

Human Subject Protection (HSP) & Good Clinical Practice (GCP) Training

Expiration Date Reports for Active DF/HCC Research Personnel

Instructions for Accessing Reports in OnCore

Staff with certain OnCore roles have access to run reports in OnCore showing HSP and GCP training expiration dates for all active research staff. Please contact your research manager or your institution's clinical trials office if you do not have access and need to obtain a current report.

[Contact information for institutional clinical trials offices](#)

Please contact ODQEducation@dfci.harvard.edu with questions regarding these instructions.

Available Reports:

- HSP/GCP Training – Active Staff* by Protocol
 - Training dates for all active study staff on a specific DF/HCC protocol
- HSP/GCP Training – Active Staff Expired
 - Active staff with currently expired training
- HSP/GCP Training – Active Staff Expiring in the Next 90 Days
 - Active staff with training expiring soon
- HSP/GCP Training – Expiration Dates for All Active Staff
 - Training dates for all active staff in OnCore
- HSP/GCP Training – Active Staff with No Records
 - Staff that are active in OnCore, but missing HSP and/or GCP training in their profile

*Staff with an active profile in OnCore – Help/Resources: [CTRIO OnCore Support](#) and [New Researcher Checklist](#)

Running a One-Time Report:

1. Login to OnCore under the correct role (e.g. CTO, PC, RM, BIDData, BWH Coord+Enh, MGH RM, MGH COORD+, MGH RAC)
2. Go to the Reports tab – Select Reports
3. Under “Filter Display Groups:” select Clinical Trials Education
4. Click on the report you want to run
5. Select the document type in the drop-down menu (select Excel for a sortable report)
6. Click Submit to run and download the report

Scheduling a Regularly Emailed Report:

1. Login to OnCore under the correct role (e.g. CTO, PC, RM, BIDData, BWH Coord+Enh, MGH RM, MGH COORD+, MGH RAC)
1. Go to the Reports tab – Select Reports
2. Under “Filter Display Groups:” select Clinical Trials Education
3. Next to the report you want to receive, click “Schedule”
4. Edit the Schedule Information as desired, including the Email Subject, body, format and how often you will receive it (daily, weekly or monthly)
5. Click Submit to begin receiving regular reports