

CRIC Newsletter A.1

(internal document)

February 2015

CRIC office on track

To provide overall services and local support we have advertised and recruited a project manager, Birgit Agerholm Larsen, and a clinical research assistant (contract underway), to initiate and maintain some of the administrative as well as practical task for our clinical programs for the next five years.

Birgit is MSc in Biology with a PhD in genetic epidemiology, a background as experimental, pre-clinical and clinical researcher at Herlev and Glostrup Hospitals, educated in Research and Project Management, and is coming from a position as Project Manager for Clinical Intelligence at Daintel ApS. Birgit joined us February 1st 2015.

Our clinical research assistant candidate is MSc in Nurse, with a background as research nurse and has a diploma in GCP. The candidate may join us April 1st 2015.

Please, do not hesitate to call our office staff at CRIC should you have any questions concerning financial, administrative or practical challenges prior, during or after execution of the programs.

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E-mail: birgit.larsen@ctu.dk

Post address: Blegdamsvej 9, DK-2100 Copenhagen Ø

Visiting address: Tagensvej 22, DK-2200 Copenhagen N

When do we get the money granted by Innovation Fund Denmark?

A collaboration agreement between partners **must** be in place before requesting first payout from the fund.

Collaboration agreement to be signed ASAP

A collaboration agreement document is on its way - Week 8 or 9 - to all partners to be signed and returned to CRIC. A signed solemn statement concerning the collaboration agreement **must** be forwarded Innovation Fund Denmark no later than March 31st (3 months after project start). Please, contact CRIC if you will be challenged by this deadline i.e. need to present the collaboration agreement and/or statement to third party members or committees for signature, which may be foreseen to delay the process.

How to get the money granted by Innovation Fund Denmark?

Once the signed solemn statement has been forwarded to Innovation Fund Denmark the “CRIC administrator” (financing controller at Funding Administration Rigshospitalet), will request and hopefully receive the total grant for 2015, where after money transfer to partners account can start to take place. As an optional service to all partners CRIC will offer full management of partner accounts, or support if you as a partner prefer to handle you own partner account. Please, *if* you chose to handle you own account provide **contact information (i.e. e-mail, phone nr.) to CRIC of your local financial controller** at your in-house Funding Administration to pave the way for a smooth and soon forthcoming money transfer to cover up for your local program activities. An account chart that will match your budget will be provided soon.

All Stakeholder meeting April 20th

All CRIC stakeholders are invited once a year to a meet other CRIC stakeholders across clinical programs. The first meeting will be held in Copenhagen April 20th, 2015, 11am-1pm at the facilities of Copenhagen Trial Unit, Tagensvej 22, 2200 Copenhagen N (same day as the Steering Committee meeting).

Suggested local departure times: Aarhus ICL 7.27 and Aalborg flight 8.35 or 8.40.

Steering Committee (SC) meeting April 20th

There will be a SC meeting held twice a year. The first SC meeting will be held in Copenhagen April 20th, 2015, 1pm-3pm at the facilities of Copenhagen Trial Unit, Tagensvej 22, 2200 Copenhagen N (same day as the “All Stakeholder meeting”).

Research Program Management Committee (RPMC) meetings

These meetings are locally arranged meetings and guidelines will be provided spring 2015.

Best regards

CRIC Management Committee (CMC)

Anders Perner (chair CMC)

Jørn Wetterslev (member CMC)

Birgit Agerholm Larsen (project manager)