**UVM Cancer Center Clinical Trials Office**

The UVM Cancer Center Clinical Trials Office, under the direction of Steven Ades, MD, Medical Director and Diana Naser, PhD, Director, is a central office responsible for the development, management and quality of cancer related clinical research throughout the UVM Cancer Center clinical research network. Services provided by the Clinical Trials Office include protocol development, regulatory management, clinical coordination, research nursing, biospecimen collection and processing, data management, quality assurance, multisite coordination, and budget development and oversight.

In addition to the Director and Medical Director, the Clinical Trials Office employs a total of 22 people, including 3 Managers each of whom has at least 5 years of research experience and oversee various divisions within the office. The Clinical Research Manager leads a team of 8 clinical coordinators, 3 research nurses, 1 laboratory coordinator and 1 data coordinator and is responsible for overseeing all clinical activities such as informed consent, patient enrollment, and data collection/entry. The Research Operations Officer leads a team of 3 regulatory specialists and 1 financial coordinator and is responsible for oversight of all feasibility, regulatory, finance and network operations. The Quality Assurance Officer manages 1 data management specialist and 1 project coordinator and is responsible for all quality assurance activities as well as oversight of the Protocol Review and Monitoring System. All staff within the Clinical Trials Office receive initial and ongoing training and continuing education in clinical research conduct, confidentiality and Good Clinical Practice (GCP) via the Collaborative Institutional Training Initiative (CITI) program, in addition to training on the content of the Data Safety Monitoring Plan and the standard operating procedures that apply to their scope of work.

The Clinical Trials Office occupies 2,200 square feet of restricted-access administrative office space in the Courtyard at Given building. The administrative office is connected to the UVM Medical Center oncology clinics by an enclosed corridor taking less than 5 minutes to walk. Within the office there are 6 private offices as well as 19 individual desk spaces, each of which is equipped with a Windows based PC or laptop. Usual office equipment (copier, fax machine, telephones, etc.) are also available. The Clinical Trials Office is equipped with both wireless and wired connections to the access the UVM high-speed backbone and servers.