

**Clinical Trials Administration Committee (CTAC)**  
**Meeting Minutes**  
**September 11, 2019**  
**12:00 – 1:00 pm**  
**Wallace Tumor Institute 231**

In attendance:	Bertram (CCC)	Kimberly (SOM/CCTS)
	Bragg (UAB Compliance)	Marchant (CTAO)
	Cotten (OVPR/OSP)	McClintock (IRB)
	Croker (CCTS)	Miller (OVPR)
	Farough (Health System)	Nichols (SOO, OVPR)
	Fitz-Gerald (CCTS)	Redden (SOPH)
	Gilbert (SOD)	Saleh (CCC)
	Gordon (HSIS)	Sandefur (OnCore)
	Horn (OVPR)	Schwebel (CAS)
	Joiner (SOM)	Wasko (SOB)

Unable to attend:	Bates (Health System Compliance)	Mack (SOM)
	Dransfield (SOM)	Motl (SHP)
	Ladores (SON)	Nabors (SOM/CCTS)

1. **Review of CTAC minutes from August 14<sup>th</sup> meeting:** The minutes were reviewed and approved as outlined.
2. **Introduction of the CTAO Medical Director (Kimberly):** Following a review of applications and interviews with the candidates, the review committee recommended that the position be offered to Dr. Dana Rizk from the Division of Nephrology. After discussion with Dr. Kimberly, she has accepted the position and will begin her new duties October 1<sup>st</sup>.

**Action:**

1. CTAC members are requested to be considering ways to assist the Medical Director in moving forward the various components of the Clinical Trials Initiative.

3. **Updates**

- a. **OnCore Enterprise (Sandefur):** The Financials Pilot is underway with 3 units within the Department of Medicine. The team has identified opportunities for better business practices in financial management which may be expanded to other units going forward as they are on boarded.

**Action:**

1. Financials pilot implementation underway; feedback welcome.

- b. **Clinical Research Career Ladder (Marchant):** Phase II was completed last month and data collection for Phase III is underway. Phase IV was recently initiated and discussions will begin very soon for Phase V. Based on current timelines, it is still expected to have all applicable staff mapped by the end of 2019.

**Action:**

1. Mapping Phase III staff in late September and early October.
4. **Clinical Trials Initiative** (Kimberly): Dr. Kimberly asked the group to review the handout (attached) which outlines the breadth of the Clinical Trials Initiative and to provide suggestions for additional items for inclusion. Discussion of various topics ensued such as eReg Binder vendors and updates on trial status to PowerTrials from OnCore, and follow-up of these and other specific suggestions will be scheduled.
  - a. **Recruitment** (Marchant/Croker): Mr. Marchant commented on the need to continue to identify ways to improve participant recruitment to clinical trials and tasked the Committee with sending thoughts on methods experienced either first or second-hand that may be considered for universal implementation across campus. Dr. Croker reviewed the various ways that clinical trials are being identified for conduction on campus through mechanisms such as TriNetX, the Trial Innovation Network (TIN), and SHARe. Dr. Nichols reminded the group of the Strategic Investment Fund (SIF) original and revised proposals for a digital media specialist intended to focus on recruitment for clinical studies, which ended up not being recommended for funding by the review group.

**Action:**

1. Additional follow-up meetings to be held on various clinical trial operational issues discussed.
  2. Send various participant recruitment methods to Mr. Marchant for consideration of implementation across campus.
5. **Communications-eNewsletter** (Croker): Dr. Croker discussed creating an eNewsletter, focused on clinical trials, as part of the multi-faceted communication channels currently being utilized. This newsletter might include items such as updates in processes or system implementations. The Committee was in favor of a trial period to gauge whether there was a return on the investment in putting it together. Dr. Croker stated that analytics would enable them to see how well it was received by the community of researchers.

**Action:**

1. Dr. Croker to compile content for initial trial edition from CTAC members and research community at large.
6. **Upcoming Events** (Kimberly): A reminder that the quarterly CCTS Lunch & Learn will take place next Tuesday September 17<sup>th</sup> at Spain Auditorium.

**7. New Business/Open Floor:**

- a. Ms. Cotton reminded CTAC that the new indirect rate for investigator initiated clinical trials (36% on modified total direct costs) would begin on October 1<sup>st</sup>.
- b. Dr. Gilbert requested that the University procedure regarding the use of eCards be re-evaluated. He relayed an issue experienced by a national study that he oversees as director of the National Dental Practice-Based Research Network which prevents them from using eCards to pay participants across the country.

**Action:**

1. Mr. Marchant will meet with Dr. Gilbert and his project administrator next week before moving the issue forward with University administrators in Accounting and Compliance.

**8. Next meeting:**

- a. October 2<sup>nd</sup>, Noon. FOT 12 Large Conference Room

A handwritten signature in black ink, appearing to read 'R P Kimberly', written over a horizontal line.

Robert P. Kimberly, MD

Senior Associate Dean for Clinical and Translational Research  
Chair, Clinical Trials Administration Committee

CC: Chris Brown, PhD, VP-Research

Selwyn Vickers, MD, Senior VP-Medicine and Dean SOM