

## 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:

**Investigator Initiated Studies skip to #3; Coop/National Group Studies skip to #5**

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 template on page 2).
5. **For Coop/National Group studies only**: Send a notification email to the other institution's respective Disease Team Leader. (Email template on page 3).
6. Save the email responses from the Sponsor and Disease Team Leader to upload in the PRMC application.

## DTSO Email Templates

If the study can 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 cannot 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,

## **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,

## **CASE CCC DISEASE TEAM LEADERS**

*as of 8/8/2025*

### **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: Afshin Dowlati, MD - afshin.dowlati@uhhospitals.org

UH: Carol Tackett - carol.tackett@uhhospitals.org

CC: James Stevenson, MD - stevenj5@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: James Isaacs, MD and Lucy Kennedy, MD - isaacsj3@ccf.org , kennedl5@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

**CASE CCC DISEASE TEAM LEADERS**  
*as of 8/8/2025*

**Pediatric**

UH: John Letterio, MD - john.letterio@uhhospitals.org  
UH: Kristin Leuchtag - Kristin.leuchtag@uhhospitals.org  
CC: Rabi Hanna, MD - HANNAR2@ccf.org  
CC: Rawan Nawabit - nawabir@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 - debern@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: Claudio Brunstein, MD - BRUNSTC@ccf.org  
CC: Heather Keaney - keaneyh@ccf.org

**CASE CCC DISEASE TEAM LEADERS**

*as of 8/8/2025*

**Phase I – ID #Y**

UH: Afshin Dowlati, MD - afshin.dowlati@uhhospitals.org

UH: Kim Thomas - Kimberly.Thomas@UHHospitals.org

CC: Wen Wee Ma, MBBS - maw4@ccf.org

CC: Heather Keaney - keaneyh@ccf.org

**Radiation Oncology**

UH: Specific disease team leader

CC: Jacob Miller, MD and Praveen Pendyala, MD - millerj73@ccf.org and pendyap@ccf.org

CC: Jennie Laeng - LAENGJ@ccf.org