

## The UVM Cancer Center Clinical Trials Office on the Commons

### Quick Start Guide

<https://commons.med.uvm.edu/cp/uvbcc/CTO/SitePages/home2.aspx>

Welcome to your web-based resource for information about the UVM Cancer Center Clinical Trials Office (UVMCC CTO)! This password protected site is available to members of the UVM Cancer Center as well as the broader research community at the UVM Medical Center and UVM. On the UVMCC CTO Commons, you will find information such as:

- Protocol documents
- Accrual information
- Information about UVMCC CTO staff and services
- UVMCC CTO policies and procedures
- Overview of the study onboarding process

#### To Access the Commons UVMCC CTO page:

- Contact the UVM Cancer Center Compliance Specialist, Emily Harwood ([emily.harwood@med.uvm.edu](mailto:emily.harwood@med.uvm.edu)) to get your account set up.
- Your username/password for the site will be the same as your UVM Medical Center credentials and/or UVM College of Medicine (COM) credentials.
- Any web browser can be used to access the Commons (see below for browser differences).
- You can access the UVMCC CTO Commons page a couple of ways:
  - <https://commons.med.uvm.edu/> will take you to the general Commons page; To navigate to the UVMCC CTO page, find “UVMCC” on the left menu, click on it, then “Clinical Trials Office (CTO)” on the next left menu.
  - <https://commons.med.uvm.edu/cp/uvbcc/CTO/SitePages/home2.aspx> will take you directly to the UVMCC CTO page.
- Use the menu on the left or the green hyperlinks embedded in the text to move around the site.

#### Browser Differences:

Any web browser can be used to access the Commons, however the computer and browser you use will likely have default settings in place.

- **Firefox (recommended):** will ask for your login credentials every login unless you actively save them in the browser. Therefore, we recommend using Firefox for Commons, especially if using a shared computer.
- **Chrome:** Chrome may autofill your credentials using the log in information used to get on the computer in use. After that autofill, Chrome does allow a user to logout and switch users.
- **Internet Explorer:** The browser may autofill with the credentials used to get on the computer and automatically log you in to the Commons. **Internet Explorer will not allow you to logout and switch users on a COM computer.**

**\*\*\* If you are using a non-COM computer and have trouble logging in using your COM credentials, try specifying the domain. To do this, enter “MED\” before your COM username (example: MED\eharwood). Your password will be entered as usual. If you still have problems, please contact Emily Harwood in the UVMCC CTO, [emily.harwood@med.uvm.edu](mailto:emily.harwood@med.uvm.edu) .**

## Navigating the Study List on the UVMCC CTO page

You can access the current version of the protocol and accrual data for studies managed by the UVMCC CTO in the table at the bottom of the UVMCC CTO Commons home page!

To see the information in this table, click on the “Disease Category” in the left-most column for the type of study you are interested in. Then click on “Status” to see information about the studies in that category.

The screenshot shows the UVMCC CTO Commons home page. At the top, there is a navigation bar with 'COLLEGE OF MEDICINE commons' and user information 'Harwood, Emily A'. Below the navigation bar, there is a search bar and a 'Study List' section. The 'Study List' section contains a table with columns: Protocol Title, Protocol Link, PI, Anatomic Site, Sponsor, Date Opened Locally, Accrual Goal, Accrual Since Open, Accrual: Jan to Dec 2017, Nat'l Goal, Nat'l Accrual Since Open, CTO Coordinator, # Active Tx Pts, # Pts in Follow-Up, and ClinicalTrials.gov. The table is filtered by 'Disease Category: GI (13)'. A red arrow points to the 'Disease Category: GI (13)' row.

This is a close-up of the 'Disease Category: Breast (15)' section. It shows a sub-table with columns: Protocol Title, Protocol Link, PI, Anatomic Site, Sponsor, and Date Opened Locally. The sub-table is filtered by 'Status: Open to Accrual (14)'. A red arrow points to the 'Status: Open to Accrual (14)' row.

The field in the “Protocol Link” column (see blue arrow below) will allow you to view the most current protocol version. This is purposefully a non-printable version to prevent unintended circulation of the document.

**TIP:** To open the protocol without leaving the UVMCC CTO page, right-click the hyperlink and select “Open Link In New Tab.”

Protocol Title (click on title below for details)	Protocol Link	PI	Anatomic Site	Sponsor	Date Opened Locally	Accrual Goal	Accrual Since Open	Accrual: Jan to Dec 2017	Nat'l Goal	Nat'l Accrual Since Open	CTO Coordinator	# Active Tx Pts	# Pts in Follow-Up	ClinicalTrials.gov
<b>Disease Category : Breast (15)</b>														
<b>Status : Open to Accrual (14)</b>														
Predictors of Dyspnea/fatigue Syndrome in Breast Cancer Survivors	VCC 1206	Dittus	Breast	Investigator	6/20/2012	35	27	3	n/a	n/a	Sylvia Lane	3	n/a	

This field is a hyperlink to the protocol document.

The table on the main UVMCC CTO page can be sorted to suit the user's needs: hover over the column header that you'd like to sort by and select the arrow to choose your sorting or filtering preference.

Hover over the header label, like "Sponsor," and then click on the small black down arrow to see the sorting choices.

These are the sorting choices for "Sponsor." Click on the box or boxes next to the sponsor types of the studies you would like to view.

Protocol Title (click on title below for details)	Protocol Link	PI	Anatomic Site	Sponsor	Date Opened Locally	Accrual Goal	Accru Since
<b>Disease Category : Breast (15)</b>							
<b>Status : Open to Accrual (14)</b>							
Predictors of Dyspnea/fatigue Syndrome in Breast Cancer Survivors	VCC 1206				6/20/2012		
Phase I/II Trial to Evaluate Partial Breast Radiation to the Region of the Lumpectomy Cavity Using Intensity Modulated Radiation in Elderly Women with Breast Cancer	VCC 0601	He		<input type="checkbox"/> External Institution <input type="checkbox"/> Industry <input type="checkbox"/> Investigator <input type="checkbox"/> NCTN	5/31/2006	75	5
Alternate Approaches for Clinical Stage II or III Estrogen Receptor Positive Breast	A011106						

Additional views of study data are in the link "Study List". The view at the bottom of the UVMCC CTO page is just one example of how the data can be displayed.

Study List:

Click on "Study List" and you will be brought to a separate page with additional prebuilt views of the data. "Overall Accrual" is what appears in the table on the UVMCC CTO front page.

**Study List** -- Click on "Study List" to see more data columns and sorting options than what is presented below.

Data is updated/entered every three months. Columns with accrual data are accurate as of 12/31/2017. Contact the CTO Coordinator for more information.

Data below includes:

- Studies open to enrollment and studies no longer accepting patients but still have patients being followed.
- Studies with a pending IRB approval; right-click the field under Protocol Link and select in a new tab.
- Studies with a pending IRB approval; right-click the field under Protocol Link and select in a new tab.
- Studies with a pending IRB approval; right-click the field under Protocol Link and select in a new tab.

Click on the green font "Study List" to open more views of the data.

Protocol Title (click on title below for details)	Protocol Link	PI	Anatomic Site	Sponsor	Date Opened Locally	Accrual Goal	Accrual Since Open	Accrual: Jan to Dec 2017	Nat'l Goal	Nat'l Accrual Since Open	CTO Coordin
<b>Disease Category : Breast (15)</b>											
<b>Disease Category : GI (13)</b>											
<b>Disease Category : GI (11)</b>											

Clicking on “Study List” brings you to a new page with the following:

COLLEGE OF MEDICINE commons

Newsfeed OneDrive Sites Harwood, Emily A

BROWSE

SHARE ☆ FOLL

Commons DataCommons LearningCommons ResearchCommons SearchCommons

Study List - accrual data is as of 12/31/2017

Commons Home

UVM

CTO

Commons > Centers and Programs > University of Vermont Cancer Center (UVMCC) > Clinical Trials Office (CTO)

You are in the view "Accrual - Studies Open to Patients"

- includes only studies open to accrual
- grouped by Disease Category, then by Sponsor type

Overall Accrual Accrual - Studies Open to Pts All Items PI - Recent Accrual PI by Sponsor Type PI by Study Status ...

Protocol Title (click on title below for details)	Protocol Link	PI	Anatomic Site	Date Opened Locally	Accrual Goal	Accrual Since Open	Accrual: Jan to Dec 2017	Nat'l Goal	Nat'l Accrual Since Open	CTO Coordinator	# Active Tx Pts	# Pts in Follow-Up	ClinicalTrials.gov
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▶ Disease Category : Breast (15)

▶ Disease Category : GI (3)

▶ Disease Category : GU (2)

▶ Disease Category : HEAD/NECK (1)

▶ Disease Category : HEME (2)

▶ Disease Category : LUNG (6)

This is where the different views (or tables) are listed. Titles are "Overall Accrual," "Accrual - Studies Open to Pts," etc. Click on the title to see the data view.

This search box is for the entire CTO site, not the data table.

This is the search box for this data view.

Click on any of the different view titles to see a new arrangement of data (see row next to red arrow above).

You can search the data within a view at any time by using the search box on the far right next to the view listing (see green arrow in the image above). Doing so allows you to search any of the fields in that view. For example, you can type in “nivolumab” and the search results will give you a list of all studies in that view with “nivolumab” in the title. Please note that the search box in the upper right of the entire screen searches the whole CTO Commons page, not just the data table (see blue arrow in the image above).

### FAQ's:

Please refer to the [Frequently Asked Questions](#) link on the UVMCC CTO Commons page (right side) for answers to important concerns you may have regarding the UVMCC CTO Commons site.