



Medical College of Wisconsin Cancer Center (MCWCC) Investigator-Initiated Trial (IIT) Steering Committee Charter

Version: 1

Date: 08/06/2018

Reporting Relationships

- **Reports to:** MCWCC Clinical Research Executive Committee and MCWCC Director
- **Oversees:** MCWCC investigator initiated-trial concept and protocol development

Meeting Frequency: The committee meets once a month. Additional meetings may be scheduled ad hoc if a specific issue needs to be addressed expeditiously.

Committee Purpose: The MCWCC Investigator-Initiated Trial (IIT) Steering Committee provides support and mentorship to principal investigators in developing a concept into a full clinical trial protocol for submission to the MCWCC Scientific Review Committee (SRC). A meeting quorum requires the presence of 50% of committee members.

Key Functions:

- Provide support, feedback, and mentorship to MCW investigators in the development of a clinical trial project.
- Assist in defining vision, initial project scope and help identify stakeholders.
- Provide framework, guidance, timelines, milestones, and budgets, and establish risks.
- Assist in developing a clinical trial protocol in the MCWCC protocol template.
- Recommend MCW cancer center funding for applicable clinical trials.

Process:

- Principal Investigator will submit a concept to the IIT Steering Committee at least a week before the next meeting through an online submission form. To access the form, use the link below:

https://mcwisc.co1.qualtrics.com/SE/?SID=SV_dmObOnQebYSb1uB&Q_JFE=0&Q_SE=ZG1P

- The submitted concept will be added to the next available meeting agenda.
- The concepts will be forwarded to all the committee members a week before the meeting for review.
- Principal Investigators will be invited to the IIT Steering Committee meeting to present their concepts (~30 minutes).
- All committee members will provide their feedback to the principal investigator.
- A follow up letter from the chairs will be sent to the principal investigator after the meeting with feedback and action items.
- Principal Investigators will be asked to submit their feedback in the form of an online satisfaction survey. To access the survey, use the link below:
https://mcwisc.co1.qualtrics.com/SE/?SID=SV_2oDZou5FVWJ0O2x&Q_JFE=0&Q_SE=Mm9E