To: All Site Investigators and Research Staff  
Date: July 17, 2017  
RE: NCI's Registration and Credential Repository (RCR): Update, Slides, Checklists, and Reminders

✔ The following updated information was provided by the CTSU.

Please note that you do not need to re-registrar in RCR immediately after production release on July 31st. Your current access and registration level will be applied until the time of your next routine re-registration. For associates currently holding Rave and OPEN Registrar roles whose routine annual re-registration occurs in August, we recommend you re-register in CTEP-IAM in July to extend the ‘grace period’ to re-register as an Associate Plus (AP) until July 2018.

✔ Slides from the presentation at the NRG Oncology Meeting are posted to "2017 Announcements" on the "News" page on the NRG Oncology website.

✔ RCR Profile Checklists for Investigators (IVRs), Non-Physician Investigators (NPIVRs), and Associates Plus (APs) are posted to "2017 Announcements" on the "News" page on the NRG Oncology website.

✔ Reminders!

The RCR will launch on Monday, July 31st, 2017. All individuals involved in the conduct of NCI-supported trials as an Investigator (IVR), Non-Physician Investigator (NPIVR), or Associate Plus (AP) (i.e., those needing access to OPEN and/or RAVE, conducting audits, or acting as primary points of contact for their organization) will utilize the RCR application to re-register at the time of their next annual registration.

To better prepare staff at your organization to use RCR, CTEP recommends the following steps:

1. Collect Human Subjects’ Protection (HSP) and Good Clinical Practice (GCP) training certificates for all IVRs, NPIVRs, and APs;
2. Ensure that all IVRs have CTEP IAM accounts. (*Hint – if your IVR is not sure if they have an IAM account, have them access the IAM application at <https://eapps-ctep.nci.nih.gov/iam/>, select “Request New Account”, and follow the steps to begin an account request (they will need their CTEP investigator ID). IAM will indicate if an account is already setup for the IVR.);
3. Create a cheat sheet of practice sites with their CTEP site code and site name (use RUMS to prepare the site list), institutional laboratories with their CLIA numbers (contact your local labs if needed), and Institutional Review Boards with their IRB numbers (contact your local IRBs if needed);
4. Setup a Registration Coordinator (RC) for your investigators by e-mailing CTEPRegHelp@ctep.nci.nih.gov with a subject line of “Make Me a Registration Coordinator” and include the RCs full name, CTEP person ID, CTEP site code, and a list of investigators (CTEP investigator ID and full name) for whom they will be the RC;
5. Setup a Primary Shipping Designee for your clinical sites(s) by e-mailing CTEPRegHelp@ctep.nci.nih.gov with a subject line of “Establishing a Primary Shipping Designee for CTEP [Site Code] and CTEP [Site Name]” and include the Shipping Designee’s full name and CTEP person ID (*Hint – a pharmacist with a pharmacy shipping address is strongly preferred.)

✔ Site staff are strongly encouraged to read the RCR and DTL section (pages 4-6) of the recent CTSU Newsletter (Spring 2017 Edition), which is now posted to "2017 Announcements" on the "News" page on the NRG Oncology website. Continue to monitor the CTSU Bi-Monthly Broadcast for information as it becomes available.