

Date: March 31, 2016  
To: Clinical Research Faculty & Staff  
From: Melissa Archer, Director of the Clinical Trials Office  
Re: OnCore Implementation Plan

My name is Melissa Archer, and I am honored to be given the opportunity to serve as the new director of the USC Clinical Trials Office (CTO). I am writing to update you on our transition to OnCore for management of clinical trials.

As we have already publicized, **all new clinical trials will be initiated in OnCore starting April 1, 2016.** The Medicare Coverage Analysis will be completed utilizing the OnCore calendar build. All recruitment will occur in OnCore. Paper Research Order Forms will continue to be utilized, and will be uploaded into OnCore. Tests and procedures will be ordered in Cerner as they are now.

Training is required to receive access to OnCore. If you and/or your team members have not completed this training, two types of training sessions are available:

- **Pre-Award/Study Initiation Training:** Focuses on how to submit a protocol to CTO for review of contracting, budgeting and/or coverage analysis. People who currently have access to True 2 and who have job responsibilities that require use of True 2 need to complete this training.
- **Study Management/Maintenance Training:** Focuses on accurate registration and tracking of study participants. Staff members with access to True and/or Iris and responsible for notifying the post award team of new study participants, completion of study visits and/or validating research-related activities will need to complete this training.

To register for individual or group training visit **OnCore Training Registration** at <https://redcap.sc-ctsi.org/surveys/?s=WNYXM8TJJH>.

The OnCore team also has virtual office hours every Wednesday from 2:00-3:00. To access this resource please visit <https://global.gotomeeting.com/join/405597917>. For audio for training please enter Teleconference # +1 (872) 240-3311, Access Code: 405-597-917. For additional questions about OnCore, please email [oncoresupport@med.usc.edu](mailto:oncoresupport@med.usc.edu) or contact Amanda Schmitz directly at 323-442-4047.

All studies activated prior to April 1, 2016 will continue to be managed in the current True2 System. We are working on a schedule for integrating all legacy systems into OnCore and will provide guidance on this conversion at a later time.

We look forward to working with you and your team during this important and exciting transition.

Thank you!

