FIND YOUR STUDY

UF OnCore Tip Sheet
Version 03/21/23

Description: OnCore has many ways to find your study using the Select Protocol field.

SEARCH FOR YOUR STUDY

1. Navigate to the console you intend to use. Examples:
   - Menu > Protocols > PC Console
   - Menu > Financials > Financials Console
   - Menu >Subjects > CRA Console

2. Locate the Select Protocol field.

3. In the Select Protocol field, start typing any one of the following study identifiers used at UF:
   - OnCore Protocol No.
   - IRB No.
   - Short Title
   - Sponsor Protocol No. See Note below
   - FDA IND No. IND drug studies only
   - FDA IDE No. IDE device studies only
   - ClinicalTrials.gov NCT No. if applicable
   - Study Nickname OR acronym See Note below

Note: During set-up, OCR staff will add your study Nickname or acronym (if known) to the Sponsor Protocol No. field, which will enable you to use this as an additional searchable identifier.

If your Sponsor Protocol No. field does not include a Nickname or acronym, and you would like it added, please contact OnCore-Support@ahc.ufl.edu.

4. As each character is entered into the Select Protocol field, the drop-down search-as-you-type “results” list narrows.

5. To select your study, either
   - Click on your protocol’s hyperlink in the “results” drop-down list or
   - Type in the entire number and hit [enter] on your keyboard.

6. The study record will display. Verify that it is the correct study by checking the PI and Sponsor fields in the header:

Need Help? Contact UF OnCore Support Team OnCore-Support@ahc.ufl.edu 352-273-5924

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