

Date: September 14, 2011

To: SoM Faculty  
SoM Department Administrators  
University Partners

From: Kathleen Thompson  
Director, Research Management Group

Russell Brewer  
Associate Vice President, Office of Sponsored Research

Subject: **Industry Clinical Trial and Clinical Research Contracts**

Effective October 1, 2011, the Contract Officers assigned to negotiate clinical trial and clinical research contracts will move from the Office of Sponsored Research (OSR) to the Research Management Group (RMG). The Contract Officers will join the Clinical Trial RPMs to form a new Clinical Trial team within the Research Management Group (CT-RMG). By way of background, several months ago we performed a review of the process for clinical trial contracts and clinical research contracts. The outcome of that review identified opportunities and strategies for process improvement and improved customer service by combining the budgeting and contracting processes. This new combined strategy will provide greater operational efficiency.

The newly formed CT-RMG will support industry sponsored clinical trial contracts. OSR will continue to support all other contracts and those subcontracts and subawards not associated with clinical trials. The CT-RMG group will report to Debbie Leong-Childs, Associate Director of Clinical Research Administration under the direction of Kathleen Thompson, Director of the Research Management Group. We have also created a new Team Manager position to oversee the team of Contract Officers. We are pleased to announce that Glennia Campbell will take on the role of Team Manager. In addition to her management responsibilities, Glennia will continue as a Senior Contract Officer for 50% of her time.

One of the first goals of the CT-RMG will be to establish a team approach to providing service to faculty and departments by assigning a Clinical Trial RPM and Contract Officer to each department. As a result, there are several changes in assignments for the Contract Officers. There are no changes, however, for the CT RPM assignments. Attached is a listing of the team assignments for each department effective October 1. We will soon post these on the RMG website at <http://med.stanford.edu/rmg/contact.html>.

Over the coming months we will continue to review and improve processes to assure RMG's commitment to high quality performance and excellent customer service. We will continue to communicate next steps and will seek your feedback.