**Pharmaceutical SharePoint Access Request Form**

**Instructions for Sponsors**

To submit files to Canada’s Drug Agency (CDA-AMC), request access to the SharePoint site by completing this form and submitting it to [support@cda-amc.ca](mailto:support@cda-amc.ca) at least 10 business days before submitting the Pre-submission Meeting Request Form (or the Advance Notification Form if you are not requesting a pre-submission meeting). In the event the sponsor has not requested or received access prior to their target date for providing advance notification of the pending application, please contact CDA-AMC immediately ([support@cda-amc.ca](mailto:support@cda-amc.ca)). CDA-AMC will work with the sponsor to ensure that the application is not delayed due to the timeframe for setting up the platform to securely receive the required documents. When the form is received, CDA-AMC will reach out to the primary and secondary contacts with next steps to set up the access to the Pharmaceutical Submissions SharePoint site.

Before Completing the Template

Please review the following documents to ensure an understanding of the CDA-AMC procedures and submission guidelines:

* [Pharmaceutical Submissions SharePoint Site Set-Up Guide](https://www.cadth.ca/sites/default/files/Drug_Review_Process/CADTH_SP_Application_Instructions.pdf)
* [Procedures for Reimbursement Reviews](https://cadth.ca/sites/default/files/Drug_Review_Process/CADTH_Drug_Reimbursement_Review_Procedures.pdf)
* Pharmaceutical Review Updates for any applicable information.

Completing the Template

Please complete all sections of the template. When the template is complete, delete this cover page and instructions (including the CDA-AMC document header). If requesting access for a pipeline meeting, please only complete the information that applies in Table 1.

Please feel free to add company-specific elements such as a disclaimer, header, footer, and so forth, as required.

Save the completed template in a Microsoft Word format.

Submitting the Template

Send the completed template to [support@cda-amc.ca](mailto:support@cda-amc.ca).

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**Confidentiality Guidelines**

By filing out this Pharmaceutical Submissions SharePoint Access Request Form, the sponsor accepts and agrees to the terms of the *Procedures for Reimbursement Reviews* and its confidentiality guidelines and consents to comply with the requirements of the confidentiality guidelines, which form an agreement between CDA-AMC and the sponsor. For clarity, the sponsor acknowledges that CDA-AMC may share certain information, including pre-submission materials, with authorized recipients.

**Table 1: Sponsor and Submission Information**

|  |  |  |
| --- | --- | --- |
| **Information requested** | **Detail** | |
| **Sponsor** | Provide the name of the sponsor | |
| **Name of submitting consultant** | Provide the name of the submitting consultant (if applicable) | |
| **Contact information** | **Primary contact**  Name:  Title:  Email:  Phone number: | **Secondary contact**  Name:  Title:  Email:  Phone number: |
| **Drug name** | Provide the brand name and the non-proprietary name. The brand name should not be included if it is confidential. | |
| **Anticipated date of filing with CDA-AMC** | Provide the anticipated date of filing with CDA-AMC (if known). | |
| **Reason for requesting access to SharePoint site** | Reimbursement Review Submission:  ☐ Non-oncology drug  ☐ Oncology drug  ☐ Plasma protein product  ☐ Cell therapy  ☐ Gene therapy  Other:  ☐ Pipeline Meeting  ☐ Other (please specify) | |