UF Health Cancer Center
Clinical Research Office
P.O. Box 103633
Gainesville, FL 32610-6366
trials@cancer.ufl.edu

UFHCC Faculty Investigator Responsibilities & Resources

Serving as a clinical investigator/PI is a privilege at UFHCC, not an inherent right as a UF faculty member. As such, please keep in mind the following expectations and responsibilities.

A UFHCC clinical investigator is expected to:

- Support the UFHCC's pursuit, attainment, and renewal of NCI designation
- Maintain compliance with required trainings, active participation, and demonstrated accountability as a UFHCC member
- Support the UFHCC mission by enrolling patients on interventional trials, i.e. support your DSG success, whether they are your own trials or not
- Sign documents and respond to requests in a timely manner (DocuSign, myIRB, UFirst) – within 24-48 hours.
- Take accountability for required duties. For example:
    - Demonstrate leadership and oversight of a trial
    - Conduct/Attend protocol trainings and investigator meetings
    - Represent your study at IRB/SRMC meetings
- Ask Questions! This is a big place, and research is a team sport. Let us help you network inside and outside the organization and support your career success!

UFHCC Investigator Resources (**www.cancer.ufl.edu**)

- Division of Quantitative Sciences
  UFHCC Core biostats resource for trial development (available on demand)
- Research Administration
  Sends out RFAs, new opportunities, research program meetings and speaker conferences (check your email)
- DSG Administrative Support (DSG-Support@cancer.ufl.edu)
  Organizes DSG meetings, listservs and solicits feedback (Qualtrics voting) for new trials (check your email/calendar)
- Protocol Activation Team (Protocol_Activation@cancer.ufl.edu)
  Processes all CDAs, protocol intake and feasibility
  NOTE: you **cannot** sign anything for UF
  Please respond to correspondence with the Protocol Activation Team within 24-48 hours
- DSG Clinical Research Coordinators:
  Coordinators are assigned to DSGs to screen, enroll and coordinate subjects on trials
  Solid Tumor: Laura Coppola (CTO_STO@mail.ufl.edu)
  Early Therapeutic Incubation (ETI): Anna Kukulka (Phase1@cancer.ufl.edu)
  Heme/Malig (BMT): Christina Cline (CTO_BMT@mail.ufl.edu)

PEDS: Gigi Moore-Higgs (mooregj@ufl.edu)
Coordinators are assigned to DSGs to screen, enroll and coordinate subjects on trials
NOTE: Faculty alone must enroll a patient to an interventional treatment trial

- Regulatory Office – Ashley Anderson (cro-regulatory@ufl.edu)
  Supports UFHCC members with IRB and other regulatory agency submissions (check your email)
  Maintains Delegation of Authority Logs and NCI credentials for faculty
- Project Management Office (PMO) – Shannon Alford (PMO@cancer.ufl.edu)
  Full-service unit providing IIT concept refinement, LOI submissions, protocol writing, activation and management
- Compliance and Education Office –Sherri Mizrahy, Manager & Julie Thomas, Education and Training Specialist (cro-compliance@ufl.edu)
  Oversees quality control, monitoring and auditing of studies; Supports staff and investigator training & education;