CLINICAL TRIAL CONTACTS

Revised November 24, 2025

Clinical Trial, Contracts and Strategic Relations (*CTC&SR*)
CTC&SR Intake: clinicaltrials@mednet.ucla.edu
CTC&SR CDA Intake: clinicaltrials-cda@mednet.ucla.edu

Purpose: Negotiate agreements such as confidentiality agreements related to clinical trials ("CDA") and clinical trial agreements ("CTA") for *industry sponsored drug, biological and medical device trials*, and is the authorized institutional signatory for these agreements. For-profit pharmaceutical, biomedical and medical device manufactures as well as contract research organizations ("CRO") In addition, CTC&SR negotiates CDAs and CTAs with non-profits that flow through Industry funding.

Technology Development Group *(TDG)*
Click here to locate contact for your division.

Purpose: Review & submission of *industry sponsored* basic and applied, *non-clinical trial* research, including material transfer agreements (MTAs).

Contract & Grant Officer Contacts (OCGA)
CTC&SR Intake: proposals@research.ucla.edu. Click here to locate contact for your division.

Purpose: Review & submission of *non-profit sponsored* contract & grants, including clinical trials, i.e. NIH CT.

Clinical Research Information System *(CRIS Team)*
CRIS Team: crishelpdesk@mednet.ucla.edu

Purpose: Oncore system issues & training.

Clinical Research Coordination Services & Education (CTSI-CSE) - Clinical Study Activation Team (SAT) and Clinical Research Coordinator (CRC)
SAT Team: StudyActivation@mednet.ucla.edu or OCRcoordinator@mednet.ucla.edu

Purpose: Service that assists PI providing staff that completes study activation, study maintenance and study closure. Please run all services through Leslie for approval.

Department of Medicine Clinical Trial Program (DOMCTP)
DOMCTP Team: domctp@mednet.ula.edu

Purpose: Service to provide PIs and MSOs collaborative efforts by providing support and leveraging research staff that will enable PIs to continue with clinical trials.

Charge Description Master (CDM)
CDM Research Team: cdmresearch@mednet.ucla.edu

Purpose: Request research pricing for items NOT already listed online (charge master) for non- profit rate. Retain non-profit rate prior to checking with Leslie Cortez on industry rate.

Centralized Research Business Partners (CRBP)
CRBP Team: UCLAHSCRBP@mednet.ucla.edu

Purpose: Request research coding for items NOT already listed online (charge master) for non-profit rate.

Ledger Patient Reconciliation Patient Related Expense Contacts:
Patient Care Procedures: – Object code 3466 (CareConnect Only)
Obtain backup directly in CareConnect System

- For access to the Research Charge Reconciliation template in CareConnect, complete ELRSH405 in Cornerstone.
- Only when pending access (course already completed), secondary contact Kim Hamer | khamer@mednet.ucla.edu

Pharmacy Billing: Christina Shin | CSShin@mednet.ucla.edu – Object code 4730

Pathology: Lien Tay | LTay@mednet.ucla.edu – Object code 3456 – "CPRS/CTRC"

Professional Billing: Erik Innocenti | einnocenti@mednet.ucla.edu

Hospital Billing: Susie Lee | SusLee@mednet.ucla.edu – Object code 3456 – "HB"

UCLA Parking for Patients
UCLA Transportation: transportation@ts.ucla.edu
Parking Coordinator Team for Chaser Validation: pcoordinator@ts.ucla.edu
Special Events Helpdesk for Coupon Code: sehelpdesk@ts.ucla.edu

---

Patient Stipend Gift Cards
Payment Solutions & Compliance Message Center:
https://sa.ucla.edu/MessageCenter/OneStop/Home/PostMessage?topicId=293

Radiology
Radiology Team: RadResearchImaging@mednet.ucla.edu

Nuclear Medicine
Nuclear Medicine Team: NucMedAncillary@mednet.ucla.edu

Anesthesiology

For research price estimates, contact Terence Alcoran: TAlcoran@mednet.ucla.edu

---

OnCore Training

Study Team Access Roles:

- **Investigator (INV)**
  - Designed for Investigators who will be monitoring their study in the system but for those who have designated staff on their team that can complete study management, subject management, and financial tasks in OnCore.
  - Required training: ELRSH300

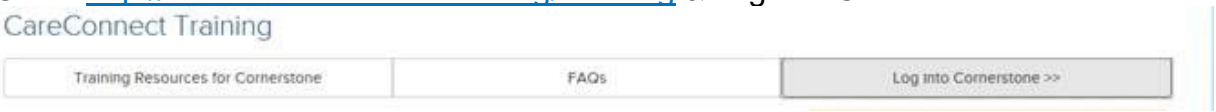
- **Independent Investigator (INV PLUS)**
  - Designed for Investigators who do not have a designated study team. These users are able to complete all elements of their study independently in the system.
  - Required training: RSCH350

- **Regulatory Coordinator (REG)**
  - Users who will be performing regulatory and study management tasks in the system.
  - Required training; RSCH100 & RSCH210

- **Study Coordinator (CRA)**
  - Users who will be managing subjects, documenting SAEs/Deviations, and indicating subject visits in the system.
  - Required training: RSCH100 & RSCH215

- **Fund Manager (FM)**
  - User who will complete budgeting, invoicing, and financial tasks in the system.
  - Required training: RSCH100 & RSCH160

Go to: http://careconnect.uclahealth.org/Training & Log into Cornerstone



Select Browse Training, type in the require role the RSCH # that is applicable to you.

UCLA CITI Training for CT FMs

Go to UCLA's CITI HIPAA training & select UC Learning Center