

The Clinical Trials Office on the Commons

Frequently Asked Questions

<https://commons.med.uvm.edu/cp/uvmcc/cto/SitePages/home2.aspx>

Please also refer to the [Quick Start Guide](#) link on the CTO Commons page (right side) for user-friendly instructions and an explanation of key features.

FAQ's:

Q: On the [Study List page](#), how do I know which view of the data is helpful for me?

A: The titles of the data views indicate the type of data and how it is sorted. Below is table describing the data views available as of April 2018:

View Name	Data Includes	Data Grouped By
Overall Accrual	All studies regardless of Study Status	Disease Category then by Study Status
Accrual – Studies Open to Pts	Only studies that are Open To Accrual	Disease Category then by Sponsor Type
All Items	All studies	Not grouped
PI By Sponsor Type	All studies regardless of Study Status	PI then by Sponsor Type
PI By Study Status	All studies regardless of Study Status	PI then by Study Status
PI Recent Accrual*	Only studies that are Open to Accrual	PI then by Sponsor Type

**Includes a count of the number of studies for the PI and a count of the number of patients enrolled in the last 12- month reporting period for all of the PI's studies.*

Q: I'm a PI. What if I want to only see my studies?

A: Go to any of the views of the Study List or on the table of the CTO page, hover over "PI" and select your name. Only your studies will appear.

Q: I'm a CTO Coordinator. What if I want to only see my studies?

A: Go to any of the views of the Study List or on the table of the CTO page, hover over "CTO Coordinator" and select your name. Only your studies will appear.

Q: I want to find information for a specific study and I don't want to scroll – is there a way to search for it?

A: Yes – in the top right of any table view, there is a search box. Type in the CHRMS number for the study in question, or any other identifying information you have with the title or Study ID.

Q. Why can't I print the protocols?

A. Protocols change often and if a printed protocol circulates around UVMCC or UVM after an update has been made, our office will not know if an end-user is reading an outdated protocol. An online-only version gives the CTO the ability to verify that the correct protocol version is accessible to users.

Q. Why aren't the Informed Consent Forms (ICFs) available with the other protocol documents from the CTO Commons page?

A. As of the implementation of the Commons, similar to the concern with printing outdated protocol documents, the ICFs are not posted online to prevent end-users from printing screen-shots of the consent and circulating them around UVMMC or UVM.

Q. I wrote an investigator initiated study and need a coordinator. Can the CTO help?

A. Yes! Please contact the CTO as soon as you recognize this need. You will need to meet with our CTO staff prior to submitting to the TDT, PRMC, or IRB.

Q. I don't understand the study start-up process. Is there a diagram that outlines the process?

A. Yes! It is called the Onboarding Flowchart and it's found on the Commons under Study Start-Up. A direct link is here: <https://commons.med.uvm.edu/cp/uvmmc/cto/SiteAssets/default/Onboarding.pdf>

Q. Why isn't the accrual data updated more frequently than every 3 months?

A. The CTO receives accrual data from Coordinators quarterly and this is entered manually by CTO staff. Until a Clinical Trials Management Software database is in place by UVMMC and UVM, this process of acquiring and compiling accrual data remains manual. For more up-to-date accrual data, please contact the Coordinator assigned to the study.

Q. I have a suggestion for the CTO Commons page. Who should I contact?

A. Please contact the CTO Compliance Specialist, Emily Harwood, at emily.harwood@med.uvm.edu .

Q. What is the "Calendar – Oncology Clinical Trials" and why can't I access it?

A. That calendar is for research staff in the CTO and in the UVMMC clinic to coordinate scheduling of cancer patients who are on clinical trials. Although the calendar contains non-identifiable information, our office has chosen to keep the details of the scheduling and clinic coordination in-house.