

Accessing and Using the Collaborative Space on CCOS

V2.0: June 24th, 2026

Estimated **10 minute read**

Collaborative Spaces are a secure environment designed to support collaboration within CCOS Groups. Powered by Google Shared Drives through the NCATS Google Workspace environment, it enables CTSA group members to share files, collaborate on documents in real time, and manage group resources from a centralized location.

Although CCOS users access Collaborative Spaces through the CCOS website, each Collaborative Space itself is an NCATS-managed Google Shared Drive.

For assistance with access or technical issues, please refer to the Support & Troubleshooting section at the end of this document or [email support](#) with any questions.

User Guide

Overview

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Who Can Use This Feature?

This feature is available to:

- **CCOS Users:**

A CCOS User is anyone who has an active account on the CCOS platform. To become a CCOS User, individuals must [register for a CCOS account](#).

Understanding Collaborative Spaces

Collaborative Spaces is the name used within CCOS for a Google Shared Drive hosted and managed through the NCATS Google Workspace environment.

The Collaborative Space provides a secure location where Working Group members can:

- Store and organize files
- Create and edit documents collaboratively
- Share resources with group members
- Track document revisions
- Manage group content in a centralized workspace

Because the Collaborative Space is a Google Shared Drive, returning users can access it either through the CCOS website or directly through the NCATS Google Drive portal.

Important Account Information

Collaborative Space accounts become inactive after **180 days of inactivity**.

If you do not log in during that period:

- Your account will be deactivated.
- Access to Collaborative Spaces will be removed.
- You must complete the registration process again as a New User to regain access.

To maintain access, periodically log into the Collaborative Space even if you are not actively collaborating.

Accessing Collaborative Spaces

There are two ways to access a Collaborative Space:

1. Through the CCOS website
2. Directly through the NCATS Google Drive portal

The option you use depends on whether you are a first-time user or a returning user.

Option A: New User (First-Time Registration)

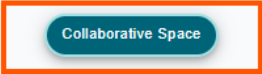
Use this option if you have never accessed Collaborative Spaces for that specific CTSA group before or if your account has become inactive after 180 days.

Step 1: Start at the CCOS Website

1. Log in to the CCOS website.
2. Navigate to your CTSA Group's landing page.
3. Select the **Collaborative Space** button.

Collaborative Spaces

The collaborative space for the Advancing Dissemination and Implementation Sciences Group can be accessed below.

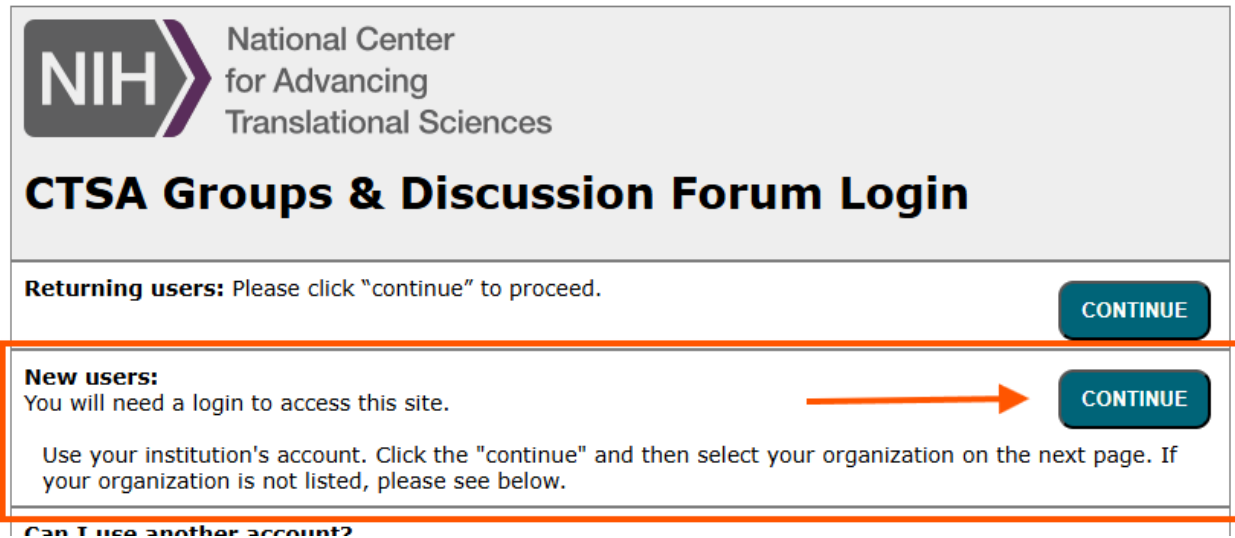
A blue button with the text "Collaborative Space" is highlighted with a red rectangular border.

You will be redirected to the Collaborative Space login portal.

Note: While access begins through CCOS, the Collaborative Space itself is hosted and managed within the NCATS Google Workspace environment.

Step 2: Select "New User"

1. On the login page, select **New User**.



NIH National Center
for Advancing
Translational Sciences

CTSA Groups & Discussion Forum Login

Returning users: Please click "continue" to proceed.

New users:
You will need a login to access this site.

Use your institution's account. Click the "continue" and then select your organization on the next page. If your organization is not listed, please see below.

Can I use another account?

2. Log in with the same method and identity provider that you use to access the CCOS website.

CTSA Groups & Discussion Forum Login

Research Institutions [InCommon federation ⓘ] ←

Choose an organization...

Search by typing part of your organization name above. Click or press enter to log in.

Johns Hopkins

National Institutes of Health

Click below to use NIH Login credentials.

NIH Login

Other login options
Select this checkbox to display alternative login options.

←

Login.gov*

Google*

Scripps

**Login.gov and Google accounts must be pre-approved for use with this site.*

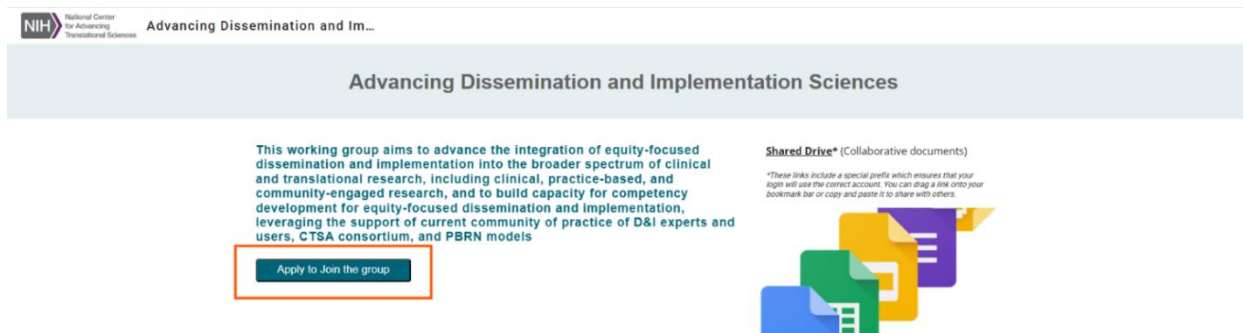
3. Complete any required authentication steps.

Step 3: Set Up Your Google Account

4. Confirm your Google account when prompted.
 5. Review and accept the Google Workspace Terms of Use.
 6. Follow the instructions provided to configure email forwarding if desired.
 7. After successful authentication, you will be redirected to your Working Group's Collaborative Space.
-

Final Step

Select **Apply to Join**.



The screenshot shows the Google Workspace interface for the 'Advancing Dissemination and Implementation Sciences' group. At the top left is the NIH logo and the text 'National Center for Advancing Translational Sciences'. Below this is the group name 'Advancing Dissemination and Implementation Sciences'. The main content area contains a description of the working group's goals, a 'Shared Drive' icon, and a blue button labeled 'Apply to Join the group' which is highlighted with a red rectangular box.

Your Group Chair or Group Meeting coordinator must approve your request before access is granted. To expedite this process, you may email the meeting coordinator to notify them of your request for access.

Option B: Returning User (Access Through CCOS)

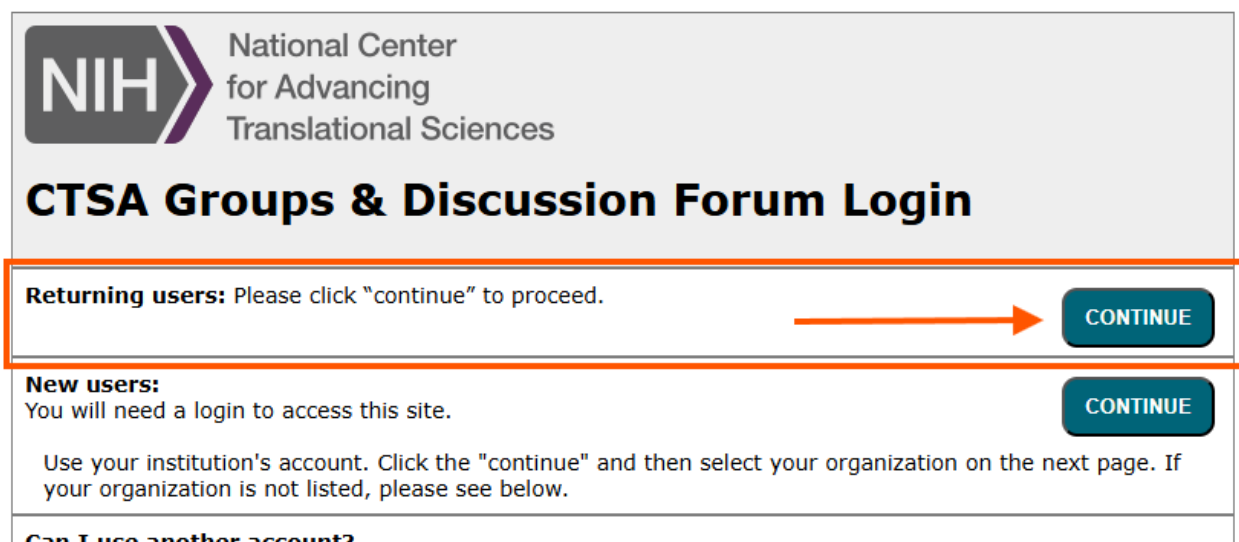
Use this option if you have previously registered for Collaborative Space access and your account remains active.


Step 1: Start at the CCOS Website

1. Log in to the CCOS website.
 2. Navigate to your CTSA Group's landing page.
 3. Select the **Collaborative Space** button.
-


Step 2: Select "Returning User"

1. Choose **Returning User**.



 National Center
for Advancing
Translational Sciences

CTSA Groups & Discussion Forum Login

Returning users: Please click "continue" to proceed.  **CONTINUE**

New users:
You will need a login to access this site. **CONTINUE**

Use your institution's account. Click the "continue" and then select your organization on the next page. If your organization is not listed, please see below.

Can I use another account?

2. Select the same identity provider used during your initial registration. This will be the same login method used to login to the CCOS website.

CTSA Groups & Discussion Forum Login

Research Institutions [InCommon federation ⓘ] ←

Choose an organization...

Search by typing part of your organization name above. Click or press enter to log in.

Johns Hopkins

National Institutes of Health

Click below to use NIH Login credentials.

NIH Login

Other login options

Select this checkbox to display alternative login options.

Login.gov* ←

Google*

Scripps

*Login.gov and Google accounts must be pre-approved for use with this site.

3. Complete authentication and any required multi-factor verification.

Step 3: Access Your Collaborative Space

After successful authentication, you will be taken directly to the Collaborative Space associated with the CTSA Group page from which you launched access.

If you receive an error message or message indicating your account is inactive, you may have exceeded the 180-day inactivity period and must register again as a New User.

Option C: Returning User (Access Through drive.ctsa.io)

Returning users may also access Collaborative Spaces directly through the NCATS Google Drive portal.

This option is particularly useful for users who belong to multiple Working Groups and need to navigate between Shared Drives.

Step 1: Open the Drive Portal

Navigate to:

drive.ctsa.io

Step 2: Sign In

1. Log in using your Collaborative Space credentials. These credentials will be the same email and method used to log into your CCOS account.

CTSA Groups & Discussion Forum Login

Research Institutions [InCommon federation ⓘ] ←

Choose an organization...

Search by typing part of your organization name above. Click or press enter to log in.

Johns Hopkins

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Click below to use NIH Login credentials.

NIH Login

Other login options

Select this checkbox to display alternative login options.

Login.gov* ←

Google*

Scripps

*Login.gov and Google accounts must be pre-approved for use with this site.

2. Complete any required authentication steps.

Step 3: Open a Shared Drive

1. Select **Shared Drives** from the left navigation menu.
2. Review the list of Shared Drives available to you.
3. Locate the appropriate Working Group Shared Drive.
4. Select the Shared Drive to access its contents.

Tip

Each Collaborative Space corresponds to a Google Shared Drive. If you belong to multiple Working Groups, all approved Shared Drives will appear in this location.

What You Can Do in Collaborative Spaces

Once your access has been approved, you can begin collaborating immediately.

Within the Collaborative Space, you can:

Upload and Organize Files

Store meeting materials, reports, presentations, research data, and other Working Group resources.

Create and Collaborate on Documents

Use:

- Google Docs
- Google Sheets
- Google Slides
- Google Forms

to collaborate with Working Group members in real time.

Share Files and Folders

Share content with collaborators while maintaining appropriate access controls and permissions.

Search and Filter Content

Use Google Drive search capabilities to quickly locate files and folders.

Access Version History

Review document changes, compare versions, and restore previous versions when needed.

Manage Group Content

Working Group Chairs and designated administrators may manage permissions, membership, and Shared Drive settings.

Support & Troubleshooting

For assistance with the Collaborative Space, please [contact the CCOS Support Team](#).

CCOS Support Team

The CCOS Support Team serves as the primary point of contact for all CCOS questions and issues, including Collaborative Spaces. We will review your request, provide assistance when possible, and coordinate with NCATS Support when additional support is needed.

Because Collaborative Spaces are hosted and managed within the NCATS Google Workspace environment, some issues may require escalation to the NCATS Support Team.

Examples include:

- Problems logging into the Collaborative Space
- Access issues related to Google Workspace accounts
- Shared Drive permissions or membership issues
- Shared Drive configuration or administration questions
- Other technical issues related to the NCATS-managed Google environment

If escalation is required, the CCOS Support Team will work directly with NCATS Support and keep you informed throughout the resolution process.

Glossary

- **CCOS:**
Coordination, Communication, and Operations Support Center
- **Collaborative Space:**
The name used within CCOS for an NCATS-managed Google Shared Drive that supports secure file storage and collaboration.
- **CTSA Group:**
A CTSA Program Working Group, Committee, or community that uses a Collaborative Space for collaboration and document management.
- **NCATS:**
The National Center for Advancing Translational Sciences. NCATS manages the backend infrastructure (including the Google Shared Drives) for the Collaborative Space feature.
- **Shared Drive:**
A Google Drive workspace designed for team collaboration where files are owned collectively rather than by individual users.

Version History

- **V2.0:**

June 22, 2026 – Added returning user guidance, direct drive.ctsa.io access instructions, Collaborative Space explanation, and 180-day inactivity policy clarification.

- **V1.0:**

June 30, 2025 – Initial Release