

How to Use the Comprehensive Ancillary Forms Engine (CAFÉ)

CAFÉ (Comprehensive Ancillary Forms Engine) is used by study teams to submit digital forms to ancillary teams, such as Lab/Pathology, Investigational Pharmacy, DSMB/ISPRC for study setup. These teams provide ancillary services to support your research study.

CAFÉ can be accessed directly from a web browser utilizing an UCLA AD login and password from within the Mednet network. <https://crisapps.ctsi.ucla.edu:8443/cafe/login>

Note that pop-ups must be enabled within the web browser to utilize all functionalities of CAFÉ.

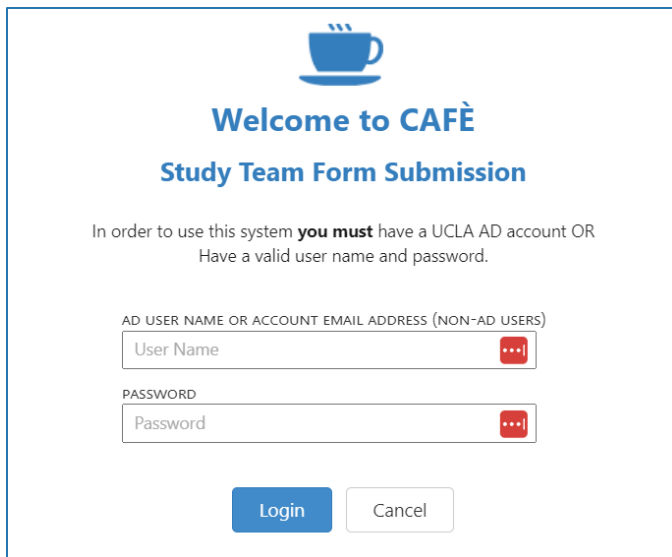
Accessing CAFE

To access CAFÉ, you are required to have a UCLA AD Login and be listed as Protocol Staff:

- UCLA Principal Investigator
- Co-Principal Investigator
- Sub-Investigator
- Study Coordinator (CRA)
- Fund Manager
- Regulatory Coordinator
- Study Contact
- Nurse Coordinator
- TRIO-US IST

To manage staff listed in OnCore, refer to the tipsheet: [Managing Protocol Staff](#)

1. Enter your **AD USER NAME** and **PASSWORD**
2. Click Login Using Your UCLA AD Account



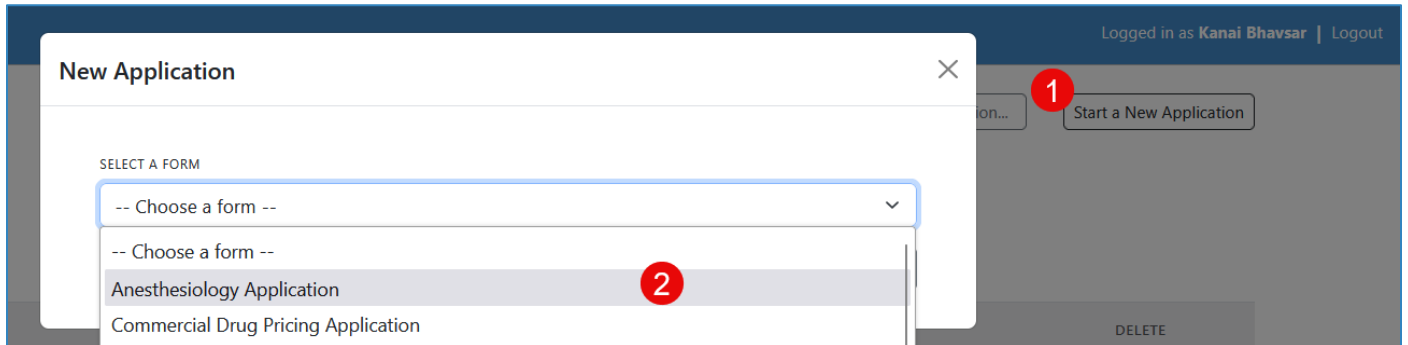
The image shows a web browser window displaying the CAFÉ login page. At the top, there is a blue coffee cup icon. Below it, the text reads "Welcome to CAFÉ" and "Study Team Form Submission". A message states: "In order to use this system **you must** have a UCLA AD account OR Have a valid user name and password." There are two input fields: "AD USER NAME OR ACCOUNT EMAIL ADDRESS (NON-AD USERS)" with a sub-label "User Name" and a red eye icon, and "PASSWORD" with a sub-label "Password" and a red eye icon. At the bottom, there are two buttons: "Login" (blue) and "Cancel" (white).

Starting a New Application

You will need to start a new application for each ancillary team for each study.

Note that your study must list you as protocol staff in OnCore AND list a designated Regulatory Coordinator; otherwise, study details in CAFÉ will not appear during the new application process.

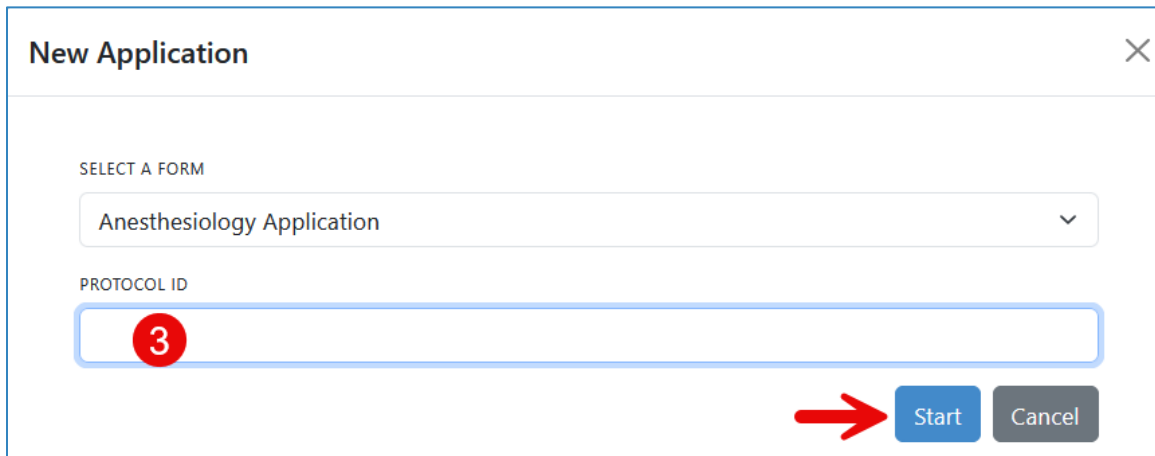
1. Click the drop-down arrow in the **Start A New Application** field
2. Select the Form Type



The screenshot shows a 'New Application' modal window. At the top right, it says 'Logged in as Kanai Bhavsar | Logout'. Below this, there is a button labeled 'Start A New Application' with a red circle and the number 1 next to it. Below the button is a dropdown menu labeled 'SELECT A FORM'. The dropdown is open, showing three options: '-- Choose a form --', 'Anesthesiology Application' (which is highlighted with a red circle and the number 2), and 'Commercial Drug Pricing Application'. There is also a 'DELETE' button at the bottom right of the modal.

Multiple options may display if an ancillary has more than one form type.

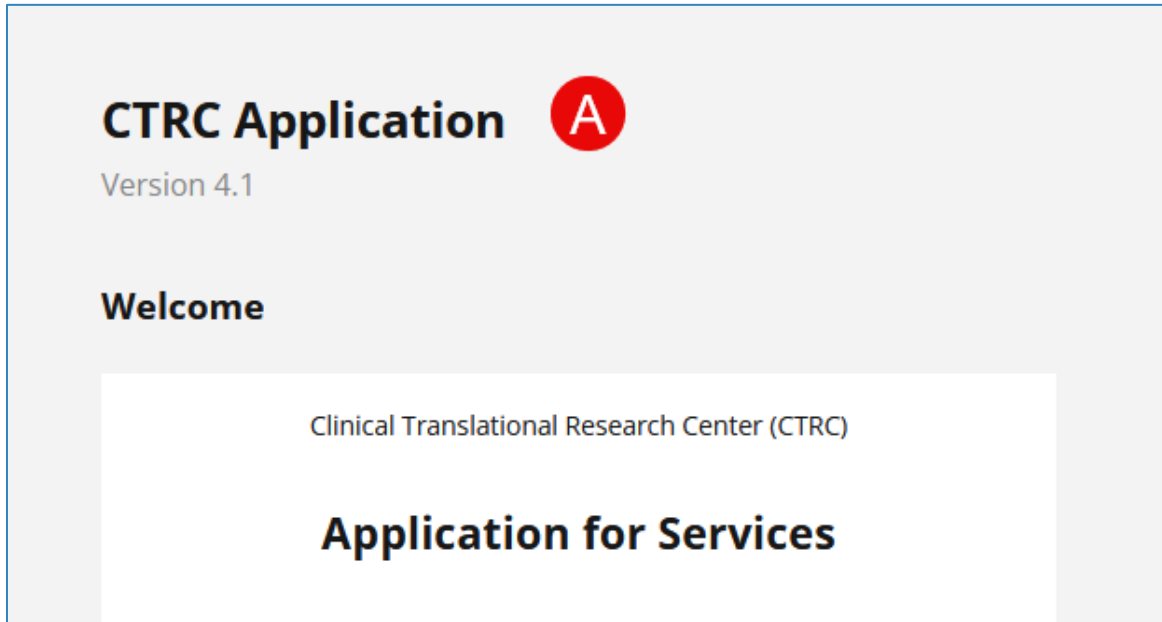
3. Enter the **IRB Number** and click **Start**



The screenshot shows the 'New Application' modal window. The 'SELECT A FORM' dropdown is now closed, and 'Anesthesiology Application' is selected. Below this is a text input field labeled 'PROTOCOL ID' with a red circle and the number 3 next to it. At the bottom right, there are two buttons: 'Start' (highlighted with a red arrow) and 'Cancel'.

Navigating the Application

- A. **Name of Form** – Will be displayed at the top of the form.



CTRC Application A

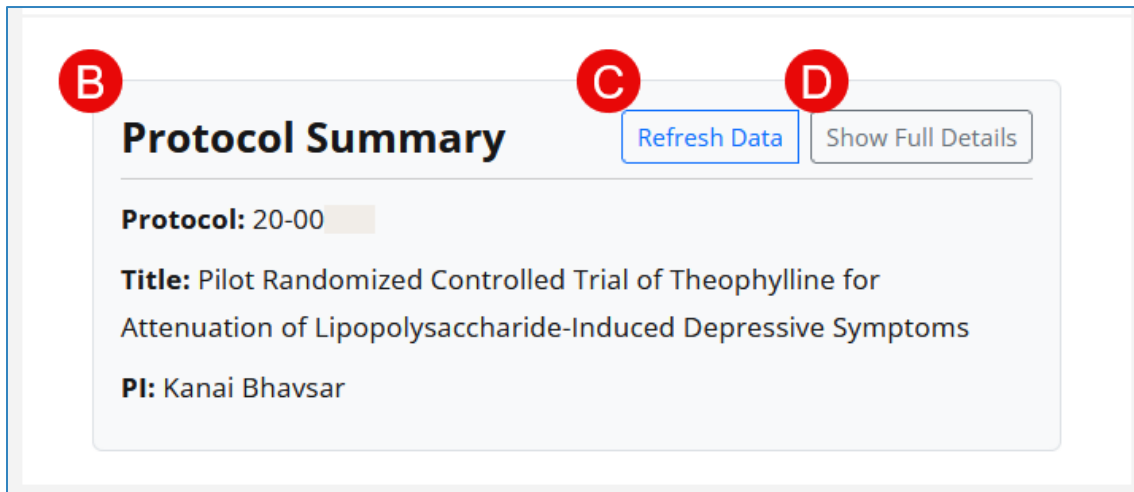
Version 4.1

Welcome

Clinical Translational Research Center (CTRC)

Application for Services

- B. **Protocol Summary** – Shows the study's Protocol Number, Title, and Principal Investigator that is recorded in OnCore.
- C. **Refresh Data** – Allows users to update the data displayed within the Protocol Summary with applicable changes made in OnCore for the study.
- D. **Show Full Details** – By clicking the “Show Full Details” button, additional study information is displayed for the study record, sponsor, and study staff listed on the OnCore study record. Click the “Show Condensed” button to revert to the Protocol Summary view.



Protocol Summary B

Refresh Data C Show Full Details D

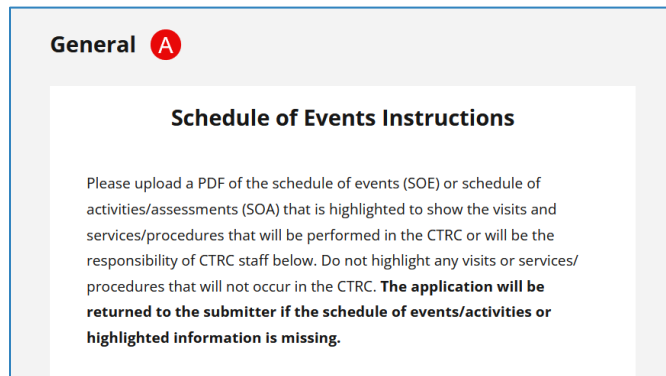
Protocol: 20-00

Title: Pilot Randomized Controlled Trial of Theophylline for Attenuation of Lipopolysaccharide-Induced Depressive Symptoms

PI: Kanai Bhavsar

Answering Questions on the Application

- A. **Section** – This displays the section of the form you are completing. Sections can change depending on your answers to individual questions.

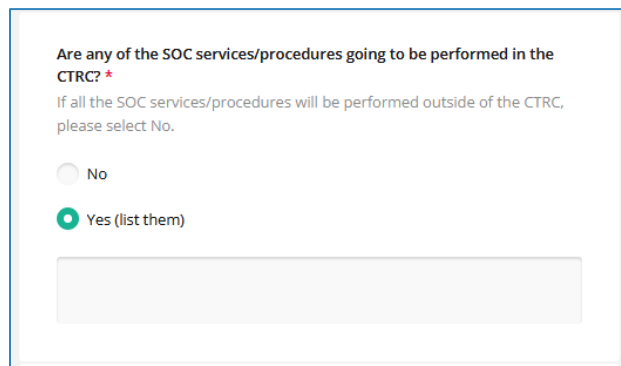


General A

Schedule of Events Instructions

Please upload a PDF of the schedule of events (SOE) or schedule of activities/assessments (SOA) that is highlighted to show the visits and services/procedures that will be performed in the CTRC or will be the responsibility of CTRC staff below. Do not highlight any visits or services/procedures that will not occur in the CTRC. **The application will be returned to the submitter if the schedule of events/activities or highlighted information is missing.**

- B. **Application Question** – Click on one of the boxes to select an answer to the question or enter the information in a free-text field.



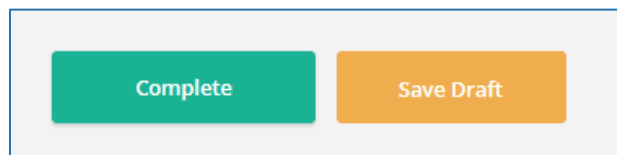
Are any of the SOC services/procedures going to be performed in the CTRC? *

If all the SOC services/procedures will be performed outside of the CTRC, please select No.

☐ No

☒ Yes (list them)

- C. **Buttons** – You can “Save Draft” to save the current application (and come back to it later) or “Complete” to submit the form.

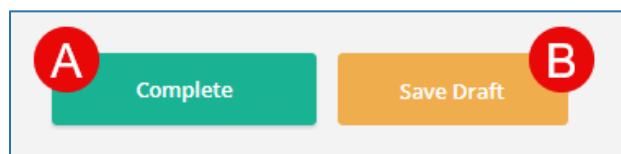


Complete **Save Draft**

Questions that display a red asterisk [*] are required to be answered and cannot be skipped.

Submitting the Application to the Ancillary

- A. **Complete** – Clicking this button is the final step in completing your application.
- B. **Save Draft** – Allows you to Save and Exit the application (so you can come back and finish it later).



A **Complete** **Save Draft** B

Accessing Saved Applications

Applications will appear on this list when:

- Clicking the **Save Draft** button was used prior to exiting the form.
- When an Ancillary has returned a previously submitted application back to the study team.

Applications are available to you for studies for which you are listed as protocol staff, even if you did not initiate them.

Ancillaries are unable to access applications for a protocol until submitted by study teams.

CAFÉ

Logged in as Kanai Bhavsar | Logout

View Job Aid Go To Old CAFÉ Version... Start a New Application

Saved Applications

20-00

FORM NAME	LAST SAVED BY	
CTRC Application v1	(17 minutes ago)	DELETE
DSMB/ISPRC Initial Submission v4	Marlon Abrazado (2 days ago)	DELETE
Ophthalmology Letter of Agreement v1	(21 days ago)	DELETE
Pathology/Lab Application Form v2	(Unknown)	DELETE
Stem Cell Trial Request Form v1	(Unknown)	DELETE

22-00

FORM NAME	LAST SAVED BY	
Anesthesiology Application v2	You (2 days ago)	DELETE

1. Click the form hyperlink for the corresponding study IRB number to continue filling it out from where the form was left off.

When the application is submitted, it will drop off the **Saved Applications** list.

Click the **Delete** hyperlink and then the “Yes, Delete” button to permanently delete a saved application.

Confirm Deletion

Are you sure you want to delete **CTRC Application - draft submission 20-00**?

There is **NO UNDO**. Continue to delete?

Cancel Yes, Delete

Viewing Submitted Applications

Submitted applications can be accessed, as they are listed by IRB number, form name, and submission time.

1. Click the **View** button to view the previously submitted application for the corresponding form.

A new window will populate to display the previously submitted application.

Previously Submitted Applications				
FORM	SUBMITTED BY	ANCILLARY	PROTOCOL/ID	SUBMITTED AT
Nuclear Medicine v2	Kanai Bhavsar	Nuclear Medicine	20-00	12/11/2025 9:24am 1
Anesthesiology Application v2		Anesthesiology/OR	20-00	12/11/2025 9:02am

Contact Information

- Contact the JCCC-ORC team with any questions regarding the DSMB/ISPRC application at cora@mednet.ucla.edu.
- Contact the Pathology Research Services team with any questions regarding the Pathology application at CPRS@mednet.ucla.edu.
- Contact the Clinical and Translational Research Center (CTRC) Services team with any questions regarding the CTRC application at CTRCServices@mednet.ucla.edu.
- Contact the Anesthesiology/OR Research Services team for any questions regarding the Anesthesiology application at AnesthesiaAncillary@mednet.ucla.edu.
- Contact the Cellular Therapy Research Services team for any questions regarding the Stem Cell Trial Request form at CellularTherapyResearch@mednet.ucla.edu.
- Contact the Ophthalmology Research Services team for any questions regarding the Ophthalmology Letter of Agreement at OphCRC@mednet.ucla.edu.
- Contact the Nuclear Medicine team for any questions regarding the Nuclear Medicine application at NucMedAncillary@mednet.ucla.edu.
- Contact the CRIS Team for any questions you may have about CAFÉ at crishelpdesk@mednet.ucla.edu.