Lori Mitchell has been with the UWCCC HR Office since June 2008. Lori came to us from the Department of Medicine where she worked as an HR assistant for many years. Lori is primarily responsible for handling disciplinary actions, visas for visiting faculty and staff, and Federal Family and Medical Leave (FMLA). Lori can be reached at lem@uwcarbone.wisc.edu, 265-2219.

Colleen Nash has been with the UWCCC since September 2010. She came to us from Family Medicine HR, where she worked for over 15 years. Colleen is responsible for Classified Staff and Limited Term Employees (LTEs). She is also responsible for working with graduate assistants and the employees-in-training program. Colleen can be reached at cknash@uwcarbone.wisc.edu, 265-2528.

Both Lori and Colleen share the duties for the UWCCC research groups such as new staff recruitments and placements. Each have specific assigned specific research groups that they work with, given the large number of research staff within the UWCCC. Their office also handles TB testing and Hep B vaccination forms for employees and nursing credentialing.

Reminder: Attend the 6th Annual UWCCC Research Retreat! See details on last page.
### Financial's Corner

Billing Slips Reminder: For NCI studies, where the hospital and UWMF have granted waivers for ECG’s or other test fees when they are not considered standard of care, the waived tests need to be added under the “Research billable” section on billing slips. You must add a comment indicating the fees are to be waived. Do not put these fees under the “Billable to Insurance” area. For questions about waiver requests, billing slips, or other financial questions, contact Vielska Brautigam at vmbrauti@uwcarbone.wisc.edu, 262-8980.

### Affiliate Network’s Corner

The December IRB newsletter noted that the ARROW initial review application has a “Study Location” section that is being updated; now the application will always branch to questions that require study teams to provide a listing of all sites participating in multi-site research (exception: cooperative group trials). This may or may not be new information to the study teams. A list of current WON members as well as their PIs has been sent to the study groups. Study groups may utilize the list to indicate that ANY of the WON sites listed could potentially open and participate in a multi-site study. Please contact the affiliate office with any questions at affiliate-coordinators@uwcarbone.wisc.edu.

### REMINDER - BIOSTATISTICS is a Shared Service

Utilize it for assistance with statistical needs!

The UWCCC Biostatistics Shared Resource offers a “Biostatistics Clinic” for drop-in biostatistical consulting to UWCCC members. There is no need to make an appointment, except for Wednesdays. The Biostatistics Program Manager, Dori Kalish, 263-7848, kalish@biostat.wisc.edu, will triage requests for biostatistical consulting to a statistician according to availability.

**Office Hours:** 9 AM - 12 PM, 2 PM - 5 PM

- **Monday:** Tom Havighurst
- **Tuesday:** Songwon Seo
- **Wednesday:** By appointment
- **Thursday:** Chong Zhang
- **Friday:** Jens Eickhoff

Biostats is located at: 6153 WIMR

Contact: 265-8477 for more information
Happy New Year to all of our friends and colleagues!

This new year promises to be an exciting and challenging one, with the due date for our UWCCC Core Grant re-competition coming up in May and the NCI site visit set for early Fall. In 2012, the CRO continues their commitment to providing support to the UWCCC clinical research infrastructure with expanding services and educational opportunities. The compliance and monitoring staff is always available to UWCCC research staff for consultation regarding regulations, study conduction, GCP, etc. Please do not hesitate to utilize this excellent resource. We look forward to continuing working with all of you in the UW and UWCCC clinical research community!

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Protocol Review & Monitoring
Tips of the Month

1. When submitting Protocol Status Change Requests to the PRMC, please include the Cancer Center protocol number in the subject line of the email (i.e. CO12345). If you are submitting more than one request in a single email, please list all of the protocol numbers out in the Subject line of the email as well (i.e. CO12345, CO 67890)

2. As of 1/1/2012, the PRMC Approval Letters will include the required frequency of DSMC Protocol Summary Reports (PSR).

Data & Safety Monitoring
Tip of the Month

All protocols with a DSMC Review Frequency of “0” (most often, these will be “non-intervention”) do not require Protocol Summary Reports to be submitted to the DSMC.

If you have any questions regarding Protocol Summary Report submissions, please contact our PRMC coordinator, Rachel Crawford, 263-0169 or at protocolreviewmonitoring@uwcarbone.wisc.edu

Notes from the Clinical Research Offices

SAE Reporting
Tip of the Month

SAE Reports in OnCore are now required to include Last Date of Treatment in the event narrative section (PI comments). The OnCore DFDs are being updated to reflect this change.

UPDATE!
**UWCCC Mini Rounds**

*Mini Rounds* is a monthly educational opportunity for UWCCC research staff that is coordinated by the Clinical Research Compliance Office. It is scheduled for the 3rd Wednesday of every month, at noon, in 3001A WIMR. It is a “brown bag” forum (so bring your lunch!) for research-related topics. We welcome and encourage all research staff to attend and are always open to suggestions for presentation topics! Below, please find the tentative schedule for Mini Rounds for 2012. If a time sensitive issue should arise, there may be a change in the schedule, but we will always keep the staff informed of those changes.

**February 15, 2012 – HS-IRB Meet & Greet, Q & A:** The staff of the HS-IRB, including the directors and reviewers, will join us for a collegial gathering to help put names to faces and provide a forum for questions and answers.

**March 21, 2012 – Preparing for an Audit:** With the ECOG audit scheduled for April 9-11, 2012, this timely topic will help the research groups learn how to prepare.

**April 18, 2012 – Clinical Research Roles: Required Training & Certification:** A repeat performance of an important topic for all research staff, new and continuing.

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**You are invited to attend the 6th annual UWCCC Research Retreat**

“**Translational Research from Lab to Clinic**”

Saturday, February 18th, 2012, from 8:00 a.m.—3:00 p.m.

UW Health Sciences Learning Center (HSLC)

**Keynote Speaker:** Thomas “Rock” Mackie, PhD

“**Radiation Therapy Systems: from Concept to Reality**”

The Retreat is open to anyone interested in learning about and connecting with the UWCCC but you must register at [http://www.uwhealth.org/uwccc-retreat](http://www.uwhealth.org/uwccc-retreat)