The Institute for Health Research Clinical Trials Program (IHR-CTP) team is designed to conduct clinical trials and provide support for Principal Investigators.

**IHR-CTP team provides the following:**

**Clinical Trial Set Up**
- Feasibility assessment
- Contracting
- Budget and Invoicing
- Study site set-up

**IRB Compliance**
- IRB application, development of consent and HIPAA forms
- IRB amendments and continuing reviews
- Notification of IRB communications

**Data Management**
- Identification of appropriate data management systems
- Development of data management plan
- Development of source documents
- Data acquisition and input
- Prepares Investigational New Drug (IND) report for sign off
- Long term storage of trials data

**Participant Recruitment and Management**
- Identification of eligible participants
- Participant screening
- Enrollment and informed consent
- Coordinate participant study visits
- Participant tracking and recording of outcomes

**Study drug monitoring and safety**
- Receive and maintain study drug
- Draft study drug orders as applicable to the study (i.e. beacon orders for oncology)

**Adherence to sponsor protocols and requirements**
- Prepare documents for, supports and attends sponsor monitoring activities

**Study site close out**

**Ancillary service relationships**
- Set up support from radiology, lab, pharmacy, etc. as necessary
- Maintain staff education and certification for the study