**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to communicate effectively with the consortium members in order to provide required information to implement the aims of the grant.

**DEFINITIONS**

Communication: exchange of information, facts and ideas relating to business. It is a process through which information, facts, ideas, orders, advices, decisions, are exchanged.

**GUIDELINES**

The Research Base should designate a “Contact PI” among the multiple PIs. The designated Research Base Chair (or Contact Principal Investigator under the Multiple PI option) is also responsible for all grant-related activities and for communication about these activities with the appropriate NCI/DCP staff.

The following communication plan submitted in UC-NCORP Grant application:

Consortium Communication Plan

Strategies for the Consortium communication are:

* Priority Communications for adverse events and other critical and essential needs will be a direct communication via phone or in person, to ensure timely management with the PI and investigators
* Routine Communications
  + Monthly accrual performance reports
  + Monthly combined research base broadcasts
  + Website including policies and procedures, news events, staff listings, investigator listings, and contact information
  + Trial status updates
  + Protocol mobile and web application
  + Protocol Handbook, monthly
  + Safety Alerts and Reports
  + Upcoming Research Base meetings
  + Regulatory changes and updates
  + Quality Assurance query and data timeliness report
  + Semi-monthly CRP education and communication teleconferences
* The Consortium has an established Help Desk staffed by regulatory to ensure timely support for all affiliate members

**PROCEDURES**

The following is the primary communication used for UC-NCORP

* Leadership Council Monthly Meeting, dissemination of minutes
  + Monthly Accrual & Financial Report
  + Upcoming Research Base Meetings
  + Audit Schedule, Report/Findings
* Protocol Review Committee
  + Newly Activated Study Review Monthly
* Newsletter, Monthly- Upstate Carolina Connector
* Regulatory Updates- Monthly Summary or as needed
  + Research Base Broadcasts
  + Trial Status Update
  + Safety Alerts & Reports
  + General Changes & Updates
* Annual Meeting
  + Research & NCI Priorities
  + Grant Progress
  + CRP Education
* Quality Assurance – Monthly or as needed
  + Quality Assurance query and data timeliness report
  + Audit Schedule & Report/Findings
  + Semi-monthly CRP education and communication (in person & teleconferences)
* Website
  + Policies & Procedures
  + Available Trials
  + Newsletters

**REFERENCES:** NCORP Program Guidelines, May 2018

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee