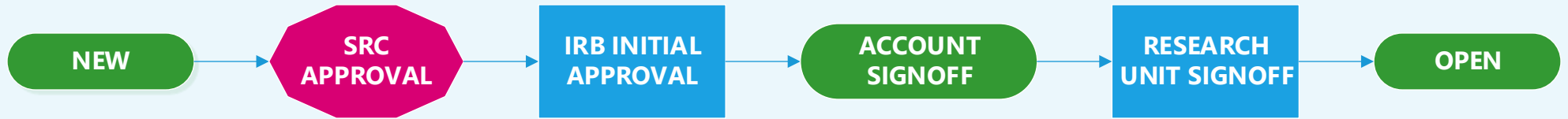


# OnCore Status Workflow Pre-Open to Accrual (Non-CTO Cancer Center)



**Responsible Party:**  
Office of Clinical Research

**Notifications:**  
Office of Clinical Research sends an email notification to the study team to initiate the SRC process.

Status automatically assigned when a protocol is initially entered into OnCore.

**Responsible Party:**  
SRC Coordinator (CTO)

**Notifications:**  
SRC Submission Reviewed notice to Study Team

Status automatically populates when the review decision is processed by the SRC Coordinator after scientific review.

**Responsible Party:**  
Study Team

**Notifications:**  
Account Signoff reminder to Office of Clinical Research

Status automatically populates when the Initial IRB Approval is entered by the study team or is pulled into OnCore using the KC IRB integration.

**Responsible Party:**  
Office of Clinical Research

**Notifications:**  
Research Unit Signoff reminder to Study Site Contact, Budget Contact and Central Admin

Signoff completed once coverage analysis has been finalized by the Office of Clinical Research and the final contract and informed consent have been reviewed for consistency where applicable.

**NOTE:** *Account Signoff* is equivalent to the *OCR Signoff*.

**Responsible Party:**  
Study Team

**Notifications:**  
Open to Accrual reminder to Office of Clinical Research

Signoff completed once all required reviews are finalized, sponsor authorization obtained and the study team is fully prepared to begin seeing patients. OnCore calendar and budget should also be finalized where applicable and Summary Accrual requested if needed. Signoff also signifies coverage analysis summary is approved by PI or delegate.

**Responsible Party:**  
Office of Clinical Research

**Notifications:**  
Open to Accrual notice to Study Site Contact, Budget Contact and Central Admin

Completed ASAP after Account Signoff occurs. Allows for centralized RPE push from OnCore to PowerTrials by the Office of Clinical Research. Calendar release and final OnCore QA is also completed at this time.

# OnCore Status Workflow Post Open to Accrual (Non-CTO Cancer Center)



**Responsible Party:**  
Office of Clinical Research

**Notifications:**  
Open to Accrual notice to Study Site Contact, Budget Contact and Central Admin

Open to Accrual Date is the date on which the institution is open to accrual/enrollment. This means all required reviews are complete, sponsor authorization obtained, and the research group is fully prepared to begin seeing patients. This date may be on or after the IRB Initial Approval Date.

**Responsible Party:**  
Study Team

**Notifications:**  
Closed to Accrual notice to Study Site Contact, PowerTrials Study Contact, PowerTrials Creator and Central Admin

Status selected when the protocol accrual target has been reached and/or the study is no longer enrolling subjects. Subjects may still be active, results collected and recorded and data analyzed.

**Responsible Party:**  
Study Team

**Notifications:**  
IRB Study Closure notice to Study Site Contact, PowerTrials Study Contact, PowerTrials Creator and Central Admin

Status selected to indicate that a protocol ran its intended course and/or the expected outcome was achieved. This status may only be selected when no further action is required on the study and it is officially closed with the IRB. The status can also be used to indicate a study has expired and will not be reapproved by the IRB. Before placing a study in this status, all subjects listed as active in OnCore should be placed in Off Study status.