

ICTR OnCore Training Opportunities

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UW ICTR offers regular training on the use of OnCore, our centralized clinical research management software. This document explains how to obtain access and training for the system, and includes a calendar of upcoming training sessions.

General Training Information

Currently, OnCore staff offer several training sessions, each covering a different part of the system. Every six weeks, a full round of these training schedules is provided over the course of 2 weeks. These training sessions are open to all current users and all prospective new users. For a description of each session and the next scheduled training, please see below.

Access for New Users

It is requested that all new staff complete the OnCore New User Access Request Form before the training. This will allow OnCore staff to initiate the approval process, track the new staff member's training progress, and recommend the appropriate sessions based on their usage requirements. The new user access form can be found here: [Request Access to ICTR OnCore](#).

Schedule of Training Sessions

Below are listed all upcoming training sessions. Please review these session offerings at the links below and use the link provided for each course to register via the OHRD website. If you have urgent need for training on one or more parts of OnCore, are unable to attend these sessions, or have any questions regarding which course you should register for please email the ICTR OnCore support staff at ictroncore@ictr.wisc.edu.

Protocol Coordinator / Regulatory Training	Upcoming Session(s)	Time	Link to Register
This training covers basic protocol setup in OnCore, including inputting general information about the protocol, participating institutions, and staff.	Wed, March 13, 2019	9:00 AM - 12:00 PM	Enroll in 03 /13 session
This session also covers submitting, documenting and tracking required regulatory information in OnCore; specifically, IRB/DMC reviews and protocol staff HSP/HIPAA certifications.	Tue, April 30, 2019	9:00 AM - 12:00 PM	Enroll in 04 /30 session
Learn the steps needed to move a new protocol through SMPH Review and Study Registration process to Open the Protocol to Accrual.			

Financial Coordinator Training	Upcoming Session(s)	Time	Link to Register
This combined session covers the creation of the protocol calendar (specification) in OnCore, including the schedule of visits and procedures conducted at those visits.	Fri, March 15, 2019	9:00 AM - 12:30 PM	Enroll in 03 /15 session
Learn how to use the Financials Console to configure financial parameters, identifying cost centers, and standard of care vs. research procedures. Also learn how to use OnCore to prospectively create or verify a research study budget	Thu, May 2, 2019	9:00 AM - 12:30 PM	Enroll in 05 /02 session

Study Coordinator Training	Upcoming Session(s)	Time	Link to Register
This session covers registering subjects, scheduling and documenting visits, verifying procedures conducted, and submitting billing slips to ensure correct billing of research procedures.	Wed, March 20, 2019	9:00 AM - 12:00 PM	Enroll in 03 /20 session
	Wed, May 8, 2019	9:00 AM - 12:00 PM	Enroll in 05 /08 session

Invoicing & Milestones Training	Upcoming Session(s)	Time	Link to Register
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This optional session covers all the configuration needed to use OnCore for invoicing external sponsors, including the automatic generation of invoiceable charges based on subject visits, and the use of OnCore for tracking payments and reconciling the research budget.	Thu, March 21, 2019	10:00 AM - 12:00 PM	Enroll in 03 /21 session
	Thu, May 9, 2019	12:00 PM - 2:00 PM	Enroll in 05 /09 session

Questions or Clarifications Needed Regarding ICTR OnCore Training

Please [Contact ICTR OnCore Support](#) for more information.

Below is a listing of future training dates.

June 2019 Training

ClassDateTime

Protocol Coordinator & Regulatory Training	Wednesday, Jun 19	9:00am-12:00pm
Financial Coordinator	Friday, Jun 21	9:00am-12:30pm
Study Coordinator Training	Tuesday, Jun 25	9:00am-12:00pm
Invoice Training	Wednesday, Jun 26	9:00am-11:00am

August 2019 Training

ClassDateTime

Protocol Coordinator & Regulatory Training	Tuesday, Aug 6	9:00am-12:00pm
Financial Coordinator	Wednesday, Aug 7	9:00am-12:30pm
Study Coordinator Training	Tuesday, Aug 13	9:00am-12:00pm
Invoice Training	Wednesday, Aug 14	9:00am-11:00am

September 2019 Training

ClassDateTime

Protocol Coordinator & Regulatory Training	Tuesday, Sep 17	12:00pm-3:00pm
Financial Coordinator	Wednesday, Sep 18	9:00am-12:30pm
Study Coordinator Training	Friday, Sep 20	10:00am-1:00pm
Invoice Training	Thursday, Sep 19	1:00pm-3:00pm

November 2019 Training

ClassDateTime

Protocol Coordinator & Regulatory Training	Tuesday, Nov 12	9:00am-12:00pm
Financial Coordinator)	Wednesday, Nov 13	9:00am-12:30pm
Study Coordinator Training	Tuesday, Nov 19	12:00pm-3:00pm
Invoice Training	Wednesday, Nov 20	12:00pm-2:00pm