

VPR-CLS Process Checklist for Researchers

(January 16, 2025)

The below checklists are intended to assist requestors in navigating and tracking the registry linkage process using the Virtual Pooled Registry Cancer Linkage System (VPR-CLS). The VPR-CLS includes automated workflows, notifications, and reminders for both requestors and registries to ensure the linkage and data release process moves forward without delay. Requestors are encouraged to respond to VPR-CLS notifications in a timely manner. Please email VPRAdmin@naaccr.org with any questions.

Checklist 1: Establish VPR Account Access

	Description of Task	Date Completed
<input type="checkbox"/>	Create an IMS Login Service Account (one per user) – See attached PDF: 'VPR-CLS.Setup.Instructions.for.MFA.2023_01_04.pdf'	
<input type="checkbox"/>	Verify IMS Login Service Account and notify IMS (vprcls@imsweb.com) and NAACCR (VPRAdmin@naaccr.org) that IMS Login Service Account is active	
<input type="checkbox"/>	Upon IMS notification, log into the VPR-CLS (https://apps.naaccr.org/vpr-cls) using the IMS Login Service Account and set up Multi-Factor Authentication (MFA) on cell phone using the VPR-CLS Account Access and Login Instructions .	
<input type="checkbox"/>	Fully log into the VPR-CLS using the following instructions: 1. Go to the VPR-CLS website: https://apps.naaccr.org/vpr-cls 2. In the upper right click "You are not logged in" 3. Click "Log In" 4. Click on the "IMS Login Service" 5. Enter your username and password and click Login 6. You will then be prompted to enter a 6-digit code. Open the Google Authenticator app on your cellphone and enter the 6-digit code that is displayed under the "loginservice.imsweb.com" label and click "Verify".	
<input type="checkbox"/>	Review the content on the VPR About Tab, particularly the tabs for "Preparing a Study Data File" and "Requestor Documents"	
<input type="checkbox"/>	Have one person (primary study contact) initiate the Phase I Request on the VPR Home Page (see Checklist 2 below)	
PLEASE NOTE: Only one user (the primary study contact) should submit the Phase I request. Once the Phase I request is submitted, other users can be added to the request and be able to view and edit as needed. Instructions on how to Invite Additional Users to the request are located on the VPR-CLS About Tab, under Requestor Documents.		

Checklist 2: Complete Phase I Request Process

	Description of Task	Responsible Party	Date Completed
<input type="checkbox"/>	Submit VPR Linkage Request (Phase I & TIRA), including the following supporting documents: <ul style="list-style-type: none"> - Partially executed DUA with IMS - Study protocol, with section(s) on registry linkage highlighted in document - Current IRB approval, exempt determination, or documentation of Not Human Subjects research from researcher's institution - Consent form that addresses registry linkage or documentation of waiver of informed consent - PI's Curricula Vitae - Copy of Certificate of Human Subjects Training for PI/Co-PI and all persons handling individual-level registry data, either raw registry files or linked to Study PII. - List of requested variables - Copy of study's data management and sharing plans, if applicable 	Requestor	
<input type="checkbox"/>	NAACCR initiates review of VPR Linkage Request	NAACCR	
<input type="checkbox"/>	While NAACCR review is underway, requestor creates and validates the study file according to the instructions on the VPR-CLS About Tab, under Preparing a Study Data File	Requestor	
<input type="checkbox"/>	Modify VPR Linkage Request, if needed	Requestor	
<input type="checkbox"/>	NAACCR approval of VPR Linkage Request	NAACCR	
<input type="checkbox"/>	VPR Research Review Committee (RRC) review and vote to proceed with registry linkage	Research Review Committee	
<input type="checkbox"/>	Upon notification of RRC approval, upload encrypted study file in required format	Requestor (or assigned designee)	
<input type="checkbox"/>	IMS initiates validation of study file, provides feedback if needed, and creates linkage configuration file	IMS	
<input type="checkbox"/>	Pre-test linkage and creation of instructions in Idaho	Idaho registry	
<input type="checkbox"/>	Additional test linkage in GA, KY, and NC	Test registries	
<input type="checkbox"/>	Encrypted study file is posted for all registry download	IMS	
<input type="checkbox"/>	Registries perform linkage behind their firewall and upload resulting match count reports to the VPR-CLS	Registries	
<input type="checkbox"/>	Requestor reviews Phase I match counts	Requestor	

Checklist 3a: Complete Overall Phase II Process

	Description of Task	Responsible Party	Date Completed
<input type="checkbox"/>	Requestor selects registries for Phase II	Requestor	
<input type="checkbox"/>	NAACCR reviews registry selection	NAACCR	
<input type="checkbox"/>	Central IRB reviews VPR Linkage Request for relying registry IRBs and notifies requestor of approval	Central IRB	
<input type="checkbox"/>	VPR Linkage Request released to all registries that have no other document/agreements needed to initiate their review	Automatic upon CIRB approval	
<input type="checkbox"/>	Requestor completes additional required forms (Step 2 of Phase II Process Tab), submits outside the VPR according to provided instructions, clicks “Confirm Forms” button, and enters date forms submitted.	Requestor	

Checklist 3b: Complete Registry-specific Phase II Process

<p>After submission of required forms and agreements, the steps below are completed for each registry, so no checkboxes and Date Completed columns are included. All this information will be tracked in the VPR-CLS. For more details on the Phase II Process, please refer to the Phase II Guidance Document located on the VPR About Tab, under Requestor Documents.</p>	
Description of Task	Responsible Party
Registry enters estimated IRB/registry review dates and navigates review process.	Registry
Registry enters status of registry review; Requestor enters status of IRB review and uploads IRB determination letter to registry’s data entry tab (click on registry name anywhere in Phase II Process Tab).	Researcher and Registry
Upon a registry’s full approval, requestor submits post-approval documents according to instructions on Step 2 of the Phase II Process Tab.	Requestor
Registry navigates post-approval documents for review and signature.	Registry
Registry uploads fully executed DUA to their data entry screen and confirms that all agreements are in place.	Registry
Requestor is notified to review DUA and enter DUA expiration date and data destruction date on registry’s date entry screen.	Requestor
Registry exports matched cases from Phase I results and securely sends data to requestor contact noted on the VPR Linkage Request, Section IV, and logs transmission of the data.	Registry