

## **Section 6: Research Listserv**

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The Research Listserv, formerly known as the Clinical Trials Information List Serve, is the mechanism used to disseminate important information to the DF/HCC clinical research community. The listserv is updated when a clinical research staff member is hired or resigns.

### **6.1 Subscribe to the Research Listserv**

New clinical investigators or research staff should send an email to the QACT (qcc@partners.org) to subscribe to the listserv. The subject line should read "Subscribe Listserv." The body of the email should contain the following information:

- Subscriber's first and last name
- Subscriber's department
- Subscriber's research role (e.g., physician, research nurse, study coordinator, etc)
- Subscriber's institutional email address
- Designation of adult or pediatric research

### **6.2 Unsubscribe to the Research Listserv**

Investigators or research staff resigning from DF/HCC should send an email to QACT (qcc@partners.org) to unsubscribe to the listserv. The subject line should read "Unsubscribe Listserv." The body of the email should contain the following information:

- Subscriber's first and last name
- Subscriber's research role (e.g., physician, research nurse, study coordinator, etc)
- Designation of adult or pediatric research
- Resignation date