NRG ONCOLOGY

Advancing Research. Improving Lives.™

Person Role Change Form

Please use this form for **ALL** primary role changes
Please email completed form to roster@nrgoncology.org
For questions, please contact Membership at 412-339-5292.

Step 1: Enter the Main Member/NCORP/LAPS CTEP ID and Name below.	
Step 2: Enter the name and CTEP ID of the person obtaining a Primary Role(s)	
Name (First, MI, Last)	CTEP ID
Phone	Email

Step 3: Select all applicable primary role(s) to be assigned to the person above. Place a check next to all that apply.

	Role/Acronym	Definition
	Check Addressee, CA	Person designated to receive the physicial checks for NRG Oncology Studies. If no one provided, CPI is assigned. Must assign only be 1 per MM/NCORP/LAPS
	Contact Prinicpal Investigator, CPI	Person designated by the MM/NCORP/LAPS as the primary contact for communications with NRG Oncology studies. Shall have overall responsiblility for the conduct of NRG Oncology studies at MM/NCORP/LAPS. Must assign only 1 per MM/NCORP/LAPS.
	Co-Lead Research Associate, Co-LRA	Person designated to assist with the LRA responsibilities. May only be 1 per MM/LAPS/NCORP
	LAPS Principal Investigators, LAPS PI	Investigator who is listed on the LAPS Award.
	Lead Research Associate, LRA	Person designated by the MM/NCORP/LAPS to be responsible for administration of NRG Onoclogy programs including roster updates. Must assign only 1 per MM/NCORP/LAPS
	Principal Investigator, PI	Physician designated by the MM/NCORP/LAPS who assumes full responsilbility for the treatment and evaluation of all patients on one or more NRG Oncology studies as well as the integrity of the research data on the studies. Up to 3 may be selected, should represent different medical specialities and are subject to NRG review.
NRG Secondary Roles- Each of these Roles must have only 1 person designated and be assigned through RUMS.		
Contract Contact, CC		Person designated by the MM/NCORP/LAPS to interact with NRG Oncology concerning membership agreements. May only be 1 per MM/NCORP/LAPS
Fiscal Contact, FC		Person designated by the MM/NCORP/LAPS to receive correspondence and communications related to reimbursement payments. May only be 1 per MM/NCORP/LAPS
Local Lead Research Associate, Local LRA		Person designated by the MM/NCORP/LAPS to be responsible for administration of NRG Oncology programs at a site. Can update roster for assigned site. May only have 1 per site
Local Principal Investigator, Local PI		Investigator at a Member Site who has responsibility for the conduct of NRG Oncology studies at that member site. May only have 1 per site

Name of person being replaced.	
Should the person being replaced be removed from the institution roster?	**YES ☐ NO ☐**

ONLY COMPLETE THE SECTION BELOW IF YOU ARE MAKING A CHANGE TO THE ADDRESS OR METHOD TO SEND PAYMENTS.

Step 5. Select the method (5a *or* 5b) your institution would like to receive payments.

Provide the information below or official institution notification of changes.

5a. Complete this section for electronic payments.	
Name of Banking Institution	
Bank Account Type	
Bank Routing Number	Bank Account Number

5b. To receive paper checks complete the information below. Complete mailing address below.
Office Name
Office Mailing Address
City, State, Zip, Country

6. Signature of Lead RA or Co-Lead RA is REQUIRED for all requests.
Lead RA or Co-Lead RA (Print Name)
Lead RA or Co-Lead RA (Signature) and date

7. Please email completed form to roster@nrgoncology.org

For NRG Oncology Use Only

Initial/Date when Processed		**Initial/Date when QC complete**	