

**CRM Contracts Subgroup  
January 25, 2010 – 2:00-3:00PM ET**

**Agenda**

<b><u>Topic:</u></b>	<b><u>Presenter:</u></b>	<b><u>Time:</u></b>
Welcome & Roll Call	Lili Portilla	2:00
Open Action Items (Previous Meetings)	All	2:10

<b>Action Item(s)</b>	<b>Owner(s)</b>	<b>Due Date</b>
Send email to the Contracts Data Coordinators and CRM Contracts Subgroup members asking: <ol style="list-style-type: none"> <li>1) If sites would be willing to contact the sponsors on relevant contract agreements from the <i>Pilot Study</i> to ask if sponsor's name can be used for purposes of analyzing the sponsor across sites.</li> <li>2) Addition of a question to the <i>2<sup>nd</sup> Study</i> indicating whether the study involved the cancer therapeutic area.</li> <li>3) <i>*New item for 2<sup>nd</sup> Study:</i> Discuss as a group the possibility of obtaining (from the PI) the date protocol/contract was received, and when decision was made to proceed with the study.</li> </ol>	Libby Salberg Adam Rifkind Nick Gaich	1/25/10  <i>(postponed from 12/23)</i>
Provide update on the transitioning of further data analysis of the Contracts Pilot Study to Bill Trochim (Member of the Metrics, Analysis, and Mapping Subgroup)	Nick Gaich Ray Balise	1/25/10

Data Analysis Report To-Date <ul style="list-style-type: none"> <li>• <i>Pilot Study:</i> <ul style="list-style-type: none"> <li>○ # of sites reaching 90% of contracts reaching touch point 3</li> <li>○ # of sites reaching 90% of contracts reaching touch point 5</li> </ul> </li> <li>• <i>Second Study:</i> <ul style="list-style-type: none"> <li>○ # of sites reporting</li> <li>○ # of number of contracts being followed</li> <li>○ # of sites reaching 90% of contracts reaching touch point 3</li> </ul> </li> </ul>	Nick Gaich Jessica Meyer	2:30
Update on Second Contracts Study	Libby Salberg Adam Rifkind	2:40
CTSA Contracts Distribution List for Networking	Terry Solomon	2:50
Recap of Action Items	Tanya Buttress	2:55
Adjourn		3:00

**\*Next Meeting Date & Time: Monday, February 8 at 2:00PM ET.**