What is CenCom?

Cencom is a database which holds data on all current and recent research projects in a department. Each department and group that are on Cencom have a page that displays their research projects and shows statistics on the number of projects and the stages they are in.

This system allows for an easy overview of the projects that are ongoing in a department, something that has previously not been possible. By organising these projects by group and department, we can also see what research is ongoing for different topic areas.

Each project also has a page that displays basic information on that research project, and also shows the users that are part of the project. Users can be added to multiple projects and assigned to roles (i.e. PI, Data Manager, Research Assistant). Users can also have accounts created for them to access the various systems and software the project uses, and an end date can be set to remove access when necessary.

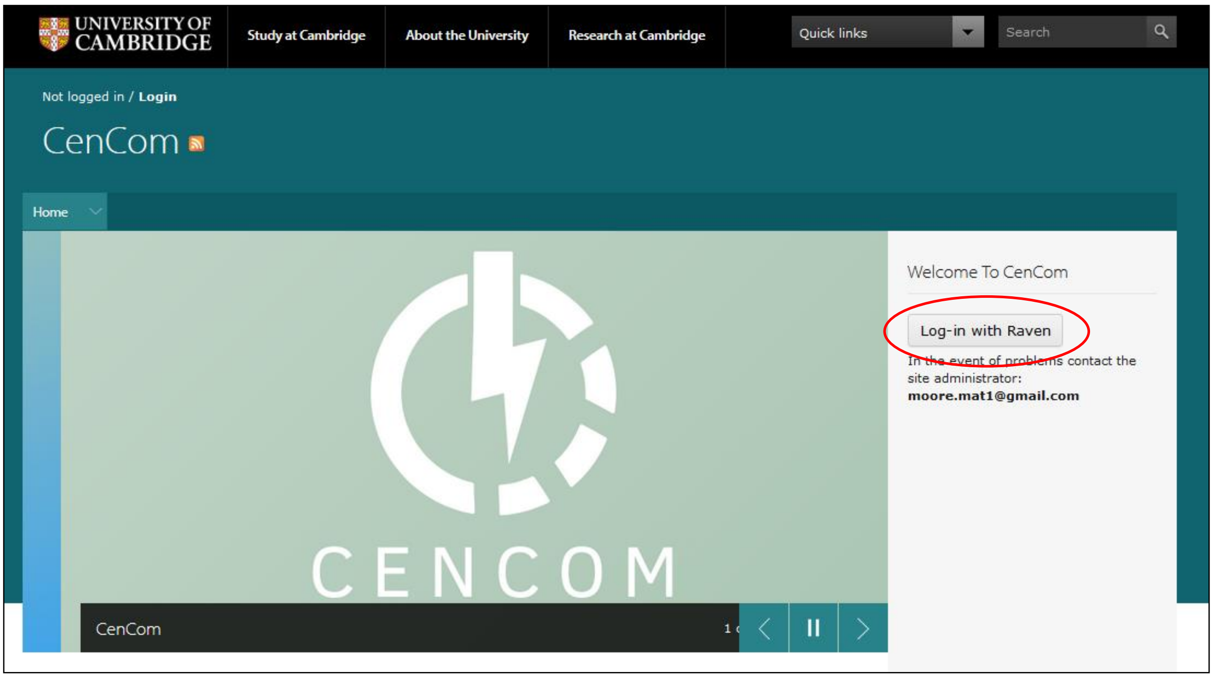
Cencom is also used for the following purposes:

- Automating and tacking Visitor Agreement applications
- Tracking contract expiry dates and user log ins
- Tracking the WBIC WRAC application process

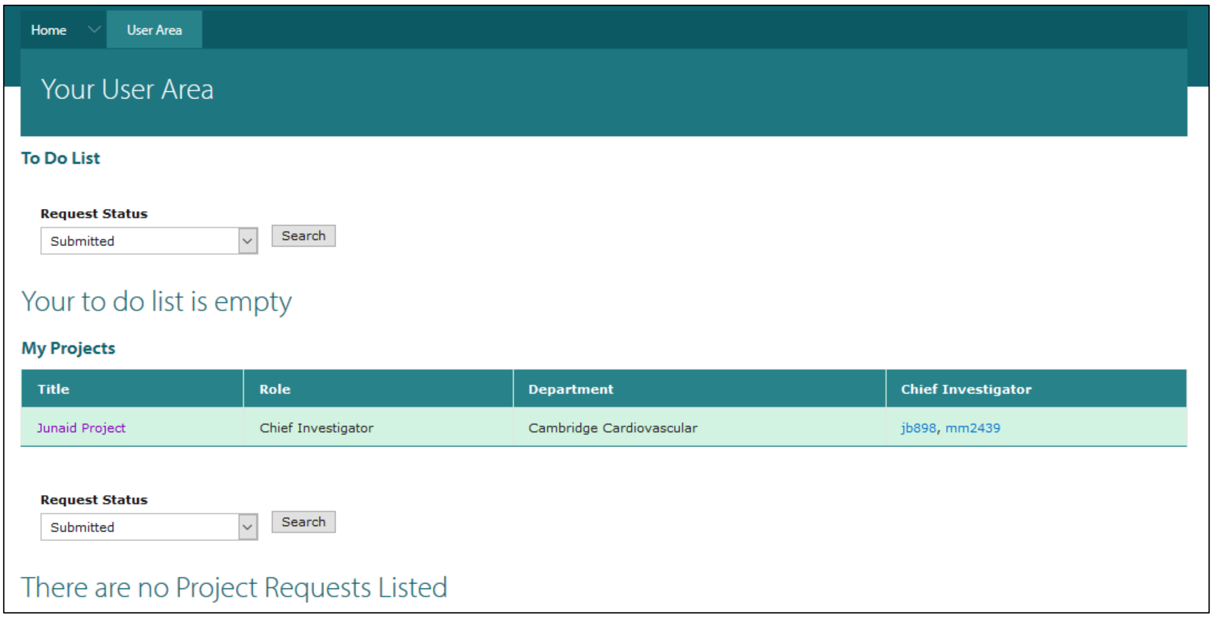
Cencom Instructions For General Users

Accessing CenCom

Cencom can be accessed by going to XXXXXXX and logging in through your Raven account. You will need a raven account to see any of the data hosted on Cencom.



After you log in, you will be taken to the 'User Area'. This page will be unique to each user and will display your 'To Do List', 'Project Requests' and will also show the projects that you are part of under 'My Projects'. Unless you are a delegate or Principal Investigator, you will not see anything in the 'To Do List' or 'Project Requests' sections.



User roles

There are three types of user roles that a user can have, these determine what data the user can edit these roles are; General User, Delegate and Principal Investigator.

Role	Read Project Details	Edit Project Details	Add Users to Project	Add Project to Cencom	Add Delegate to Project
General User	Yes	No	No	No	No
Delegate	Yes	Yes	Yes	Yes	No
Principal Investigator	Yes	Yes	Yes	Yes	Yes

All users can see data on any project on Cencom, they can also search for any project and see which users are on that project.

Anyone that is a ‘Delegate’ or a ‘Principal Investigator’ on a project can edit details, add and remove users and user access, and add projects to Cencom.

The Principal Investigator has the unique privilege of being able to make a user a ‘Delegate’.

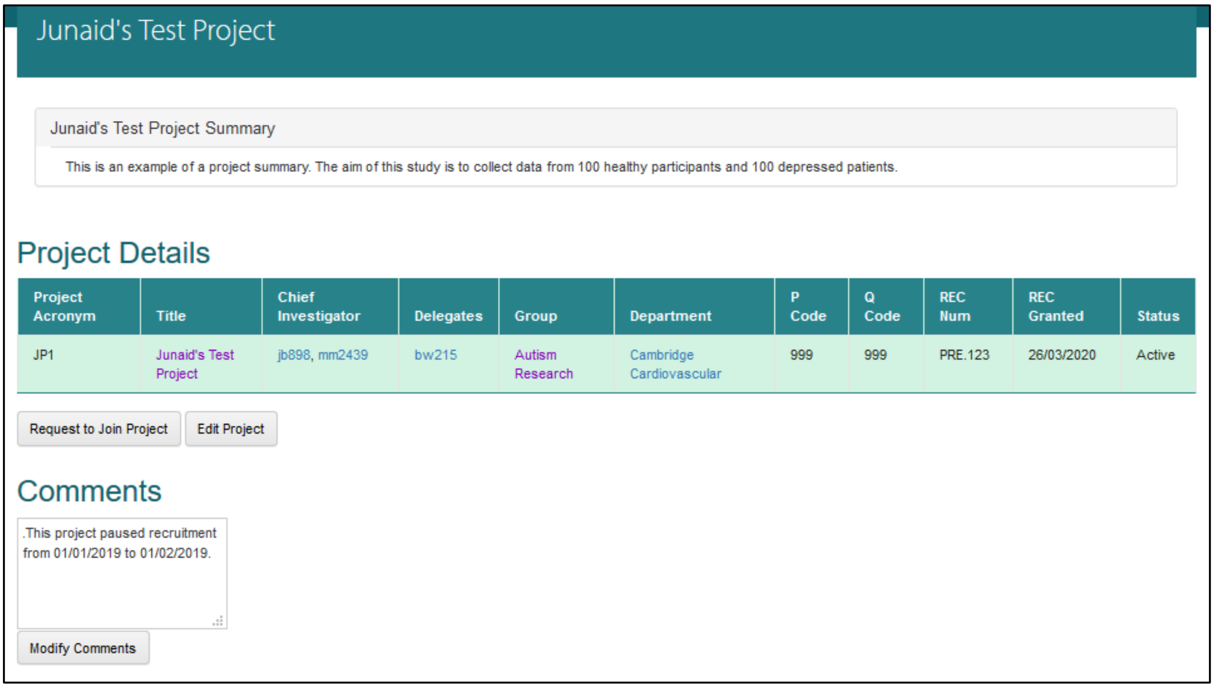
Projects

Clicking on the ‘Search Projects’ tab will bring up a list of all of the projects in the system. You can search for a project within this list by typing the projects name or acronym in the search box and pressing the enter key or the ‘Search’ button. You can type in part of the project name and it will display anything that matches. Clicking on the project title will take you to that projects page.

Project Acronym	Title	Group	Department	Status
yjg21	OULU-JoycE	Health Neuroscience	Psychiatry	
WineGlassStudy	Wine Glass Study	Health Neuroscience	Psychiatry	
Vulnerability in Autism	Survey of vulnerability in autism	Autism Research	Psychiatry	
Visual Cortex 7T	Decoding Spatial Attention in Visual Cortex at 7T	Undefined	CBU	
VBM_SCR_David	enter Project title	Undefined	Psychology	

Project Page

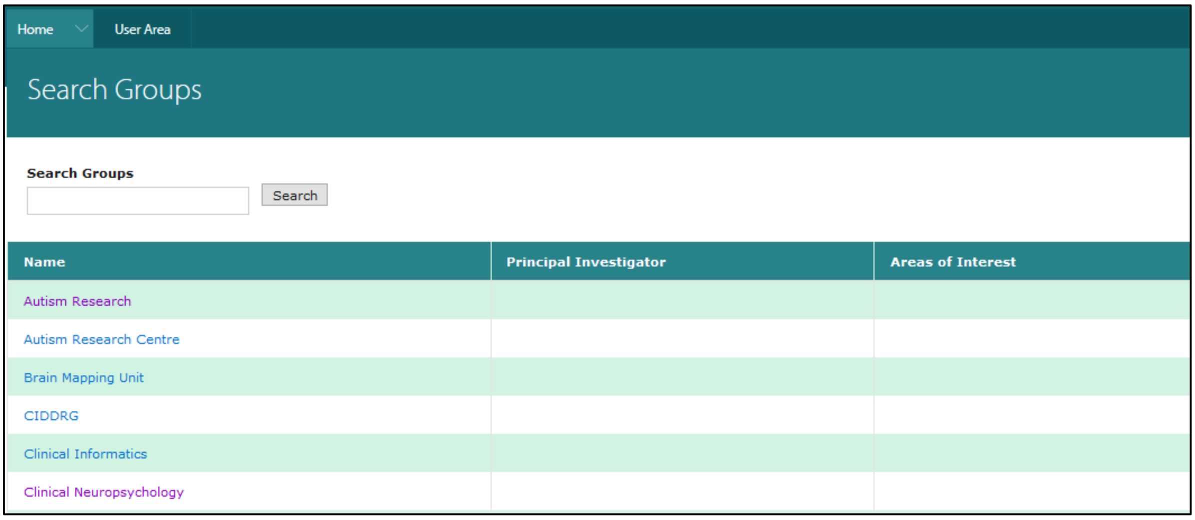
By clicking on the name of any project, you can go to that projects page. Each project page has useful details about a research project. The summary section should have a brief written summary of what the purpose and method of this research project. The project details table holds information on the project so that they can always be easily found here. The comments box can be used to write information that may be important to know about this project. Please note that some projects will only have part of the details filled out.



Project Acronym	Title	Chief Investigator	Delegates	Group	Department	P Code	Q Code	REC Num	REC Granted	Status
JP1	Junaid's Test Project	jb898, mm2439	bw215	Autism Research	Cambridge Cardiovascular	999	999	PRE.123	26/03/2020	Active

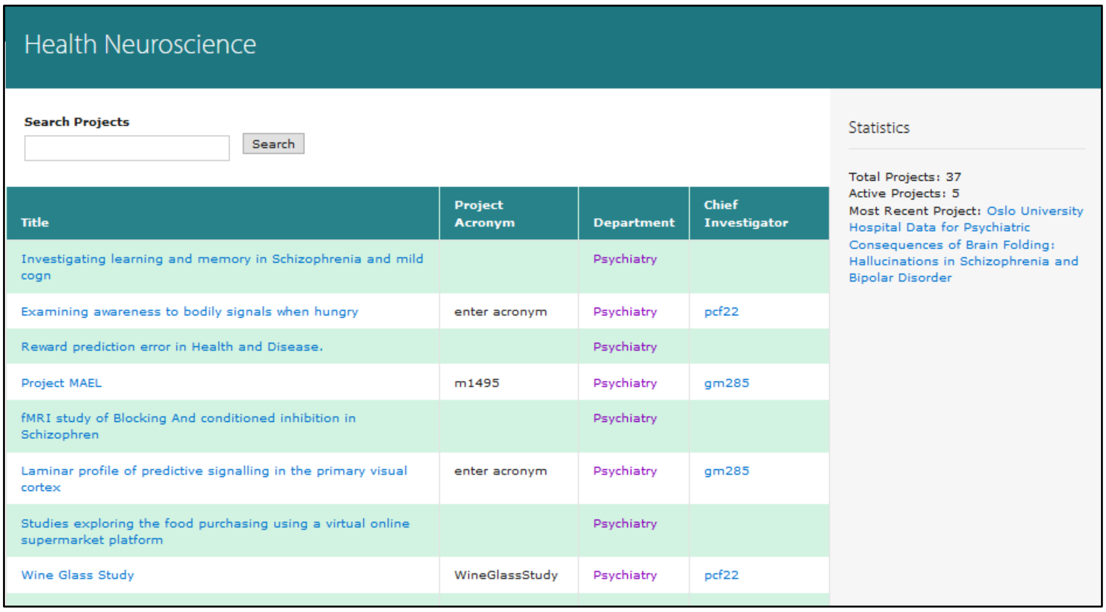
Groups

Clicking on the 'Search Groups' tab, will bring up a list of groups. Each department will have multiple groups led by one or sometimes multiple Principal Investigators. Each group will usually have a specialty within the department that they focus on. This can be a useful way for you to search for research by PIs or topics that you are interested in. You can use the search box to search for the name of a group, the name of a Principal Investigator that leads a group, or the topic area that the group is investigating.



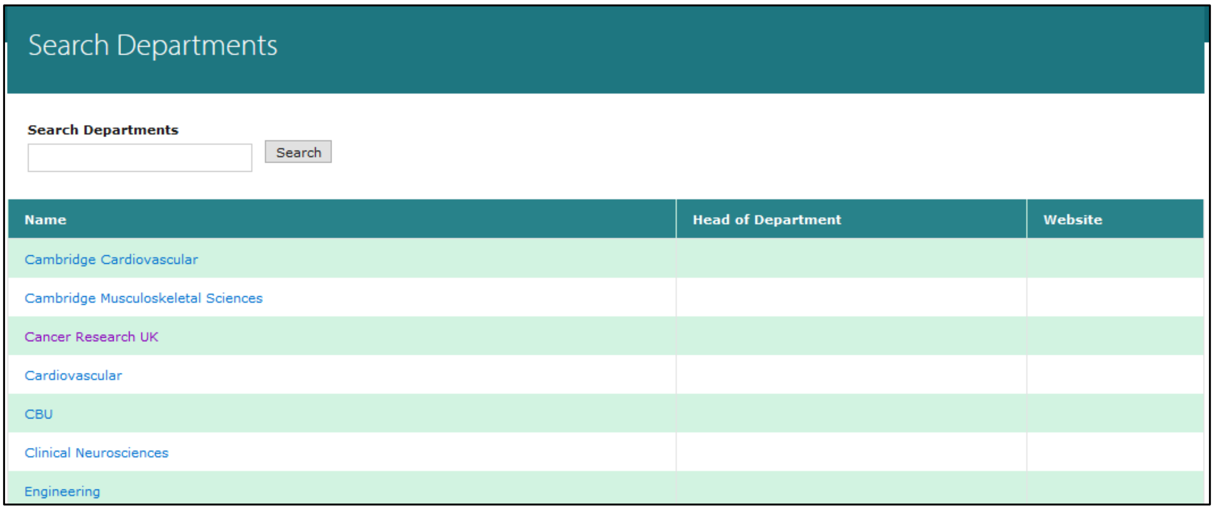
Group Pages

You can click on the name of any group to go to the group page. Here you will see every project on Cencom that is associated with that group. You can also see some basic statistics on how many projects the group has, and the chief investigator of the project. You can click on any project name to go to that projects page. You can also go to the Principal Investigators page by clicking on their name, or the Departments page by clicking on the department name.



Departments

Clicking on the ‘Search Departments’ tab will bring up a list of departments that currently have data on Cencom. You can search for a department name, or the head of the department, using the search box and click on the department of your choice. This will then display a list of all the projects in that department that are on Cencom.



Search Departments

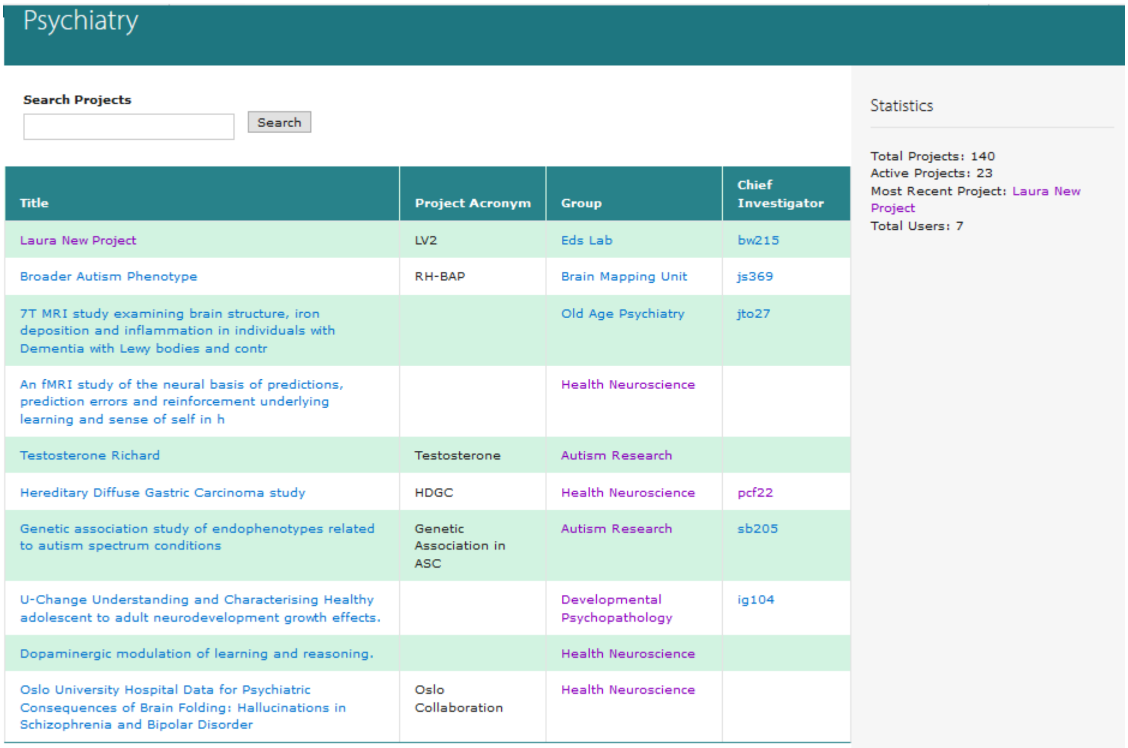
Search Departments

Search

Name	Head of Department	Website
Cambridge Cardiovascular		
Cambridge Musculoskeletal Sciences		
Cancer Research UK		
Cardiovascular		
CBU		
Clinical Neurosciences		
Engineering		

Department Pages

You can go to a department’s page by clicking on the departments name. Each Departments page has a list of projects that are associated with that department on Cencom. You can also see some basic statistics on projects in the department. For each research project listed, you can see the Project Acronym, Group and chief investigator of that project.



Psychiatry

Search Projects

Search

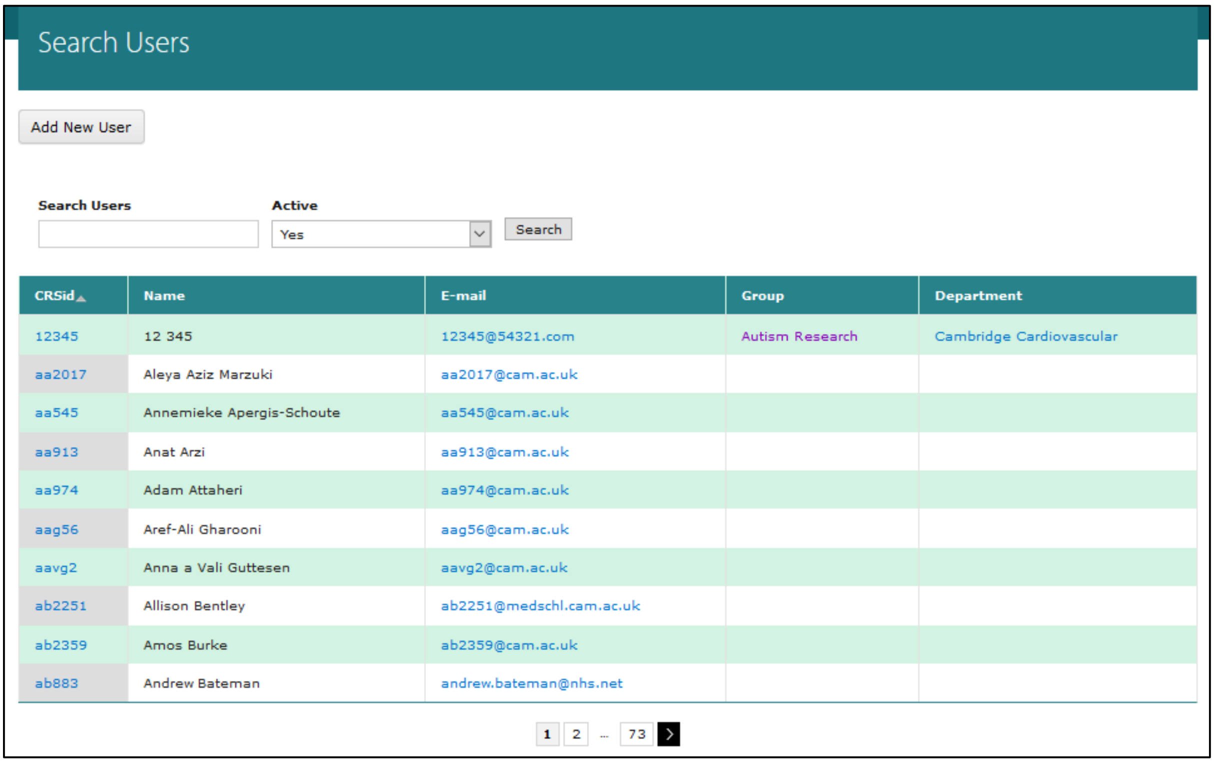
Title	Project Acronym	Group	Chief Investigator
Laura New Project	LV2	Eds Lab	bw215
Broader Autism Phenotype	RH-BAP	Brain Mapping Unit	js369
7T MRI study examining brain structure, iron deposition and inflammation in individuals with Dementia with Lewy bodies and contr		Old Age Psychiatry	jto27
An fMRI study of the neural basis of predictions, prediction errors and reinforcement underlying learning and sense of self in h		Health Neuroscience	
Testosterone Richard	Testosterone	Autism Research	
Hereditary Diffuse Gastric Carcinoma study	HDGC	Health Neuroscience	pcf22
Genetic association study of endophenotypes related to autism spectrum conditions	Genetic Association in ASC	Autism Research	sb205
U-Change Understanding and Characterising Healthy adolescent to adult neurodevelopment growth effects.		Developmental Psychopathology	ig104
Dopaminergic modulation of learning and reasoning.		Health Neuroscience	
Oslo University Hospital Data for Psychiatric Consequences of Brain Folding: Hallucinations in Schizophrenia and Bipolar Disorder	Oslo Collaboration	Health Neuroscience	

Statistics

Total Projects: 140
Active Projects: 23
Most Recent Project: Laura New Project
Total Users: 7

Users

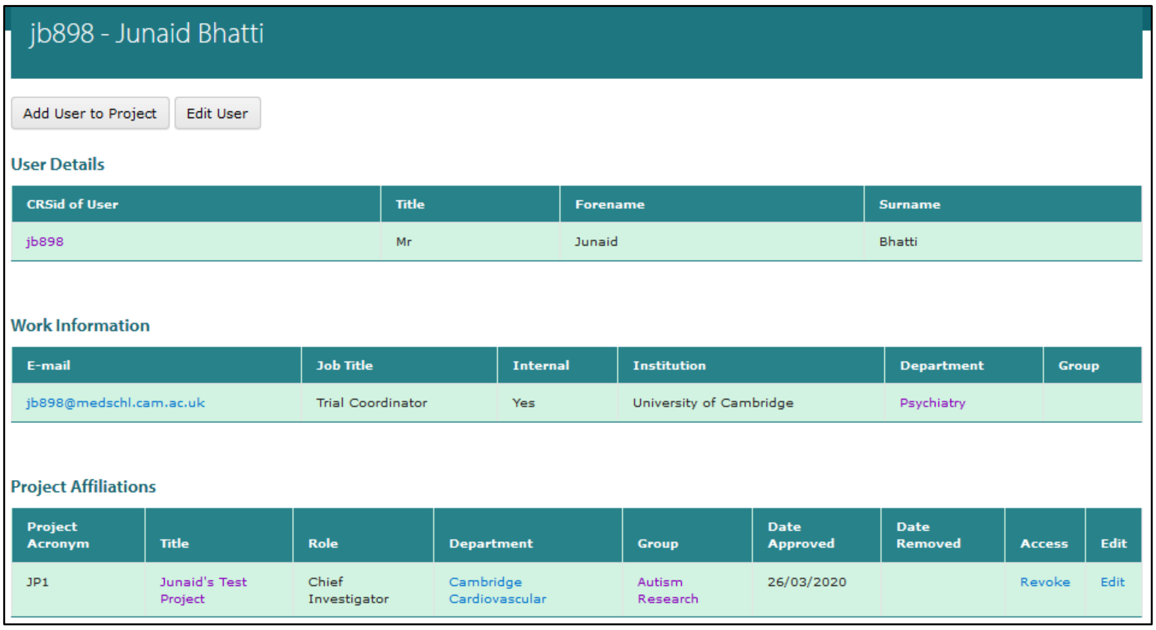
By clicking the ‘Users’ tab, you will go to the Users page where you will see a list of all users that have data on Cencom. Here you will the Users table which displays basic information on users. You can search for a user by their CRSID or by their name. By clicking on the users CRSID, you can see that each individuals User Page.



CRSid	Name	E-mail	Group	Department
12345	12 345	12345@54321.com	Autism Research	Cambridge Cardiovascular
aa2017	Aleya Aziz Marzuki	aa2017@cam.ac.uk		
aa545	Annemieke Apergis-Schoute	aa545@cam.ac.uk		
aa913	Anat Arzi	aa913@cam.ac.uk		
aa974	Adam Attaheri	aa974@cam.ac.uk		
aag56	Aref-Ali Gharooni	aag56@cam.ac.uk		
aavg2	Anna a Vali Guttesen	aavg2@cam.ac.uk		
ab2251	Allison Bentley	ab2251@medschl.cam.ac.uk		
ab2359	Amos Burke	ab2359@cam.ac.uk		
ab883	Andrew Bateman	andrew.bateman@nhs.net		

User Page

The User Page displays details on an individual user including basic details, contact and work information. This page also shows all of the projects on Cencom this user has affiliations with, and what their role on this project is.



CRSid of User	Title	Forename	Surname
jb898	Mr	Junaid	Bhatti

E-mail	Job Title	Internal	Institution	Department	Group
jb898@medschl.cam.ac.uk	Trial Coordinator	Yes	University of Cambridge	Psychiatry	

Project Acronym	Title	Role	Department	Group	Date Approved	Date Removed	Access	Edit
JP1	Junaid's Test Project	Chief Investigator	Cambridge Cardiovascular	Autism Research	26/03/2020		Revoke	Edit

This feature can be particularly useful for seeing the projects that a Principal Investigator is affiliated with, and navigating to those project pages.

pcf22 - Paul Fletcher

Add User to Project

User Details

CRSid of User	Title	Forename	Surname
pcf22	Professor	Paul	Fletcher

Work Information

E-mail	Job Title	Internal	Institution	Department	Group
pcf22@cam.ac.uk	Professor of Helath Neuroscience	1	University of Cambridge		

Project Affiliations

Project Acronym	Title	Role	Department	Group	Date Approved	Date Removed	Access	Edit
SSS	Sugar and sweetener study	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access
WineGlassStudy	Wine Glass Study	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access
FoodCues	Food Cues	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access
ARMSStudy	ARMS Study	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access
HDGC	Hereditary Diffuse Gastric Carcinoma study	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access
enter acronym	Examining awareness to bodily signals when hungry	Chief Investigator	Psychiatry	Health Neuroscience	09/01/2020		No Access	No Access

Users on Project

Further down on the project page you will see the Users on Project table. This table displays data on any user who has a role on this project.

Users on Project

Search for Users

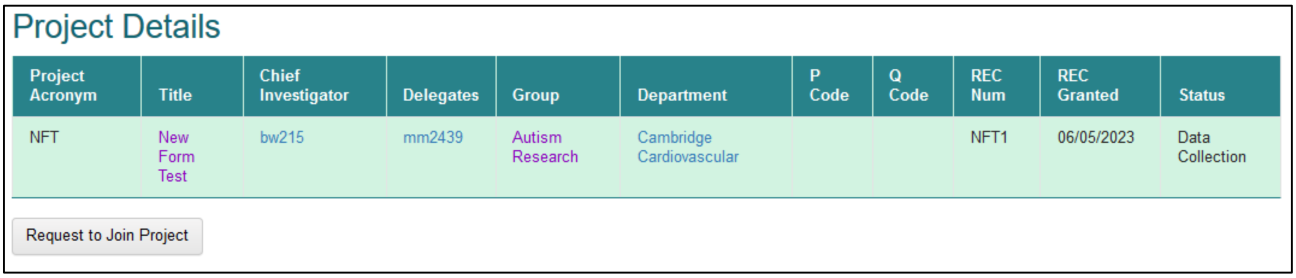
Search

CRSid	Name	Role	Delegate	REDcap	HPHI	XNAT	WBIC Admin	R Studio	Access Approved	Date Removed	Access	Edit	Delete
jb898	Junaid Bhatti	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete
mm2439	Matthew Moore	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete
bw215	Barry Widmer	Data Manager	Yes	No	No		No	No	Approved	08/04/2021	Envoke	Edit	Delete

Add User

Request to Join a Project

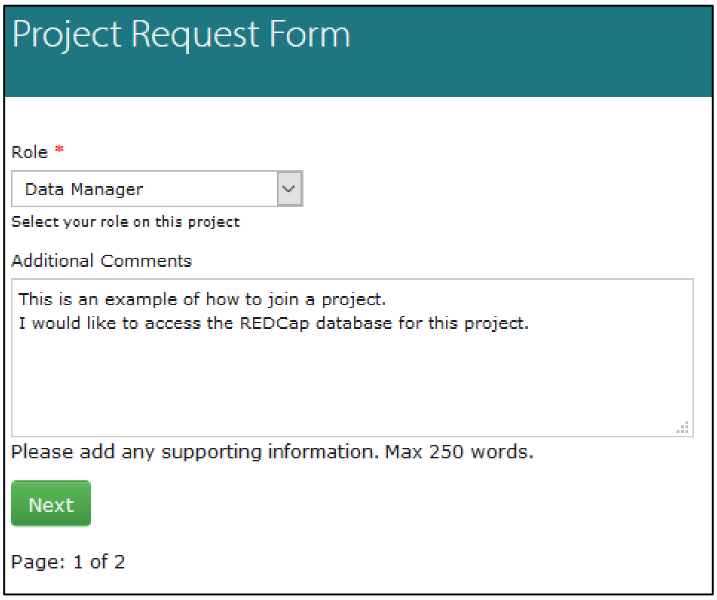
As a user, you may need to join a project in order to gain access to databases that project data is stored on. You can request to join a project by going to that projects page (Search Projects) and in the ‘Project Details’ section clicking the ‘Request to Join Project’ button.


Project Details

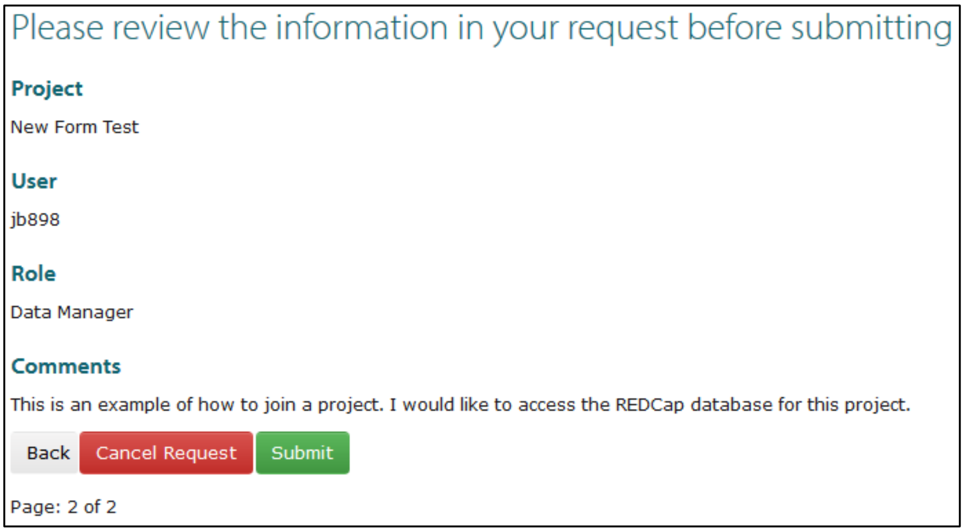
Project Acronym	Title	Chief Investigator	Delegates	Group	Department	P Code	Q Code	REC Num	REC Granted	Status
NFT	New Form Test	bw215	mm2439	Autism Research	Cambridge Cardiovascular			NFT1	06/05/2023	Data Collection

Request to Join Project

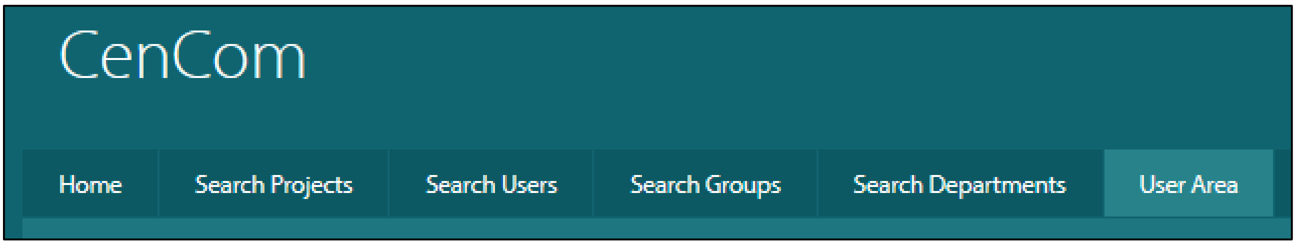
This will bring you to the Project Request Form page. Here you can choose what your role on the project is and write comments to explain why you want to join this project. After you have filled out your details, click Next.

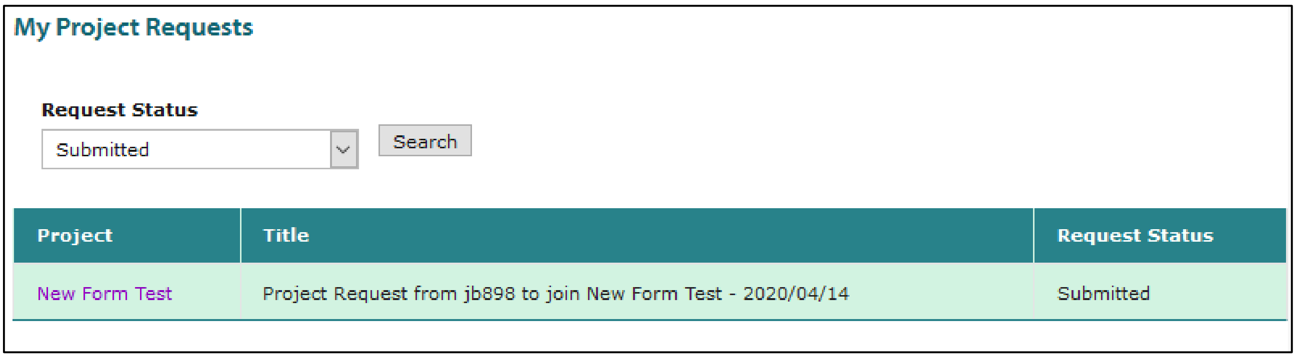


On the next screen, you can review the details such as the project you have requested to join, the role you have chosen and any comments you have written. After reviewing this you can cancel or submit your request.



This request will be added to the Principal Investigator and/or Delegates ‘To Do List’. They will be able to grant or deny access.
You can view any requests that you currently have outstanding by clicking on the ‘User Area’ tab at the top of the screen, and scrolling to the ‘My Project Requests’ section.





My Project Requests

Request Status

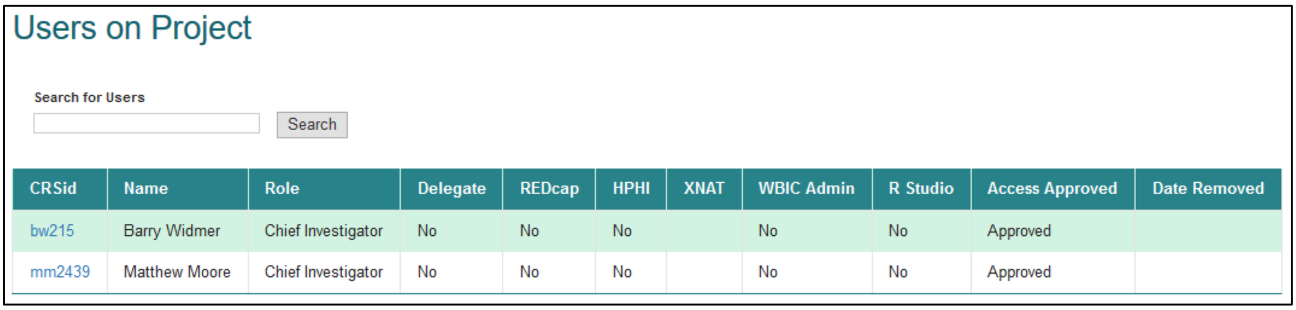
Submitted

Search

Project	Title	Request Status
New Form Test	Project Request from jb898 to join New Form Test - 2020/04/14	Submitted

ADD IN SCREENSHOT OF JB898 BEING ADDED TO NEW FORM TEST PROJECT HERE

After you have been added, when you navigate to the projects page, you will see your name added to the ‘Users on Project’ section.



Users on Project

Search for Users

Search

CRSid	Name	Role	Delegate	REDcap	HPHI	XNAT	WBIC Admin	R Studio	Access Approved	Date Removed
bw215	Barry Widmer	Chief Investigator	No	No	No		No	No	Approved	
mm2439	Matthew Moore	Chief Investigator	No	No	No		No	No	Approved	

The projects Principal Investigator or Delegates will need to grant you access to any of the projects resources or databases (REDCap, HPHI, XNAT or R Studio) that you may want access to.

Cencom User Instructions for Delegates and PI's

User Roles

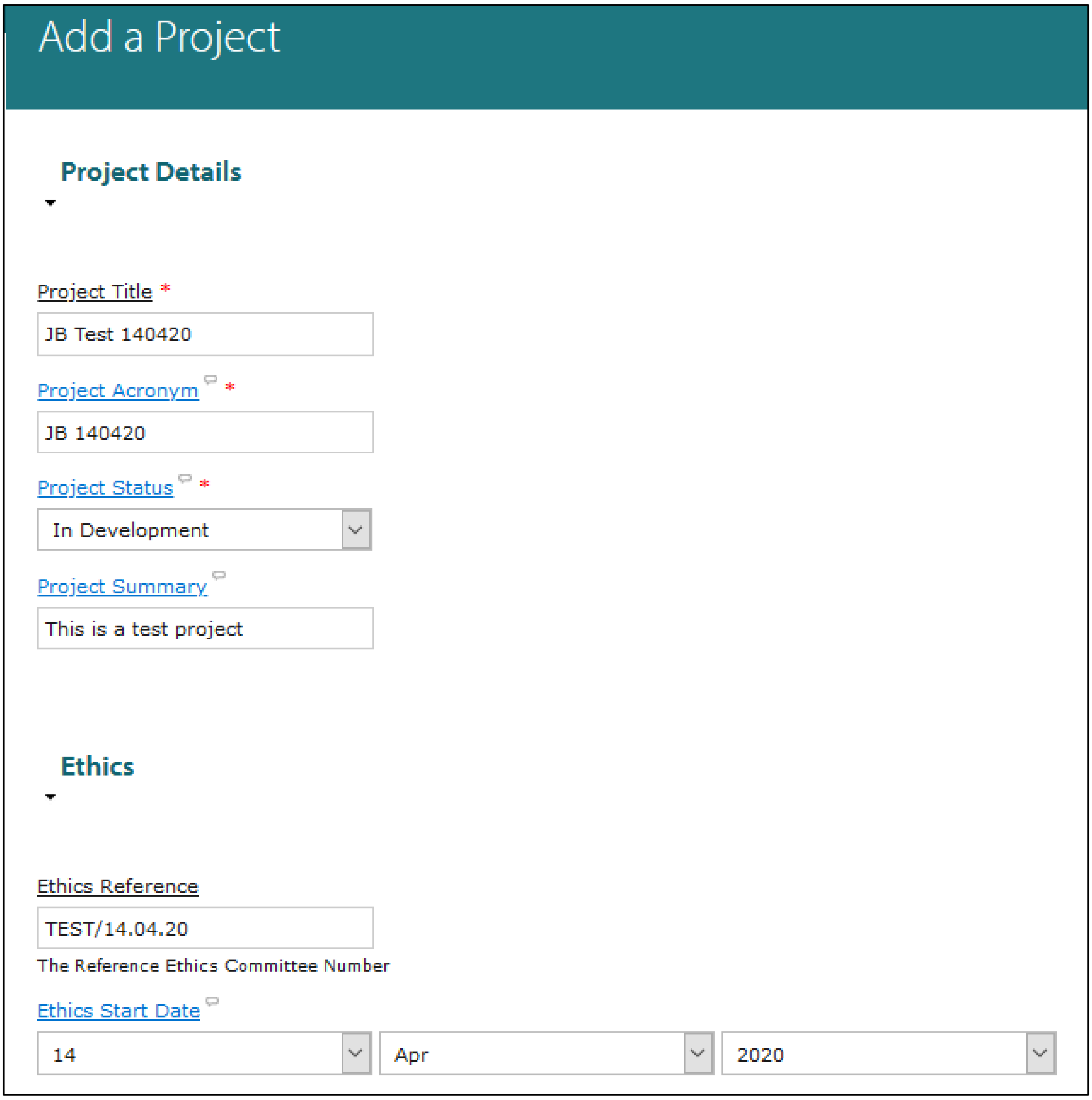
The Delegate and PI roles have privileges that allow them to edit and add projects and users to their own projects.

Role	Read Project Details	Edit Project Details	Add Users to Project	Add Project to Cencom	Add Delegate to Project
General User	Yes	No	No	No	No
Delegate	Yes	Yes	Yes	Yes	No
Principal Investigator	Yes	Yes	Yes	Yes	Yes

Adding a Project

To add a new project to the database, click on the 'Search Projects' tab, and then click the 'Register Project' button.

On the 'Create New Projects' page, you will see a form where you can fil in details of the project you want to add. Fields that are necessary to fill have a red asterix next to them. Each text box has a small icon next that you can hover your mouse over for more information.
You will be asked to fill out some basic details on this page.

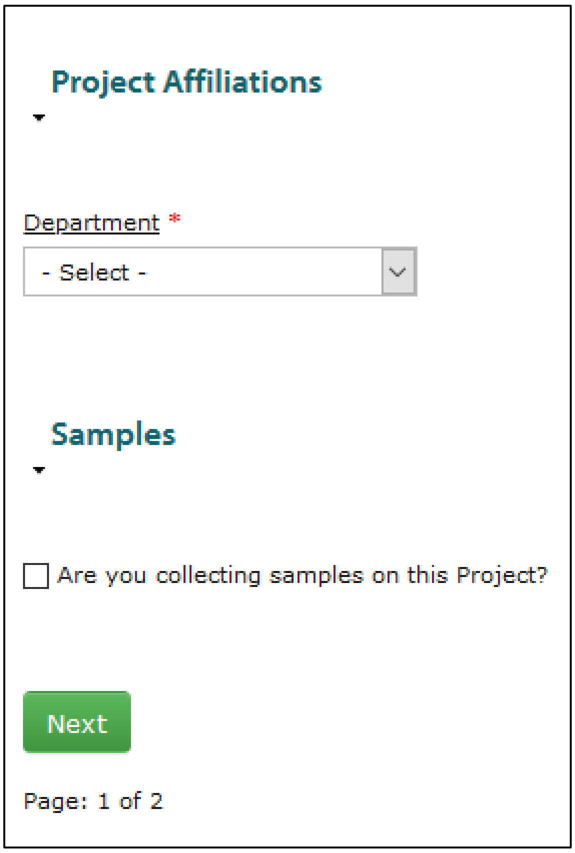


Further down the page, you will be asked to fill out the 'Project Affiliations' section.

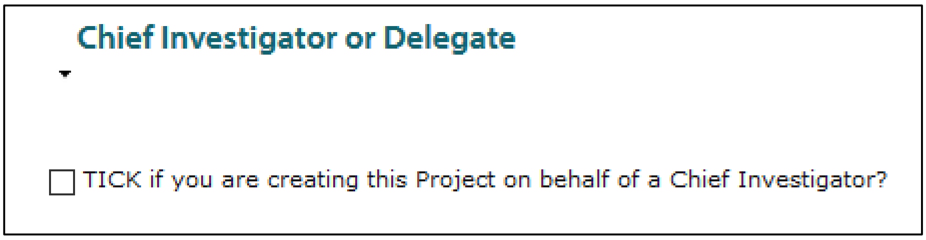
The first option asks you to choose a department. This should be the department within the University of Cambridge that this project falls under.

If this a joint project with multiple departments in the university, please chose the department that the Chief Investigator is part of.

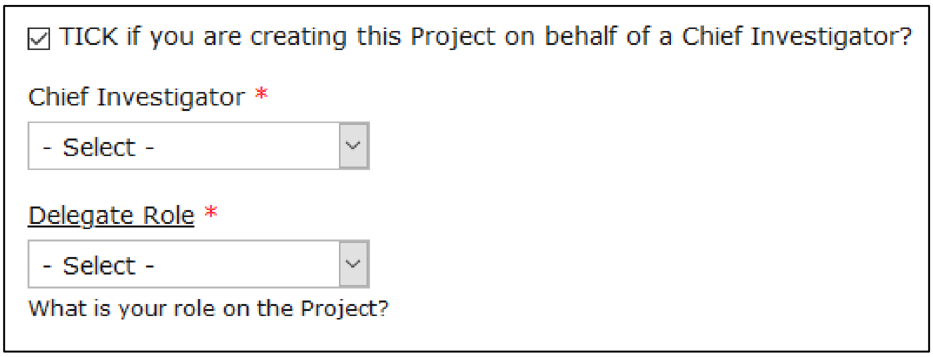
If your department is not on the list, please select 'Other', and type in the name of your department when the text box appears. This will be moderated and an administrator will need to approve this name, this is a measure to ensure to prevent duplications.



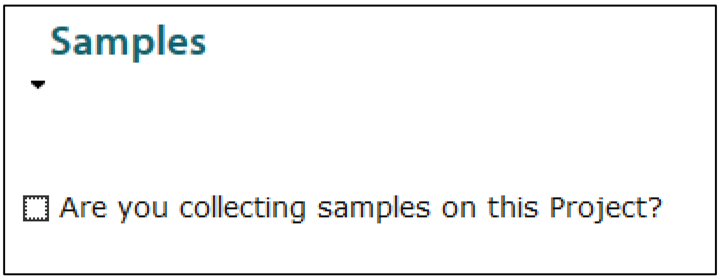
After you choose a department, you will see the 'Chief Investigator or Delegate' section appear. If you are the Chief Investigator you can skip this section. If you are not the Chief Investigator, then you will need to tick this box.



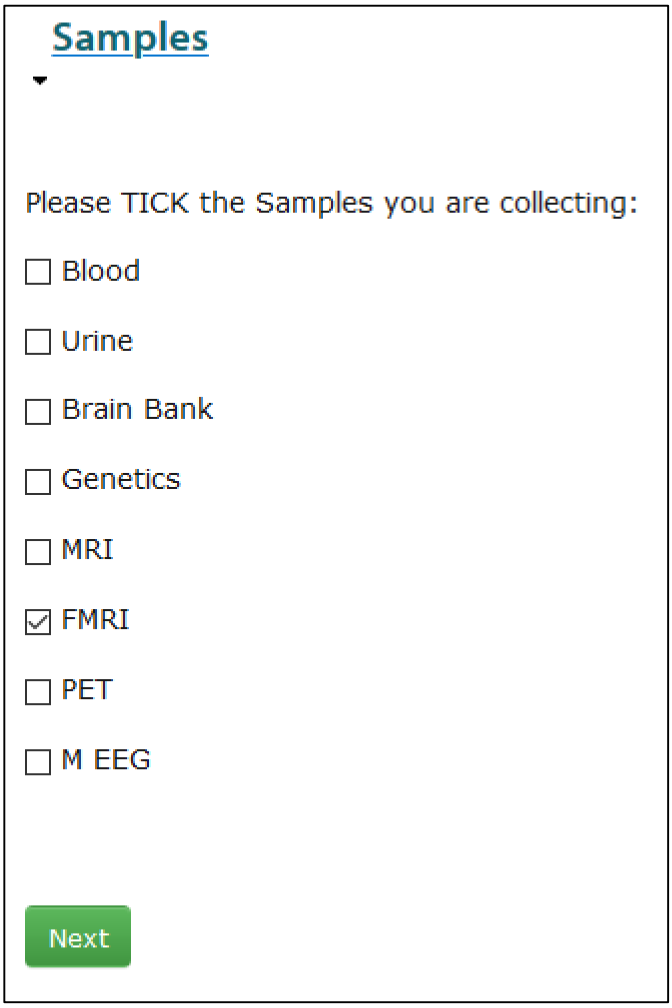
If you ticked the box, you will see the following options appear that you will need to fill out. The list of Chief Investigators will be determined by the department you choose.



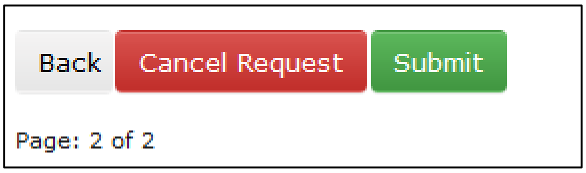
If you are collecting any samples, please tick the box in the 'Samples' section.



This will display a list of possible samples that you may be collecting.



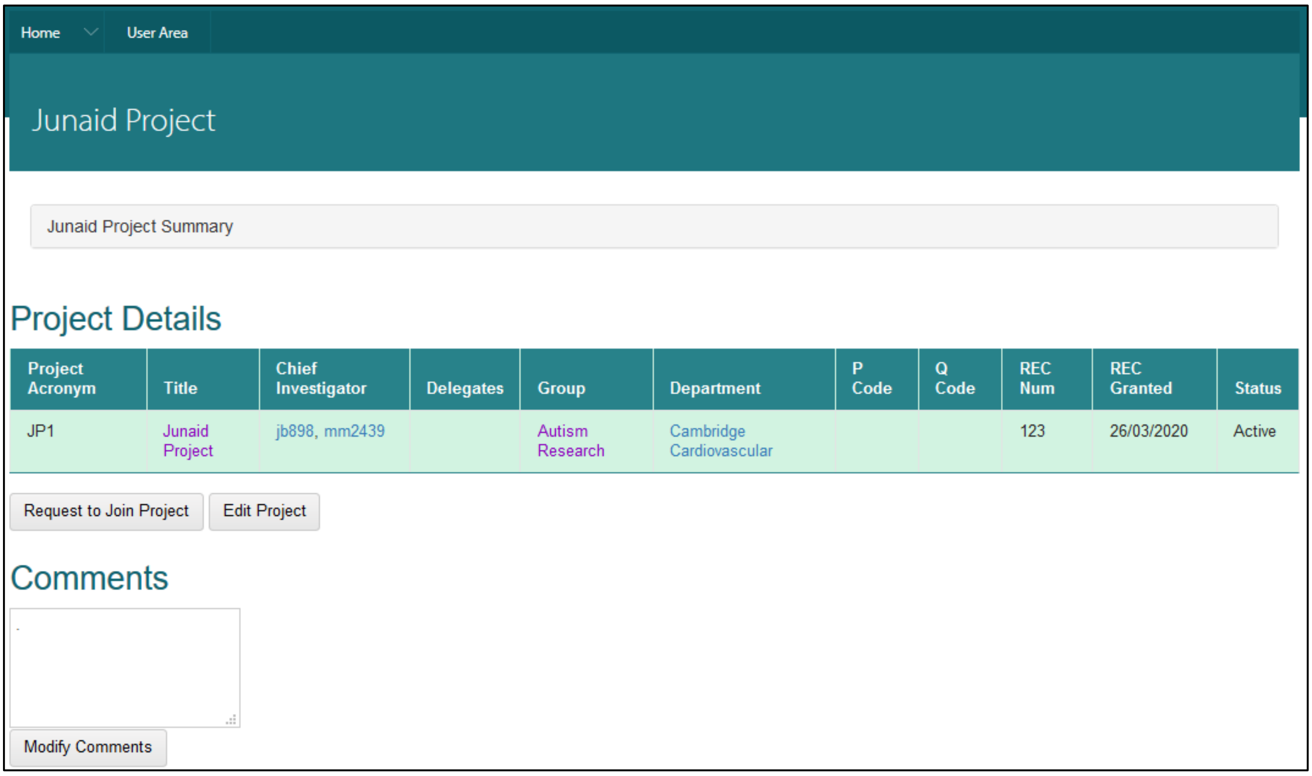
You can then click the 'Next' button to go to the next page where you can review the data that you have just entered. After checking the data, you can click submit to proceed.



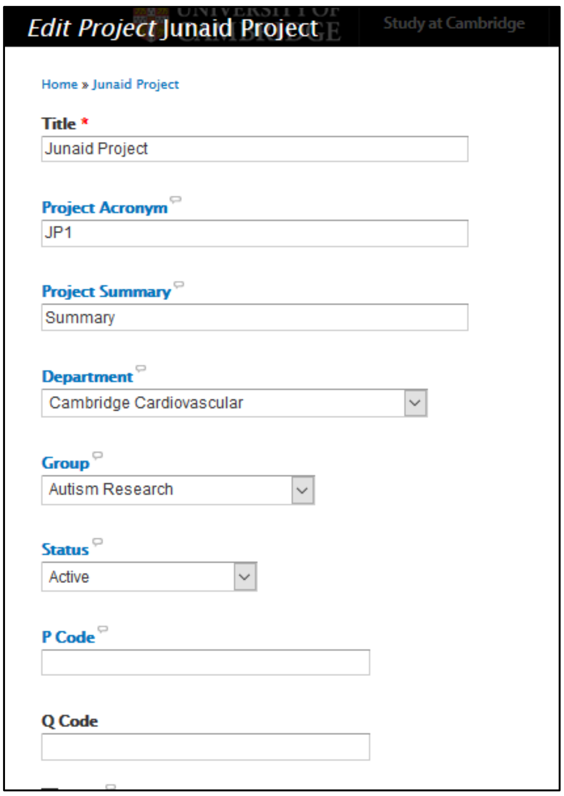
After clicking submit, your project will be added to the database and you will be taken back to the 'Search Projects' page and you will see your project listed in the table.

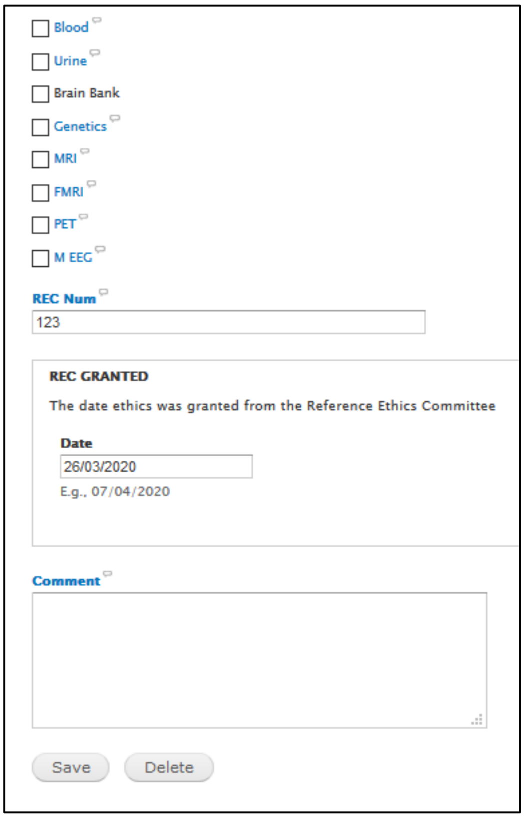
Updating Project Details

A 'Principal Investigator' or 'Delegate' can update details of a project by navigating to the project page and clicking on the 'Edit Project' button.

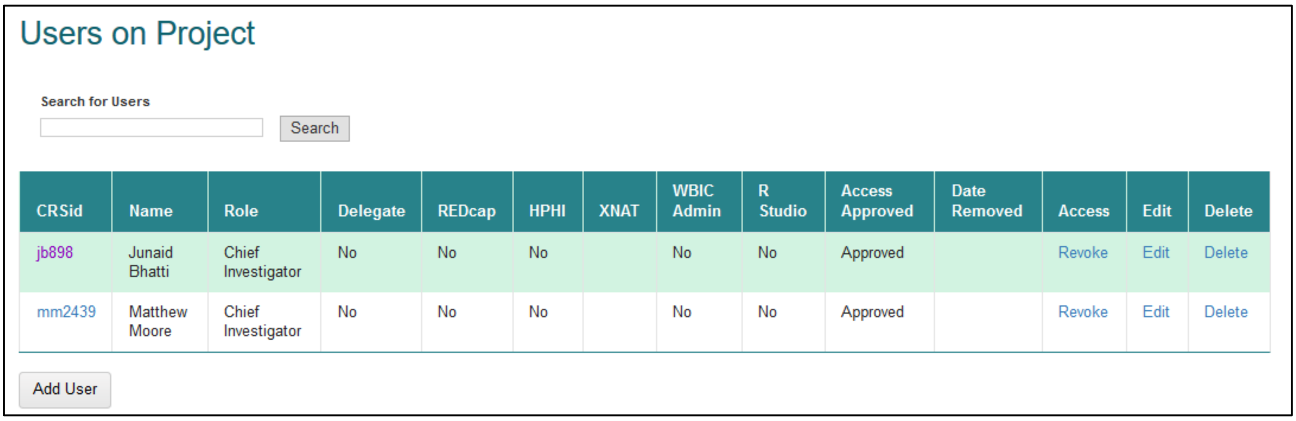


You will see a pop up that, here you can type in or change details of the project, and then click save to save those details.





Adding a User to a project

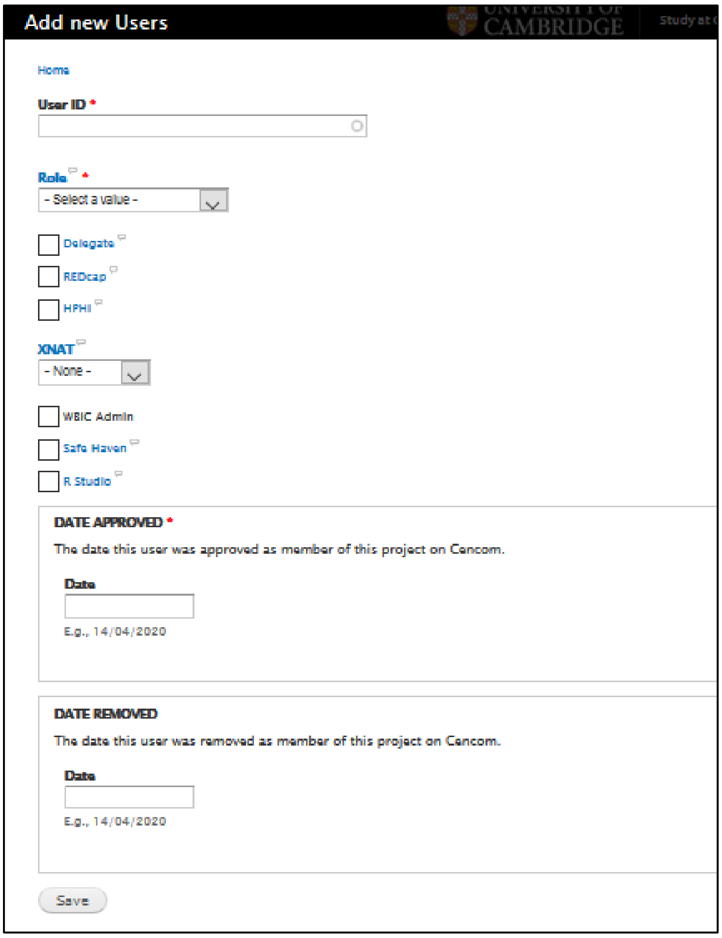

Users on Project

Search for Users

Search

CRSid	Name	Role	Delegate	REDcap	HPHI	XNAT	WBIC Admin	R Studio	Access Approved	Date Removed	Access	Edit	Delete
jb898	Junaid Bhatti	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete
mm2439	Matthew Moore	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete

Add User



To add a user, navigate to the page of the project you want to add a user to. Scroll to the 'Users on Project' section and click the 'Add user' button. The 'Add New Users' form will pop up.

In the User ID box, type in the users Raven ID (E.G jb898) you will not need to write any part of their email address.

Select the users role on this project from the dropdown list.

If you wish to give this user 'Delegate' privileges, which allow them to add, remove or edit project or user details, then tick the delegate box. CAN A DELEGATE ADD ANOTHER DELEGATE

If you wish to grant this user access to this projects REDCap database, HPHI resources, Safe Haven, or R studio, you can tick the box next to those fields.

For access to XNAT, you will need to choose the level of access you grant this user (Collaborator, Owner, Undefined, User). **Define these terms**

WBIC ADMIN EXPLANATION

You will need to set a date for approval and for removal. The 'Date Removed' will remove this user from this project on Cencom and also remove access from all of this projects software systems that this user has been granted access to. After you have entered the users details, click save, and the user will be added to Cencom. It may take a few days for the user to have access to any software or systems you have granted them access to.

Grant a Users Access on a Project to Software and Systems

Cencom can be used to grant or revoke a user's access to project resources on the following systems:

- REDCap
- HPHI
- XNAT
- R Studio

To do so, navigate to the page of the project, scroll to the 'Users on Project' section, find the user in the table and click on the Edit button.

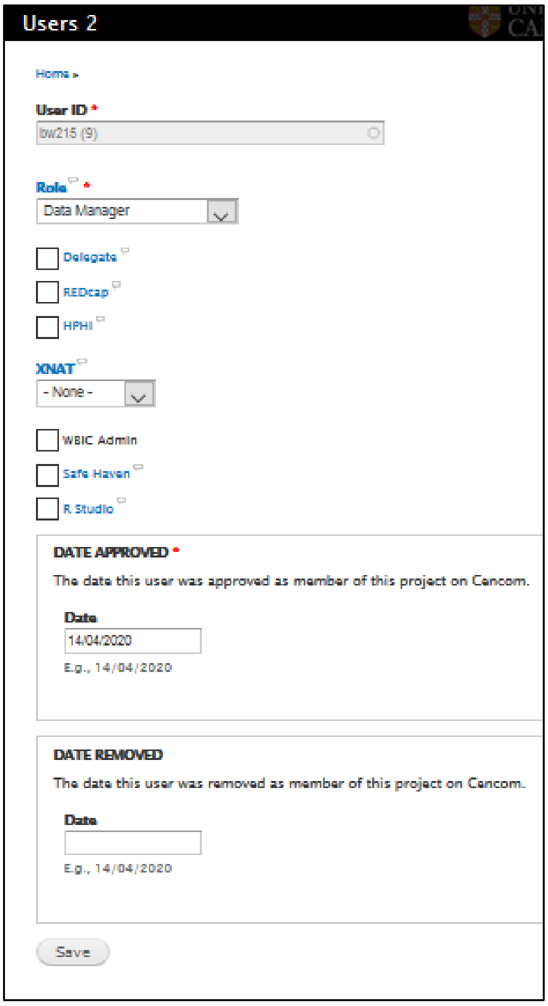
Users on Project

Search for Users

Search

CRSid	Name	Role	Delegate	REDcap	HPHI	XNAT	WBIC Admin	R Studio	Access Approved	Date Removed	Access	Edit	Delete
jb898	Junaid Bhatti	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete
mm2439	Matthew Moore	Chief Investigator	No	No	No		No	No	Approved		Revoke	Edit	Delete

This will display a form with this users details on this project. From here, you can tick the box next to any of the fields that you want to grant access to.

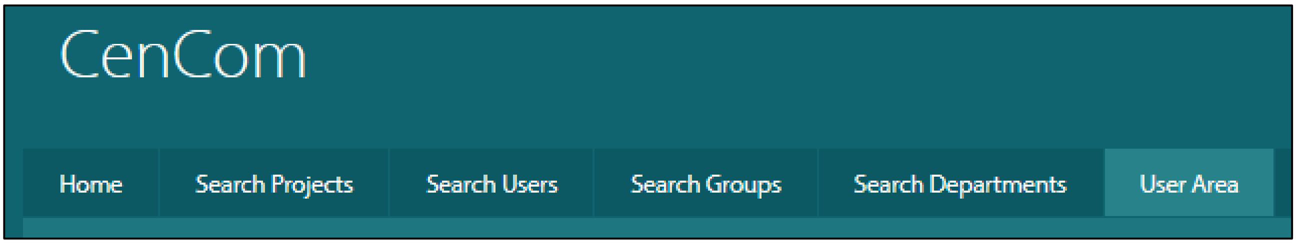


To grant access to XNAT, click on the XNAT dropdown and select the level of access you want to grant

Collaborator
Owner
Undefined
User

To Do List

The ‘To Do List’ can be found under the User Area section.



The ‘To Do List’ section is a list of anything that needs your approval to proceed. You may also choose to deny the request, or you can query the user if you would like more information on the request.

These are the possible requests that you may need to approve or deny.

- A user adding themselves to your project
- A delegate creating a new project a listing you as the Principal Investigator
- NEED TO ADD OTHER POSSIBLE REQUESTS