CTSU BI-MONTHLY BROADCAST
June 22, 2017

CTEP's Registration and Credential Repository (RCR) will launch on Monday, July 31st, 2017. All individuals involved in the conduct of NCI-supported trials as an Investigator (IVR), Non-Physician Investigator (NPIVR), or Associate Plus (AP) (i.e., those needing access to OPEN and/or RAVE, conducting audits, or acting as primary points of contact for their organization) will utilize the RCR application to re-register at the time of their next annual registration.

To better prepare staff at your organization to use RCR, CTEP recommends the following steps:

- Collect Human Subjects' Protection (HSP) and Good Clinical Practice (GCP) training certificates for all IVRs, NPIVRs, and APs;

- Ensure that all IVRs have CTEP IAM accounts. (*Hint – if your IVR is not sure if they have an IAM account, have them access the IAM application at < https://eapps-ctep.nci.nih.gov/iam/ >, select "Request New Account", and follow the steps to begin an account request (they will need their CTEP investigator ID). IAM will indicate if an account is already setup for the IVR);

- Create a cheat sheet of practice sites with their CTEP site code and site name (use RUMS to prepare the site list), institutional laboratories with their CLIA numbers (contact your local labs if needed), and Institutional Review Boards with their IRB numbers (contact your local IRBs if needed);

- Setup a Registration Coordinator (RC) for your investigators by e-mailing CTEPRegHelp@ctep.nci.nih.gov with a subject line of "Make Me a Registration Coordinator" and include the RCs full name, CTEP person ID, CTEP site code, and a list of investigators (CTEP investigator ID and full name) for whom they will be the RC;

- Setup a Primary Shipping Designee for your clinical sites(s) by e-mailing CTEPRegHelp@ctep.nci.nih.gov with a subject line of "Establishing a Primary Shipping Designee for CTEP {Site Code} and CTEP {Site Name}" and include the Shipping Designee's full name and CTEP person ID (*Hint – a pharmacist with a pharmacy shipping address is strongly preferred).