



# DAIDS RSC Spotlight



National Institute of  
Allergy and  
Infectious Diseases



## Do you know how to ensure your site staff receive necessary safety information from the RSC?

Here are some quick tips to help update and maintain your site contacts.

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### 1. How does the DAIDS RSC Safety Mailer work, and who is authorized to receive information through this system?

- Per DAIDS procedures, safety information is distributed to CTU Principal Investigators (PI), CRS Leaders (SL), Investigators of Record (IoRs), and CTU/CRS Coordinators only.
- If these individuals change, you must contact the Office of Clinical Site Oversight (OCSO) representative for the specific site affected. For NICHD-funded sites, contact Westat. Changes must be authorized by DAIDS before being implemented.

### 2. How do I maintain information on key staff in the DAIDS Enterprise System (DAIDS ES)?

How To!

Review personnel information using your CRS profile report on a regular basis. For a brief demonstration visit: [http://rsc.tech-res.com/document/presentations/DRPS\\_AccessingCRSPProfileReport\\_Demo/](http://rsc.tech-res.com/document/presentations/DRPS_AccessingCRSPProfileReport_Demo/)

How To!

Submit updated contact information as soon as a change occurs through the DAIDS ES Site Enrollment Module, located in the "Person" tab of the DAERS module. For a brief demonstration visit: [http://rsc.tech-res.com/document/presentations/DAERS\\_ModifyPersonnelatSite\\_Demo/](http://rsc.tech-res.com/document/presentations/DAERS_ModifyPersonnelatSite_Demo/)

- Submit updated office addresses for the CTU PI and/or the CRS Leader through DAIDS ES Support ([DAIDS-ESSupport@niaid.nih.gov](mailto:DAIDS-ESSupport@niaid.nih.gov)) to ensure updated study documents are received.

### 3. How can I ensure that the right personnel at my site receive the distributions?

- Rules can be created in Microsoft Outlook which will automatically forward documents received from a particular address (such as the RSC Safety Information Center) to others at your site. Here are a few helpful links for Microsoft Outlook which will help you set up this process:
  - Microsoft Outlook Support Site: <http://office.microsoft.com/en-us/outlook/FX100487751033.aspx>
  - Managing Microsoft Outlook Rules: <http://office.microsoft.com/en-us/outlook/CH063564671033.aspx>
  - Automatically Forward Messages: <http://office.microsoft.com/en-us/outlook/HA011502011033.aspx>

Other email systems have similar capabilities. Ask your IT department for assistance.