



# Assigning Roles to Organizations - Include v1.1.3

Because clinical trials can involve a network of persons and organizations, one of the key functions of a curator is to identify the interrelationships among them. You can identify each organization by the role(s) it plays in support of various clinical research activities.


 Organizations can exist as standalone entities without an assigned role. However, organizations that have roles in a "Pending" state appear in the Inbox until the roles have been curated.

There are two main types of roles, as follows:

- **Structural role**— Permanent role of an organization as defined by another organization. Specifies capability and competency. Predefined structural roles are as follows:
  - Research organizations
  - Health care facilities

 Structural roles do not have to be scoped by another organization.

- **Functional role** — Temporary role based on activities that an organization participates in. Predefined functional roles are as follows:
  - Identified organizations
  - Oversight committees
  - Organizational contacts
  - Families

 You can not modify the assignment of CTEP-owned roles.

## How to Assign Roles

1. Navigate to the record of interest.
2. In the **Action** column for a given organization, click **Curate**.

The **Assign Organization Roles** section toward the bottom of the **Organization Details** page displays tabbed pages for each of the role types. Each page displays the roles currently assigned to the organization (if applicable).

### Information on Tab Labels

The Organization Details page displays all details about the organization provided to date. The tab labels in the Assign Organizational Roles section at the bottom of the page display the number of each role already associated with the organization that you are curating (if applicable). The letter "P" beside the role name on each of the tabbed pages indicates that at least one role is pending curation.

## Assign Organizational Roles

HCF (1)

RO (1) P

Oversight Committee (1)

Identified Org (1)

Org Contact (2)

ID 	Health Care Facility Name	Role Status	Status Date	Action
32336	Mayo Clinic in Arizona	ACTIVE	2011-01-04	 Edit

One item found.

 Add Health Care Facility

Proceed to the instructions provided for each role type in the following pages:

- [Managing Research Organizations](#)

- [Managing Identified Organizations](#)
- [Managing Oversight Committees](#)
- [Managing Health Care Facilities](#)
- [Managing Families](#)