

OnCore Communication Memo

Memo #: 21 – Task List Launch – CCCTO Protocols Only

To: All Research Managers, Budget, Regulatory, Beacon Builders, SRC Coordinator, CTO-AD,

From: System Administrator

Effective Date: January 5, 2016

Purpose: Launch of Task Lists to track protocol metrics and reminders of what is due next or overdue.

Notes: Starting January 5th, for ALL pending studies (those that are not yet at the protocol status of Open to Accrual), please begin to use Task Lists as per your assigned role. (Pending studies attached)

Cancer Center CTO

Task List Template Name	Owner	Other owner (responsible for entry)
CC-Beacon Build	Beacon	None
CC-Pre-Award Budget	Budget	SRC Coordinator
CC-Regulatory-Initial	Regulatory	SRC Coordinator, DTL
CC-Research Managers	DTL	SRC Coordinator

Additional notes/requirements:

- For all new protocols please add the following staff under PC Console>Main>Staff:

Role	Staff Name	Protocols
SRC Coordinator	Bollmer, Jennifer	All
Regulatory Manager	Linde, Marilyn	All
Budget	Christopher, Ashlee	All
Budget	Wozney, Wendy	All
Beacon Builder	Jovanovic, Nebojsa	As needed

- Chelsea VonRuden should no longer be added as Budget staff on protocols (this is only for Task Widget purposes).
- Please configure your homepage to include the Tasks widget. (User Manual attached).