

COLLABORATIVE WORKSPACES FOR THE CADTH COMMON DRUG REVIEW

Frequently Asked Questions —Manufacturers and Designated Consultants

Q: What is Collaborate Workspaces?

A: Collaborate Workspaces is a secure portal to receive and exchange documents between CADTH and its Common Drug Review (CDR) applicants.

Q: What should be submitted using Collaborative Workspaces?

A: For submissions or resubmissions filed on or after January 2, 2018, all Category 1 and 2 submission and resubmission requirements, additional information (e.g., Clinical Study Reports) requested by CADTH, comments and redaction requests on CDR Review Reports, and Final CDEC Recommendation redaction requests.

Q: What will I receive from CADTH using Collaborative Workspaces?

A: Draft and final redacted CDR Review Reports, CADTH Reviewer’s response to manufacturer comments, Embargoed CDEC Recommendations, and Final CDEC Recommendations.

Q: Will I still receive files from CADTH using FileCatalyst?

A: For submissions filed before January 2, 2018 that are ongoing CDR reviews, applicants may continue to receive information from CADTH using FileCatalyst while CADTH phases out this tool.

Q: Is there a cut-off time for submitting files using Collaborative Workspaces?

A: Submission material must be submitted using Collaborative Workspaces during CADTH business hours 8:00 a.m. to 4:00 p.m. ET. If submitted outside of regular business hours, the following business day will be considered the date of transmittal.

Q: Will I receive an acknowledgement when my files are successfully submitted?

A: An automatic email notification will be sent when the files are successfully submitted to Collaborative Workspaces.

Q: How do I access Collaborative Workspaces to submit files to CDR?

A: Applicants must be registered with CADTH before using Collaborative Workspaces. For detailed information on how to register please consult [CADTH Collaborative Workspaces Registration](#).

Q: Can multiple people within my organization register for Collaborative Workspaces accounts?

A: Both primary and secondary contacts and any submitting consultants working on a CDR application should be registered with Collaborative Workspaces.

Q: I am already registered to submit files to CADTH's pan-Canadian Oncology Drug Review (pCODR); do I need to register for CDR as well in Collaborative Workspaces?

A: Registering a second time is not required. If you are already registered for pCODR submissions please email requests@cadth.ca to request additional access to CDR, alternatively you can request additional access through the online [web form](#).

Q: What should continue to be sent to requests@cadth.ca?

A: General inquiries regarding CADTH's CDR process, advance notification, resubmission eligibility inquiries, and new combination product consideration forms. All requests for pre-submission meetings should continue to be sent to meetingrequests@cadth.ca.

Q: I would like to file a patient group submission for CDR; do I need a Collaborative Workspaces account?

A: No. CDR patient group submissions are not made using Collaborative Workspaces. Patient input should be submitted using the current [Patient Input Process](#) for CDR.

Q: I am having trouble creating a password for my Collaborative Workspaces account, why?

A: Passwords should be at least eight characters and contain one number and one upper case letter. Passwords should not include any special characters or part of the user name associated with the account.

Q: How do I reset my password?

A: Passwords can be reset by using the [forgot password](#) function and following the prompts.

Q: What is the format and maximum file size that can be submitted to Collaborative Workspaces?

A: Files should be submitted as zipped (.zip) files. The maximum file size is approximately 1GB. If there are several .zip files, the number of files should be noted in the additional comments box of the submission form (e.g., File 1 of 4). The root folder(s) should be clearly named with the brand or generic drug name and submission requirement (e.g., Brand Name — Category 1).

Q: I am unable to submit files to Collaborative Workspaces

A: Applicants who experience difficulties filing a submission or resubmission using Collaborative Workspaces should contact CADTH by email (requests@cadth.ca) for support or to arrange an alternate delivery method for the submission or resubmission requirements; e.g., by email or mailing a USB memory stick or CD.

Q: What browser works best with Collaborative Workspaces?

A: Collaborative Workspaces is built using Microsoft SharePoint. It works best with Internet Explorer, but may be used with Google Chrome, Mozilla's Firefox, and Safari.