

Lay Abstract Writing Instructions

- Log on to https://secure.lurie.northwestern.edu/notis_abstracts/ (or click on “Abstracts”, under Internal Links, <http://www.cro.lurie.northwestern.edu/>)
- Enter your NetID and Password (these are the same as your Northwestern NetID and Passwords).
- Find the clinical trial that you will be working on, using the protocol name and number.
- You will be entering the following information:
 - Eligibility Criteria
 - Protocol Purpose
 - Protocol Overview
 - Treatment Description
- Get the consent form for that trial from the CRO Web page (you will use the consent form to get the information you will be entering).
 - Log on to www.cro.lurie.northwestern.edu
 - Click on “Active Protocols.”
 - Click on the disease site of the trial you are working on.
 - Choose a subcategory within the disease site.
 - Find the trial using the protocol name and number.
 - Click on “NU Consent Form” to download a PDF of that consent form. (You will be asked for your NetID and password again.)
- Go back to the NOTIS form and click on “Edit” to the left of the protocol name and number. (This will lead you to a screen that says “View Information for NAME/NUMBER OF TRIAL.”)
- To enter Protocol Purpose, Protocol Overview or Treatment Description, click “Edit Study” at the bottom of the screen. (This will lead you to a screen that says “Edit Study Information for NAME/NUMBER OF TRIAL.”)
- Enter the information in complete, simple sentences.
 - Cut and paste the information from the consent form. (To cut and paste from the consent form PDF, click on the “Select Text” button – this may look like a capital “T” with a box.)
 - The information for the Purpose and Overview should be two or three sentences long.
 - For the Treatment Description, it may be two or three paragraphs long.
 - Try to use language that a 6th grader (approx. age: 11-12 y.o.) would understand.
 - Include only the information that you think the reader would need to know to participate in the trial.
- The Protocol Title and Protocol Category should be supplied by NOTIS. If they are not, click on “Edit Study” (bottom of screen) to select this information.
- **If you enter any new information, hit “Save Changes” before you go back to any other screen. (If you go back to the Viewing screen before hitting “Save Changes,” the text that you have entered will be lost.)**
- To enter Eligibility Criteria, click “Add Eligibility Criteria.” (This information is not on the consent form. You will need to download the Protocol from the CRO Web site for this information.)
 - Add eligibility descriptions one at a time (the system will bullet the information but ONLY if you enter them one at a time).
 - Use complete sentences (example: You must be female.).
 - Click on “Save and Add Another” after each entry.
 - Try to limit eligibility criterion to five entries, if possible.
 - Once you have entered in the last entry, hit “Add Criterion.”
 - This will lead you back to the “View Information...” screen.
- Look over the information that you have entered.
- Once you are satisfied with your entry, click on “Edit Study” to go back to the “Edit Study Information...” screen.
- In the Review Step section, make sure “Abstract” is selected.
- In the Review Status section, change it to “Completed.” (This will take this trial out of the “To do” section and put it in the “Work Flow” section to be approved.)
- Now you have successfully entered the information needed.
- Choose another trial and begin the process again. (Make sure to choose a trial that no one else is working on. If someone else has started a trial, you will see their initials and a phrase that says, “In Process on 07/29/03 cbh772.” Do not open a trial that someone else has begun. Choose one that has a blank box in the Abstract column of the main page.)
- When you are done working in NOTIS, make sure you log out.