



## Monday Morning Practice Pearls #74

### What should you do if you have a protocol modification/amendment that impacts one of CCR's databases?

If you have a protocol modification/amendment that impacts one of CCR's databases (i.e., C3D, Rave, LabMatrix, PRES) the study coordinator will need to submit a request to the appropriate IT team.

The request should include a summary of what changes are needed and a copy of the amendment memo, track changes and IRB approved protocol.

**Note:** It's ideal if you can give the IT team a heads-up so they are prepared to go when the modification is approved. If you do this, then just include a summary of what changes are needed in the database and you can then follow up with a copy of the track changes protocol if requested.

The table below provide the email addresses to contact for each database:

Database	Who to contact
C3D/Rave	Email <a href="mailto:nciappsupport@mail.nih.gov">nciappsupport@mail.nih.gov</a>
LabMatrix	Email <a href="mailto:ncilabmatrixhelp@mail.nih.gov">ncilabmatrixhelp@mail.nih.gov</a>