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:
  - 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 (mooregi@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;