CASE WESTERN RESERVE UNIVERSITY
Case Comprehensive Cancer Center

NCI Comprehensive Cancer Center
A Cancer Center Designated by the National Cancer Institute

Disease Team Sign off Process

The Protocol Review and Monitoring Committee reviews all cancer related protocols in start-up. The purpose of the **Disease Team Sign Off** process is to identify potential collaboration between the consortium partners. The DTSO process needs to be completed prior to submitting the PRMC Application.

The steps to complete the DTSO process are as follows: **IITs skip to #3 / Coop Studies skip to #4**

1. Each study team must make the Sponsor aware of Case Comprehensive Cancer Center's consortium structure. More information is available on the Case CCC website: https://case.edu/cancer/about-us/consortium-institutions

2. When making the Sponsor aware of the consortium structure, confirm if the study can be opened at the other institution.

3. **If the study can be opened at the other institution,** email that institution's respective Disease Team Leader. CC your home site Disease Team Leader and PI. (Email template on page 2)

4. **If the study cannot be opened at the other institution,** send a notification email to the other institution's respective Disease Team Leader. (Email templates on page 2/3)

5. Save the email responses from the Sponsor and Disease Team Leader to upload in the PRMC application.

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DTSO Email Templates

If the study <u>can</u> be opened at the other institution:

Subject: PRMC Disease Team Sign Off: (Study #) – Response Needed
To: Consortium Partner's Disease Team Leader and RC
CC: Home Site Disease Team Leader and PI

Hello Dr. XXX,

The attached protocol is in start-up at (CC/UH). Please review and confirm if you are interested in opening this study in your disease group.

Thank you,

If the study <u>cannot</u> be opened at the other institution:

Subject: PRMC Disease Team Sign Off Notification: (Study #)
To: Consortium Partner's Disease Team Leader and RC

Hello Dr. XXX,

The attached protocol is in start-up at (CC/UH). Per the Sponsor, (reasoning why the study cannot be opened at the other site – Example: "Per the Sponsor, UH may not participate as there are a limited number of sites they have approved to open the study. Sponsor is willing to consider another site in the future if further cohorts open or other sites are unable to meet enrollment goals.")

Thank you,

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DTSO Email Templates

Coop Studies:

Subject: PRMC Disease Team Sign Off Notification: (Study #)
To: Consortium Partner's Disease Team Leader and RC

Hello Dr. XXX,

The attached protocol is in start-up at (CC/UH).

Thank you,

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CASE CCC DISEASE TEAM LEADERS

Breast – ID # 1
UH: Alberto Montero, MD - alberto.montero@uhhospitals.org
UH: Nicole McClain - nicole.mcclain@uhhospitals.org
CC: Megan Kruse, MD - krusem@ccf.org
CC: Katie Gardner - GARDNEK5@ccf.org

Gastrointestinal – ID #2
UH: Amit Mahipal, MD - amit.mahipal@uhhospitals.org
UH: Rachel Carney - Rachel.carney@uhhospitals.org
CC: Smitha Krishnamurthi, MD - krishns3@ccf.org
CC: Natalia Rosas - rosasn@ccf.org

Brain – ID #3
UH: Herbert Newton, MD - Herbert.Newton@UHhospitals.org
UH: Joyce Callahan - joyce.callahan@uhhospitals.org
CC: Gene Barnett, MD - barnetg@ccf.org
CC: Theresa Naska - naskat@ccf.org

Head & Neck – ID #3
UH: Rod Rezaee, MD - rod.rezaee@uhhospitals.org
UH: Joyce Callahan - joyce.callahan@uhhospitals.org
CC: Jessica Geiger, MD - geigerj@ccf.org
CC: Jennie Laeng - LAENGJ@ccf.org

Thoracic – ID #5
UH: Debora Bruno, MD - Debora.Bruno@UHhospitals.org
UH: Carol Tackett - carol.tackett@uhhospitals.org
CC: Nathan Pennell MD, PhD - penneln@ccf.org
CC: Jennie Laeng - LAENGJ@ccf.org

Melanoma – ID #6
UH: Jeremy Bordeaux, MD - Jeremy.Bordeaux@UHhospitals.org
UH: Carol Tackett - carol.tackett@uhhospitals.org
CC: Thach-Giao Truong, MD - truongt3@ccf.org
CC: Natalia Rosas - rosasn@ccf.org

Sarcoma – ID #7
UH: Ankit Mangla, MD - ankit.mangla@uhhospitals.org
UH: Carol Tackett - carol.tackett@uhhospitals.org
CC: Dale Shepard, MD, PhD - shepard@ccf.org
CC: Katarina Gardner - gardnek5@ccf.org

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CASE CCC DISEASE TEAM LEADERS

Pediatric
UH: John Letterio, MD - john.letterio@uhhospitals.org
UH: Kristin Leuchtag - Kristin.leuchtag@uhhospitals.org
CC: Rabi Hanna, MD- hannar2@ccf.org
CC: Tina Ours - ourst@ccf.org

Genitourinary – ID #8
UH: Pedro Barata, MD - pedro.barata@uhhospitals.org
UH: Rachel Carney - Rachel.carney@uhhospitals.org
CC: Shilpa Gupta, MD - Guptas5@ccf.org
CC: Katie Gardner - GARDNEK5@ccf.org

Gynecologic – ID #8
UH: Sarah Lynam, MD - Sarah.Lynam@UHhospitals.org
UH: Leslie Ortega - Leslie.Ortega@UHhospitals.org
CC: Robert DeBernardo, MD - debernr@ccf.org
CC: Megan Park – parkm2@ccf.org

Leukemia – ID #9
UH: Ben Tomlinson, MD - Benjamin.Tomlinson@UHhospitals.org
UH: Leslie Ortega - leslie.ortega@uhhospitals.org
CC: Hetty Carraway, MD - carrawh@ccf.org
CC: Natalia Rosas - rosasn@ccf.org

Lymphoma – ID #4
UH: Chanchung (George) Deng, MD - Changchun.Deng@UHhospitals.org
UH: Leslie Ortega - leslie.ortega@uhhospitals.org
CC: Brian Hill, MD - hillb2@ccf.org
CC: Katie Gardner - GARDNEK5@ccf.org

Multiple Myeloma – ID # A
UH: Koen van Besien, MD - Koen.vanBesien@UHhospitals.org
UH: Leslie Ortega - leslie.ortega@uhhospitals.org
CC: Jason Valent, MD - valentj3@ccf.org
CC: Jennie Laeng - LAENGJ@ccf.org

BMT
UH: Koen van Besien - Koen.vanBesien@UHhospitals.org
UH (IIT): Barb Calabro - barbara.calabro@uhhospitals.org
UH: Joyce Callahan - joyce.callahan@uhhospitals.org
CC: Craig Sauter, MD - sauterc@ccf.org
CC: Heather Keaney - keaneyh@ccf.org

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CASE CCC DISEASE TEAM LEADERS

Phase I – ID #Y
UH: Afshin Dowlati, MD - afshin.dowlati@uhhospitals.org
UH: Kim Thomas - Kimberly.Thomas@UHhospitals.org
CC: Dale Shepard, MD, PhD - shepard@ccf.org
CC: Heather Keaney - keaneyh@ccf.org

Radiation Oncology
UH: Specific disease team leader
CC: Chirag Shah, MD - shahc4@ccf.org
CC: Jennie Laeng - LAENGJ@ccf.org