**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