



Office of Clinical Research
Track More with OnCore

Matrix for Where to Make Changes to your Study

Study-related Task	Contact APeX via ServiceNow Ticket	Perform in OnCore	Contact Research Revenue Team: PatrickDela.Pena@ucsf.edu	Contact Office of Clinical Research Intake Team: clinicaltrials@ucsf.edu	Notes
Change to CRC	X	X			
Change to PI		X			If a change is made to PI or Study Name in OnCore, please alert OnCore team via ServiceNow ticket. They will manually push this information
Change to Study Name		X			
Change to Other Staff	X				
Change to Billing Contact	X				
Change to COA			X		
Close out Study			X		
Change to Pricing Contract			X		
New Study Build		X (Oncology)		X (non-Oncology)	Oncology begins study builds in OnCore and then contacts OCR
Change to Study Subject Status		X			
Amended Study Calendar or Budget is Released				X	
Change to Subject Calendar		X			
New Subject Consented		X			