GUIDE TO CTTI'S PRIORITIZATION TOOL FOR SPONSORS AND PATIENT GROUPS

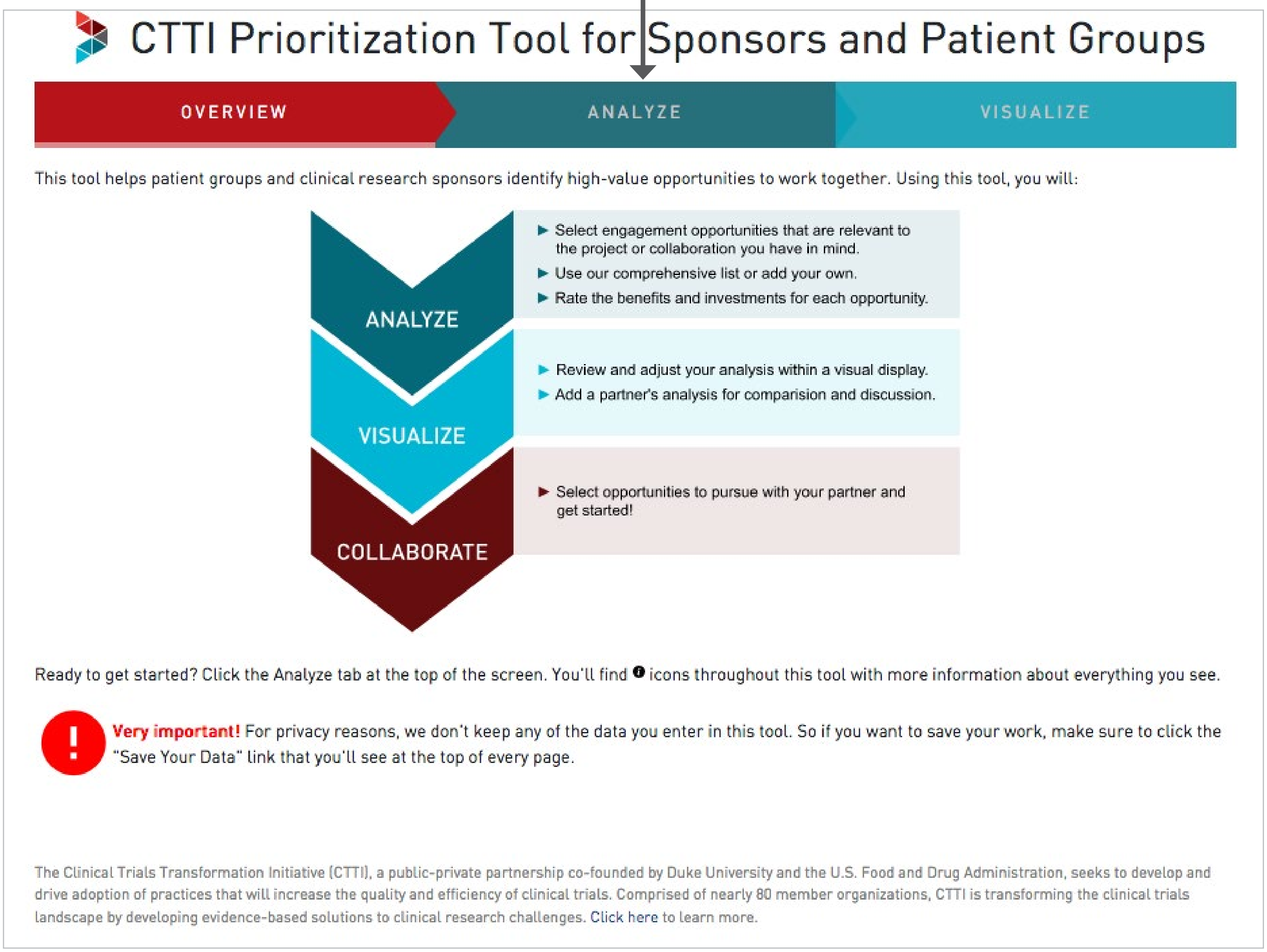
This free, interactive tool helps clinical research sponsors and patient groups identify high-value opportunities for collaboration. The following is a step-by-step guide to using this resource.

The tool is available at https://prioritizationtool.ctti-clinicaltrials.org.

HOMEPAGE

The landing page provides an overview of the tool's purpose and functionality.

Click the Analyze tab to begin using tool



Throughout the tool, these info icons provide additional information. Wherever you see this symbol, hover to view helpful details.

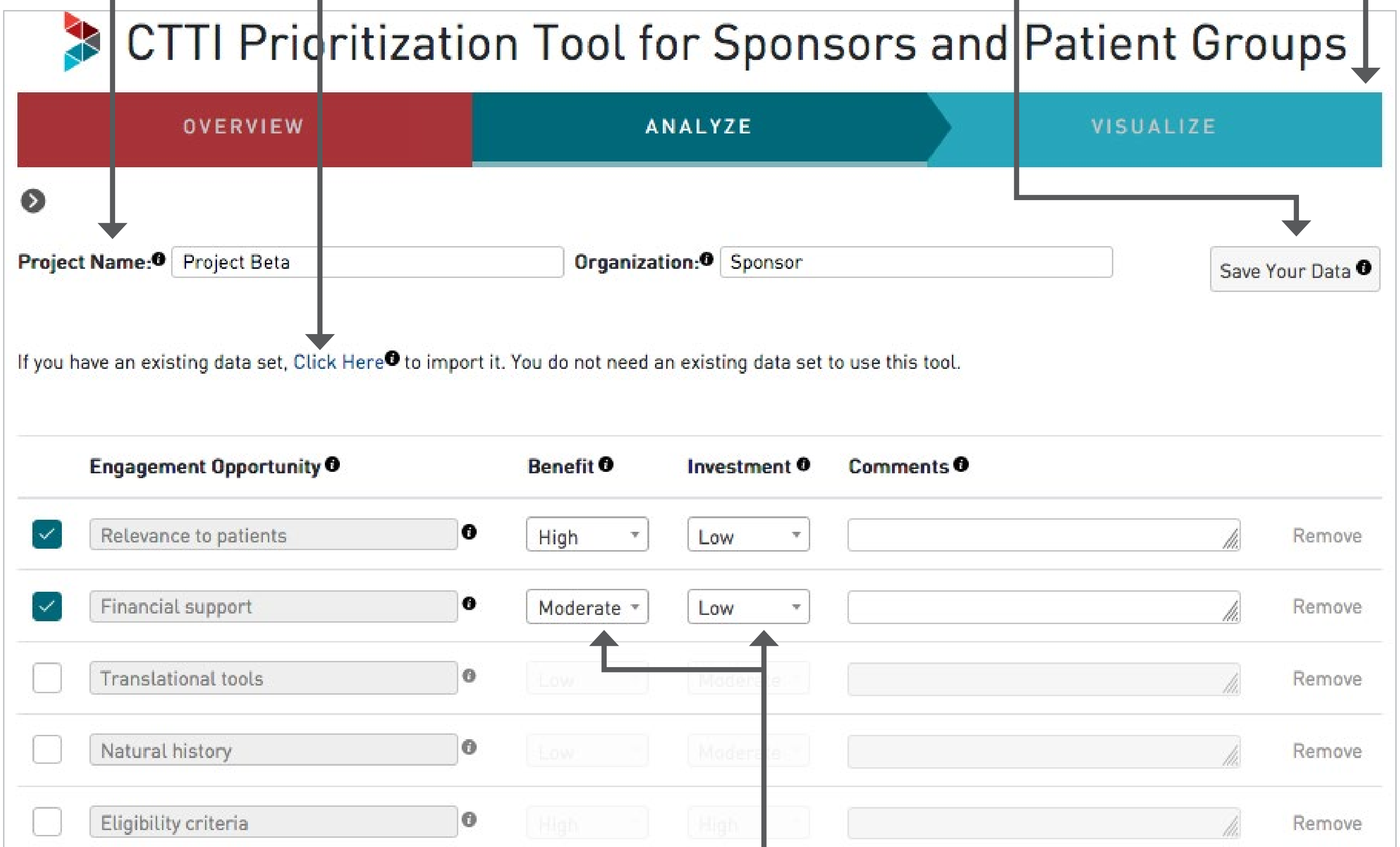
ANALYZE PAGE

On the Analyze page, there are 2 paths for entering your information:
1) If you're starting fresh, follow the steps ourtlined below.
2) If you have existing data, upload the .csv file.

1 Enter the name of the project and your organization.

4 Click the **Save Your Data** button to download a .csv file of your data. You will need this .csv file if you're using this tool to compare two different sets of data. You can also email the file to colleagues or collaborators, or just save your data to work on later.

5 Click on the Visualize tab to advance to the next stage.



2 Review the list of engagement opportunities. Use the check boxes to select those relevant to your clinical trial, development program, or other activity.
If you want to add an engagement opportunity that is not listed, click the **Add Opportunity** link at the bottom of the page.

3 For each engagement opportunity selected:
- Rate the benefits and investments as high, medium, or low from your perspective.
- Use the comment box to add notes. For example, include the rationale for your benefit/investment ratings, or use this field to specify what exactly you plan to do.

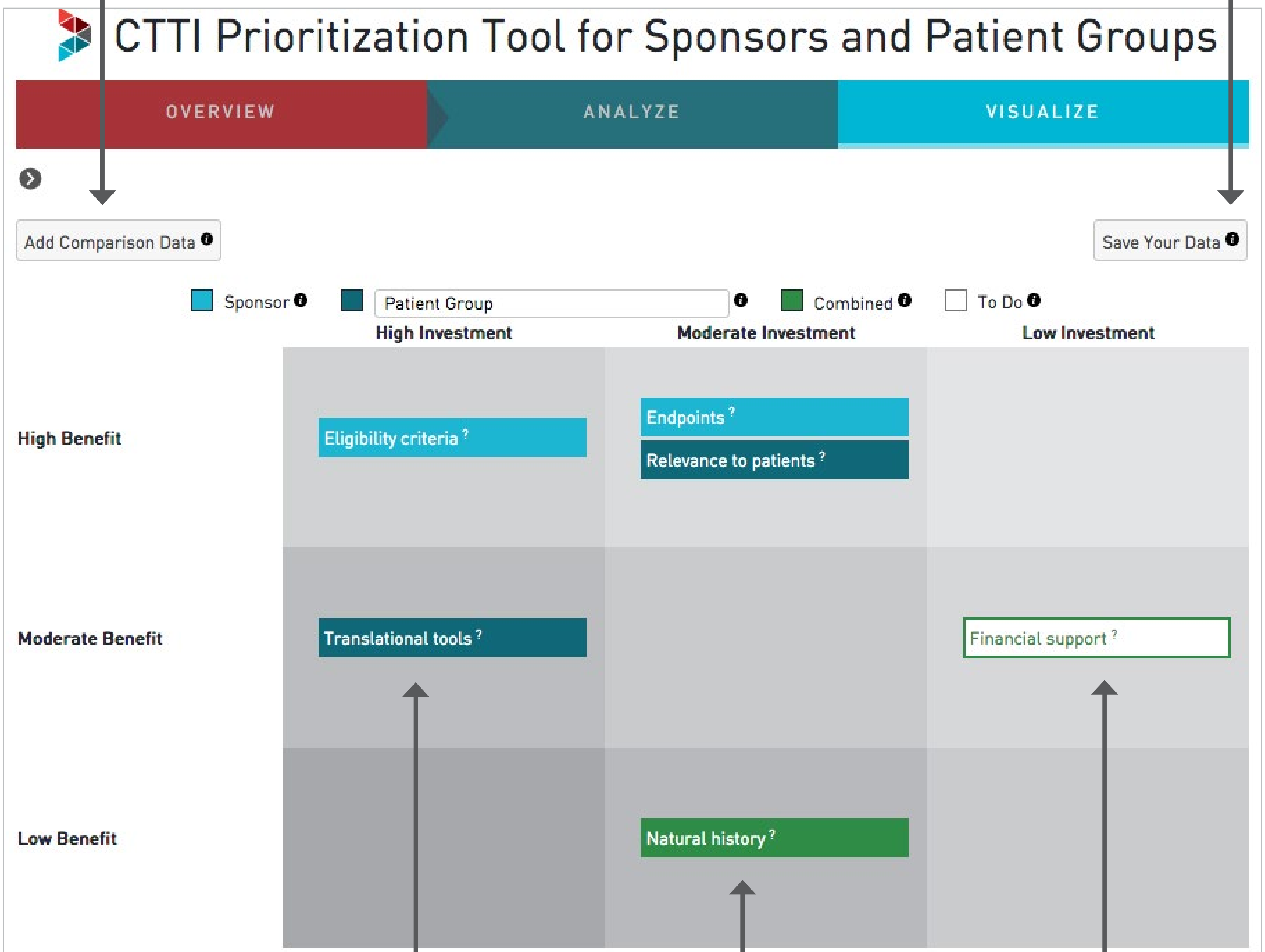
! For privacy reasons, we don't keep any of the data you enter in this tool. If you want to save your work, make sure to click the **Save Your Data** button.

VISUALIZE PAGE

If you advanced to this page after entering data in the Analyze section, it will now be displayed in the matrix.

1 Once the matrix displays data from one organization, click **Add Comparison Data** and upload the .csv file. The engagement opportunities are color coded to easily identify which organization rated each activity.

5 When you are finished, save your work by clicking **Save Your Data**. You can also print this whole page to a PDF through your web browser.



2 Your evaluation of benefit/ investment ratings may change as you discuss them. To adjust any of your ratings, click and drag the engagement opportunity from one section of the matrix to another.

3 If both organizations give the same rating for an engagement opportunity, the activities merge into a single block and change to a new color.

4 Click on the engagement opportunity to mark those you agree to do. Once selected, it will appear at the bottom of the page under **Summary of Selected Engagement Opportunities**.