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James B. Spies, MD, MPH
Professor & Chairman

Department of Radiology

August 23, 2018

Dear Department Chair,

The Department of Radiology is committed to providing state-of-the art imaging support for clinical trials. This letter will update you on a revised process to obtain clinical radiology services for sponsored trials starting in September 2018. The goal of this process is threefold:

1. Track study requirements to facilitate appropriate implementation of the protocol.
2. Improve coordination with PI's, clinical research coordinators, and patients for research-related radiology services.
3. Better account for the research support Radiology provides to help us prioritize resource allocation, capital investment, and personnel assignment to better assist the medical center in its research mission.

The revised process was developed jointly by the Clinical Research Operations Office (CROO) staff and Lombardi Comprehensive Cancer Center (LCCC) staff. Research Coordinators will be trained on the new process at the upcoming monthly meeting of the Clinical Research Network to ensure that there are no delays in study approvals.

SUMMARY OF NEW PROCESS FOR REQUESTING RADIOLOGY RESEARCH SUPPORT:

1. The study team will complete the Radiology Services Research Support Request Form, which can be found on OnCore.
2. The form will be emailed to guh-radiologyresearch@gunet.georgetown.edu, along with copies of the protocol and the imaging manual.
3. Our vice chair of research will assign the protocol review to an appropriate radiology specialist. That individual will coordinate with the radiology technology staff to complete the review and any preliminary validation steps.
4. The radiology research vice chair will approve the request and return it to the study team for inclusion in the study budget. The study team will then be required to upload this into the study onto OnCore.

We will commit to a 10 day turnaround on submitted requests. There will be a modest charge to the sponsor for the completion of this imaging request review and for study-related start up costs incurred by the department.

We look forward to working with you and the study teams to streamline radiology support of trials. If you have any questions, please do not hesitate to reach out to me or to Susan Ascher, our vice chair of research, at (202) 444-3450.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James B. Spies', written in a cursive style.

James B. Spies MD, MPH
Professor and Chair
Department of Radiology