# Clinical Research Professional (CRP) Committee Chair Job Description

## Introduction

The Mission of the Alliance is to reduce the impact of cancer by:

- Conducting high-quality multidisciplinary cancer control, prevention, and treatment trials that engage a comprehensive research network;
- Furthering our understanding of the biological basis of the cancer process and its treatment, from discovery, to validation, to clinical practice;
- Providing a scientific and operational infrastructure for innovative clinical and translational research in the academic and community settings.

The Alliance is organized into Committees, whose members collaborate to achieve these aims by designing, conducting, analyzing, and reporting research within their area of expertise. Each Committee is led by a Chair, who directs the activities of the Committee according to the policies and procedures of the Alliance. Committee Chairs are appointed by the Group Chair, approved by the Executive Committee, and accountable for the design, conduct, analysis, and reporting of each research and/or operational project within the Committee's scope. Committee Chairs serve a 5-year term of office, renewable once for a 10-year maximum term.

## CRP Chair Responsibilities

The Alliance CRP Committee develops educational programs, provides quality control services, and serves as a scientific resource for other Alliance Committees. A primary Committee focus is to improve operational efficiency and productivity for CRPs in the conduct of Alliance-led clinical trials across the network. The CRP Committee Chair works collaboratively with the protocol office, protocol coordinators, and the SDMC to produce high-quality, clearly written protocols, case report forms, correlative science manuals, and other protocol supplemental material to promote quality protocol execution at the site level; along with committee members, they are also expected to identify and address changes impacting site implementation of protocols for compliance. The CRP Committee Chair collaborates with study teams on study amendments and memorandums to ensure complex protocol changes are understood and will be implemented accurately at sites. The Committee Chair also supports the development of collaborations with other NCI-funded clinical trial groups; the CRP Committee is responsible for bringing NCTN oncology research education and training to sites and developing the necessary educational content for each of the Alliance biannual Group Meetings. It is expected that Committee Chairs and their institutions actively open and accrue to Alliance studies.

## Committee Composition

Committee Chairs are responsible for staffing their Committee in accordance with rules set forward by the Executive Committee. These rules involve inclusion of particular modality or discipline representatives in Committee leadership and Committee membership (as appropriate), and management of funds available to the Committee for travel to Group and Scientific meetings. These rules will be distributed to each Committee Chair by the Central Protocol Operations Program. It is expected that

Committee Chairs work to ensure the Committee's membership and leadership roles represent all members within the Alliance community.

**Committee Vice Chairs**
Each Committee Chair may propose one or more Vice Chairs for approval by the Alliance Group Chair. Each Vice Chair is expected to have clearly described responsibilities, established by the Committee Chair and approved by the Executive Committee, that define their role in Committee operations. These responsibilities are assigned to complement the expertise of the Committee Chair and facilitate maximal operational success of the Committee. As a result, it is expected that Committees will differ in their experience for Vice Chair appointments. For example, a CRP Chair from a LAPS site may select a Vice Chair from a NCORP site for both site types and corresponding challenges to be represented.

**Committee Members**
To ensure maximal integration of Alliance activities, the CRP Committee Chair is required to consult with Disease Committee leaders to recommend appropriate CRP Committee members to represent site implementation experience for a particular modality or disease discipline category. For example, a CRP with outstanding leukemia experience should be recommended as a liaison to the Leukemia Committee. Similarly, Chairs of Modality and Discipline Committees should consider the roles of Disease Committee members when structuring their rosters. The goal of these interactions is to ensure cross-fertilization of Disease, Modality, and Discipline Committees to achieve high scientific impact and maximal leveraging of study development resources. These interactions will also optimize the use of limited travel funding and other resources throughout the Alliance committees.

**Adherence to Alliance Policies for Study Development & Management**
Committee Chairs and Study Chairs must adhere to all Alliance policies and procedures for study design and conduct. In particular, Committee Chairs must assist the Central Protocol Operations and Alliance Administration staff by routinely providing data and assistance in matters of study status, adherence to development timelines in order to adhere to OEWG timelines set by CTEP, development of relationships with industry partners, accrual monitoring and enhancement, promotion of studies, adherence to publication policies, and management of research conflict of interest, to name a few essential activities. The CRP Committee Chair promotes collaboration with Study Chairs to identify protocol challenges, such as accrual challenges or inaccurate protocol implementation.

**Conflict of Interest**
Committee Chairs and their appointees must abide by the Alliance Conflict of Interest Policy.

**Participation in NCI-Sponsored Committees**
It is important that Alliance leaders actively support the larger NCI-funded clinical trials network. In addition, Committee Chairs are expected to collaborate with their counterparts in other cooperative groups and other NCI-supported clinical and translational research groups (e.g., other NCTN groups' CRP Committee Chairs) to ensure site CRPs are appropriately educated in oncology research practices and the difference in practice between the NCTN groups. The goal of these activities is to maximize Alliance scientific and operational contributions to the NCI Clinical Trials Network.

**Grant Preparation**

Committee Chairs are expected to assist the Group Chair, Group Vice Chair, and Program Principal Investigators in completing all new and continuing funding applications to the NCI and other funding agencies. In particular, Committee Chairs must submit a yearly written summary of the activities of their Committee that includes specific aims/plans for scientific development, summaries of work accomplished, and a description of intergroup collaborations.

**Meetings and Conference Calls**

Committee Chairs are responsible for convening regular meetings of their Committees, including those occurring at the time of Group Meetings of the Alliance. These meetings are used to conduct Committee business, and in the case of Group Meetings, to provide information concerning Committee activities to the broader research community. The CRP Committee Chair must maintain oversight of the four CRP working groups, Group Meeting Planning, Protocol Review, Case Report Form Review, and Education and Training, ensuring all working groups maintain alignment with improving protocol implementation at the site level and addressing current challenges sites are facing. Committee Chairs must communicate in a timely and accurate manner with the Alliance Administrative and Meetings Managers to maintain accurate rosters of members receiving travel funding for meeting attendance. Committee Chairs are also responsible for convening *ad hoc* conference calls as needed to manage committee business during the intervals between formal committee meetings.