

# Cancer Clinical Trials Office (CCTO) Services and Programs

Stanford Cancer Clinical Trials Office facilitates translational research and interdisciplinary collaborations. These programs serve to increase awareness of and accrual to clinical trials and to improve the quality of conducting clinical trials in compliance with regulatory, documentation, and oversight requirements.

## Regulatory Support Services

- Complete IRB new submissions and amendments.
- Prepare IND and IDE applications and amendments to the FDA.
- Process safety reports (SAEs and IND Safety Reports).
- Assist with ClinicalTrials.gov results reporting.

## Financial Services

- Develop and negotiate budgets and amendments for trials with industry sponsorship.
- Provide post-award support to research staff.
- Assist with SPECTRUM workbook completion as needed.
- Submit 098/099 account request with Hospital Patient Financial Services.

## Research Services

- Conduct staff hiring and management.
- Provide study coordination services.
- Organize preparation for FDA and cooperative group audits.

## Educational Programs

- Provide monthly educational meeting for research staff.
- Coordinate annual all-day clinical research course.
- Administer training for investigators with INDs.
- Conduct 7-session orientation for new hires.
- Produce Clinical Research Newsletter & email communications.

## Clinical Research Group Support

- Oversee Clinical Research Group flowcharts and web pages.
- Post trial listings to Stanford web sites, ClinicalTrials.gov, NCI CTRP.

## OnCore Database

- Facilitate data collection and reporting of clinical cancer research per NCI requirements.
- Provide report generation for principal investigators and clinical research groups.
- Develop study calendars and electronic case report forms.
- Create clinical data tables for publications or posters.
- Set up OnCore access specific to usage and provide training.

## Outreach/Recruiting

- Coordinate outreach efforts in Northern California to increase clinical trials awareness and accrual.
- Produce quarterly Clinical Trials Listings Directory.
- Facilitate writing and editing of Community Practitioners Newsletter.
- Run cancer clinical trials recruitment phone line.
- Manage display tables at community meetings.
- Develop content for newsletters, articles, flyers, booklets, and meeting handouts.



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[cancer.stanford.edu/trials/admin/](http://cancer.stanford.edu/trials/admin/)

# Cancer Clinical Research Contacts

## GROUP EMAIL ADDRESSES

We encourage the use of group email addresses as each is regularly monitored during work hours and coverage is provided when a staff member is unavailable.

ASSISTANCE WITH	PLEASE CONTACT GROUP
Biostatistics Consulting	<a href="http://spectrum.stanford.edu/accordions/biostatistics-study-design">http://spectrum.stanford.edu/accordions/biostatistics-study-design</a>
Data and Safety Monitoring Committee	DSMC-Office@stanford.edu
Intake	CCTO-Intake@stanford.edu
OnCore Database	CCTO-OnCore@stanford.edu
Regulatory and Safety	CCTO-Regulatory@stanford.edu
Scientific Review Committee	SRC-Office@stanford.edu
Trial Postings	CCTO-Website@stanford.edu
ASSISTANCE WITH	PLEASE CONTACT STAFF
Clinical Research Group Eligibility Flowcharts	Sarah Pelta, 724-0513 spelta@stanford.edu
Clinical Trials Brochures & Monitoring Room Calendar Access	Ann Hamon, 724-9809 ahamon@stanford.edu
Clinical Trials Budgets	Monique Bertrand, 724-4428 moniqueb@stanford.edu
Clinical Trials Contracts	Glennia Campbell, 736-0625 glennia@stanford.edu
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Coordinator Recruitment & Management	Brenda Hann, 723-0966 bhann@stanford.edu
Data & Safety Monitoring Committee	Melanie Hines, 724-1898 melhines@stanford.edu
General Questions	Miriam Bischoff, 498-4536 miriamb@stanford.edu
OnCore Database	Agnes Nika, 736-0412 CCTO-OnCore@stanford.edu
Regulatory and Safety Reporting	Lee Doherty, 736-0176 doherty@stanford.edu
Scientific Review Committee	Jennifer Dylewski, 724-4926 dylewski@stanford.edu

**Stanford**  
Cancer Institute

A National Cancer Institute  
Designated Cancer Center



## Cancer Clinical Trials Office

# CCTO

*Facilitating Cancer  
Clinical Research:  
Regulatory, Financial,  
Study Conduct, &  
Administrative Support*



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[cancer.stanford.edu/trials/admin/](http://cancer.stanford.edu/trials/admin/)