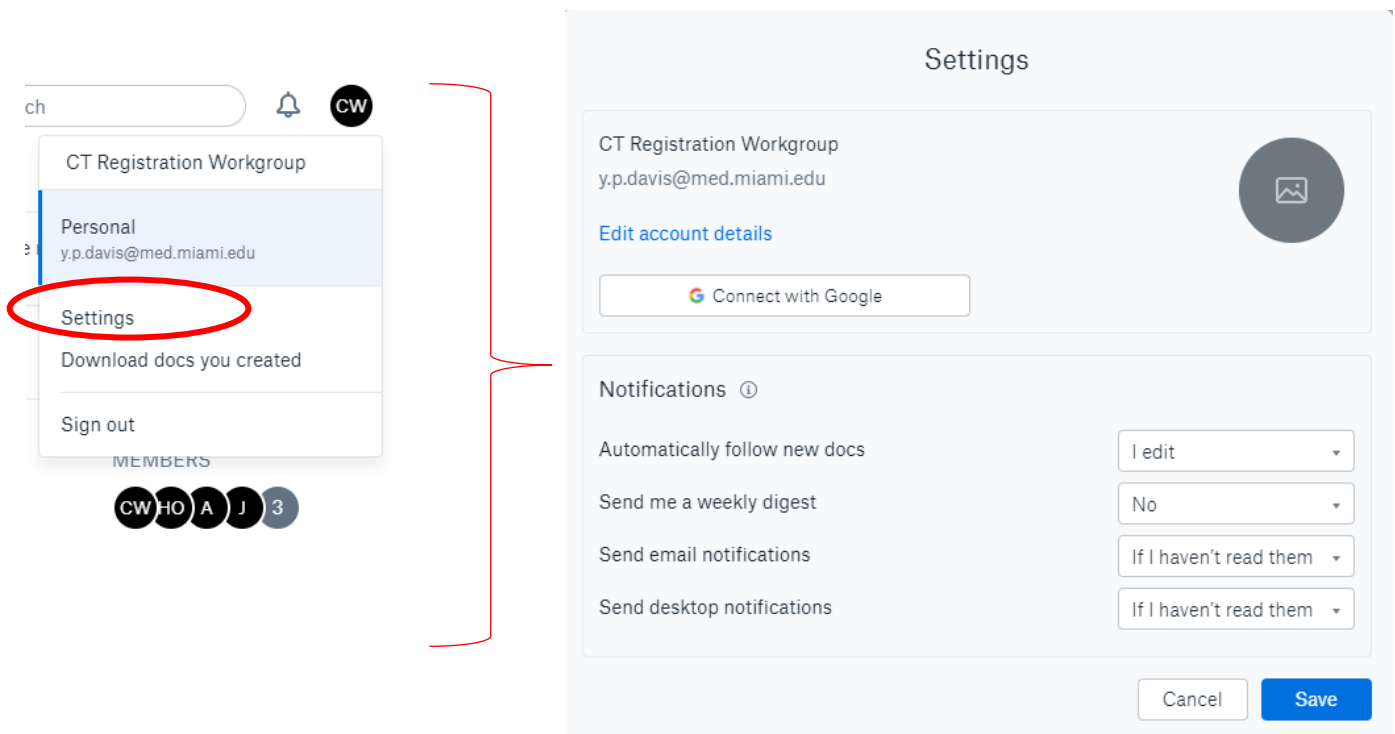


2. Upon initial log-in, you may wish to change the default settings. This can be done by clicking on your avatar or initials if you have not created an avatar.



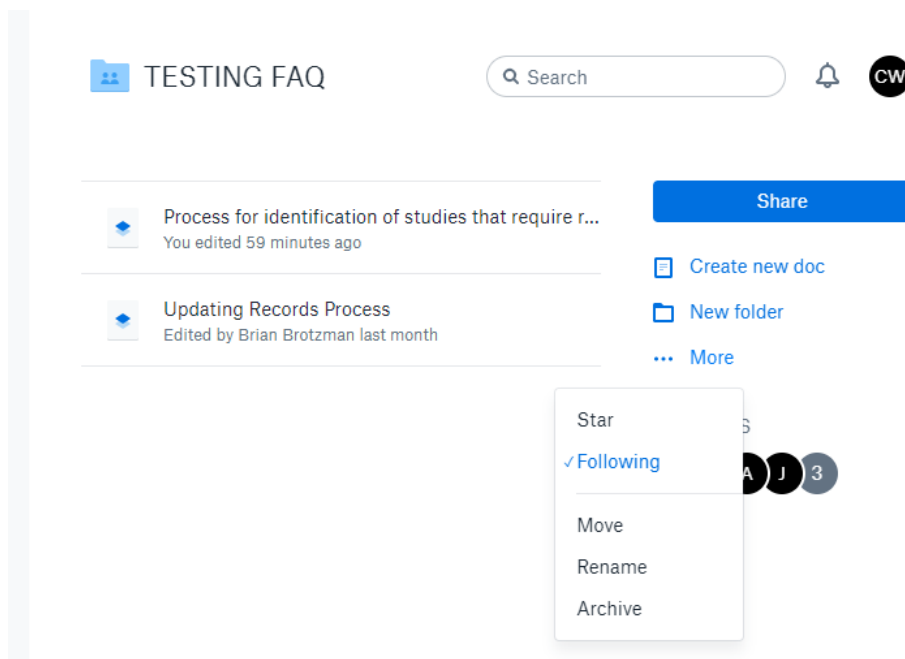
## How to access PAPER

3. Click on Settings to change the default settings.



You may change any of the settings above to suit when and how you receive notifications. These settings may be changed at any time if you are receiving too few or too many notifications.

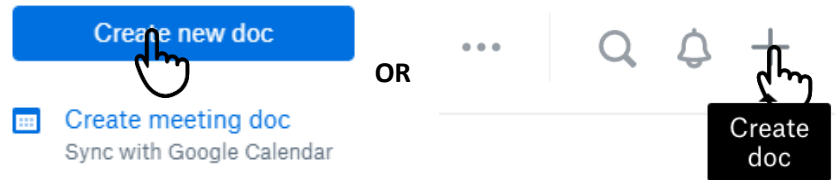
If you do not wish to receive any email notifications, you can click on the ellipsis (...) next to more and deselect Following (see screenshot below). If this is done you will not be notified via email when a new question has been created or an answer has been given.



## How to create a question using PAPER

## How to create a question using PAPER

1. Sign in to [Paper](#).
2. Click **Create new doc**.



3. A new document will appear (see screenshot below).

Can't see the forest for the trees

If there are no trees

4. Place your cursor in the field with the largest text and name the 'document' using a simple phrase that describes the question. (see example below)

Process for identification of studies  
that require registration

If there are no trees

5. Enter the question details underneath the keyword or simple phrase that describes the question.

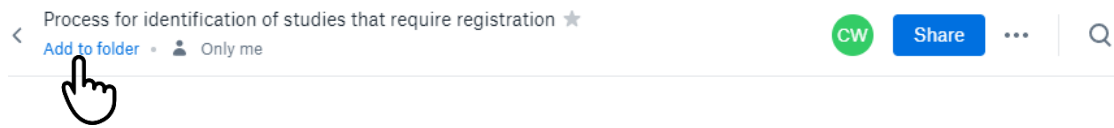
Process for identification of studies  
that require registration

**cw** The type of process information provided by Douglas at U of Colorado is very helpful. Our organization completed entry of several older studies before the April Compliance deadline. Now we are establishing a process to ensure compliance, going forward with newer studies. I want to revise our electronic IRB application, so users are led through questions to determine if their study meets criteria for posting. Have others done this? Do you lead them through the Applicable trial checklist (FDA), then questions about NIH requirements, then ICMJE questions? Or do you synthesis them? I am wrapping my head around the differences between the 3 sets of requirements.

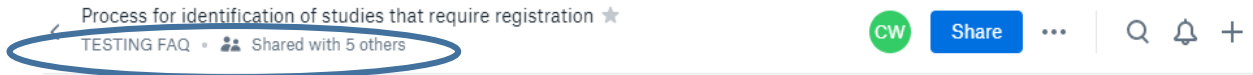
Thanks for any insights others can provide.

## How to create a question using PAPER

6. Click Add to folder in order to share with the team.



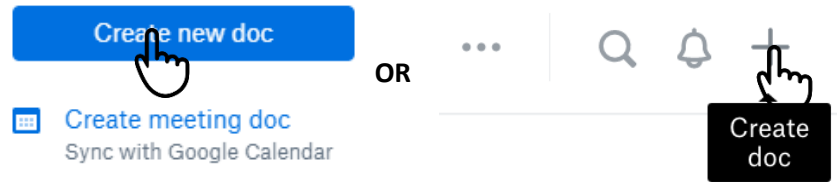
7. After the “paper” has been added to the Q & A folder it will now be visible to all of those who have joined the Paper function of Dropbox.



How to create a question using PAPER for tabular responses

How to create a question using PAPER

1. Sign in to [Paper](#).
2. Click **Create new doc**.



3. A new document will appear (see screenshot below).

Can't see the forest for the trees

If there are no trees

4. Place your cursor in the field with the largest text and name the 'document' using a simple phrase that describes the question. (see example below). Enter the question details underneath the keyword or simple phrase that describes the question as you would if you were creating a simple question.

## Tabular question

**cw** I am asking this question because I would like to obtain data in a tabular format



5. Click on the plus sign and then navigate to the create table icon and click.

## Tabular question

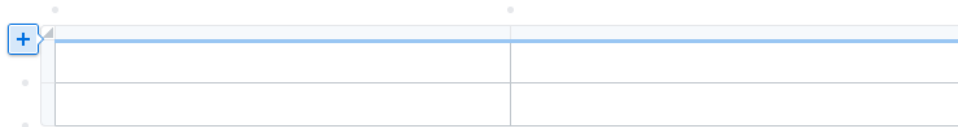
**cw** I am asking this question because I would like to obtain data in a tabular format



6. To create more rows in the table, hover over the bullets and click the plus sign to the left of the table.

## Tabular question

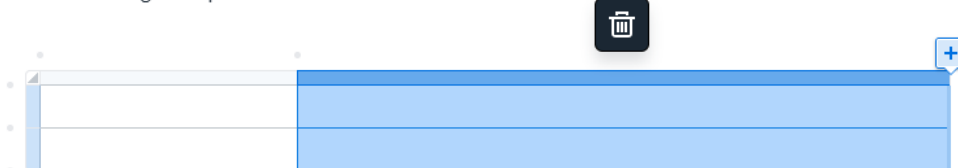
I am asking this question because I would like to obtain data in a tabular format



7. To create more columns in the table, hover over the bullets and click the plus sign to the left of the table then use the double headed arrow (adjustment tool) to change the size of the columns. Repeat these steps until you reach the desired table configuration.

## Tabular question

**cw** I am asking this question because I would like to obtain data in a tabular format



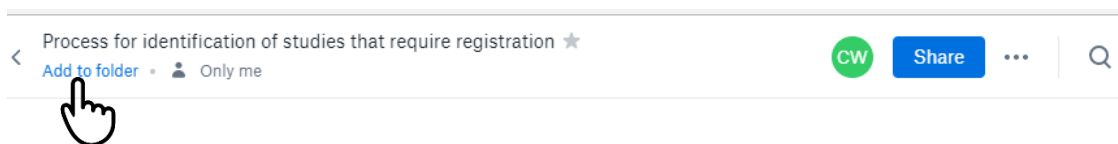
## Tabular question

CT Registration...

I am asking this question because I would like to obtain data in a tabular format

Institutional Name	Office housed	Funding	Number of Registrations

8. Click Add to folder in order to share with the team.



9. After the “paper” has been added to the Q & A folder it will now be visible to all of those who have joined the Paper function of Dropbox.



- Answers to questions that request for respondents to enter data in a table will look as the example shown in the screen shot below. You can also hover over the colored triangle to see who provided the answer.

## Tabular question

**cw** I am asking this question because I would like to obtain data in a tabular format

Institutional Name	Office housed	Funding	Number of R
University of Massachusetts	Clinical Trials Support	Salary with 5% effort	236

- To download the question including the table, click on the ellipsis (...) located in the top right hand corner of your screen and select download.

Tabular question ★  
TESTING FAQ • Shared with 6 others

Share ...

- Star
- ✓ Following
- Move
- Archive
- Doc history
- Word count
- Present
- Print
- Download

## Tabular question

I am asking this question because I would like to obtain data in

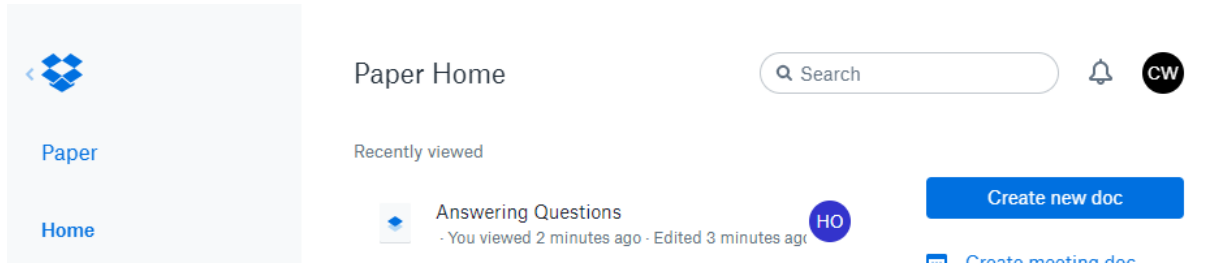
Institutional Name	Office housed	Funding	Number of R
University of Massachusetts	Clinical Trials Support	Salary with 5% effort	236



How to respond to a question using PAPER

How to create a question using PAPER

1. Sign in to [Paper](#).
2. Find the question you wish to answer, and click to provide or view answers that have been given.



3. You see a screen similar to the one below. Navigate to the bottom of the answers provided (if any) and click the plus sign to add your answer.



## Answering Questions

cw This example is present to demonstrate best practices when answering questions via Paper. |

4. The screen below will be displayed when you click the plus sign. In order for the answers to be better delineated add a section break. See screenshot below.

## Answering Questions

**CW** This example is present to **Add section break** it practices when answering questions via Paper.



5. When you are done providing your answer, you do not need to perform any other step. You should see a similar screen as below. We are asking that you add your contact information to the bottom of your answer, so that other task members may contact you directly if they wish to ask for more details.

## Answering Questions

**CW** This example is present to demonstrate best practices when answering questions via Paper.

ho

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Answering question

Heather Osorio  
University of Miami  
[h.osorio@med.miami.edu](mailto:h.osorio@med.miami.edu)  
3052434219

**CW**

---

We also perform this task. In addition we have added another step to confirm compliance with 42 [CFR § 11.6](#)

Yolanda P. Davis  
University of Miami  
[y.p.davis@med.miami.edu](mailto:y.p.davis@med.miami.edu)  
3052430494

6. If you wish to request more information from someone that has provided an answer, or you wish to request clarification of the answer or question, highlight the specific word or phrase and click on the 'message icon' (see screenshot below). Click Post. That individual will be notified that you have a comment.

## Answering Questions

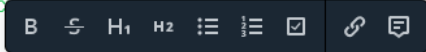
**CW** This example is present to demonstrate best practices when answering questions via Paper.

ho

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Answering question

Heather [Osorio](#)  
University of Miami  
[h.osorio@med.miami.edu](mailto:h.osorio@med.miami.edu)  
3052434219

**C**  We have added another step to confirm compliance with **42 CFR § 11.6**

Yolanda P. Davis  
University of Miami  
[y.p.davis@med.miami.edu](mailto:y.p.davis@med.miami.edu)  
3052430494

## Answering Questions

**CW** This example is present to demonstrate best practices when answering questions via Paper.

ho

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Answering question

Heather [Osorio](#)  
University of Miami  
[h.osorio@med.miami.edu](mailto:h.osorio@med.miami.edu)  
3052434219

**CW** We also perform this task. In addition we have added another step to confirm compliance with **42 CFR § 11.6**

Yolanda P. Davis  
University of Miami  
[y.p.davis@med.miami.edu](mailto:y.p.davis@med.miami.edu)  
3052430494

