

**MEMO**

SUBJECT: Shared Investigator Platform (SIP)

DATE:

FROM:

This memo is intended to provide clarification on {Insert Cancer Center Name}'s status on the implementation and use of the Shared Investigator Platform (SIP).

The {Cancer Center Name} SIP Taskforce is continuing to work through registering and completing delegations with our physicians. To ensure the necessary delegations are completed correctly, we have had to meet 1:1 with each physician. All physicians are completing admin level delegations for Study Site Profile Maintenance, rather than at the study level. This process has been slow, and we have encountered several technical issues along the way, but we are continuing to make progress. Registering our physicians includes both PIs and Sub-Investigators across all disease programs. We are not registering on a study-by-study basis, but we can prioritize the staff and faculty for a particular trial if noted as a high priority. We are also registering coordinators, data managers, and other site staff as needed in order to facilitate EDC and other vendor accounts through SIP. All regulatory staff are all registered and able to complete document exchange via SIP. We also have team members at the Organization level who can facilitate survey requests for new trials. All feasibility surveys must be directed to our Organization.

Our site is part of the AACI SIP Taskforce and we were in attendance at the June 29<sup>th</sup> cadence call between AACI, Cognizant and Sponsors specific to the 1572. It was agreed during that call the sites should not be required to generate the 1572 within SIP and can continue to utilize their existing eReg generation processes. Those of us on the AACI SIP Taskforce agreed to work with our sponsors to ensure the 1572 we generate in our eReg system matches 1:1 with the Study Site Profile. The sponsor representatives on the call accepted this resolution.

At this time, given the information provided in this memo, our site does not feel there should be anything preventing us from moving forward with new studies utilizing SIP. Outside of the 1572 and any policy/SOP requirements our site has, we can complete all essential functions in SIP.

Thank you,

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{Insert Signature}