OnCore Calendar-Budget Task List

1. If study has billable services, complete CBR/FAP submission (see attached document and/or hyperlink).
    a. https://oncore.hs.uab.edu/taskmanagement/api/task-list-template-task-attachments/13/download (CBR SUBMISSION WORKBOOK)
    b. http://www.uab.edu/research/administration/offices/CBR/Pages/Full-FAP-Review.aspx
2. Submit request to OnCore Calendar Services (oncorecalendars@uabmc.edu) to build study calendar in OnCore as per the protocol.
    a. https://redcap.eyes.uab.edu/surveys/?s=D7AWXXHREX
3. OnCore Calendar Services completes initial Calendar review with Study Coordinator after Calendar is built in OnCore.
4. CBR review and approval of original FAP noting any changes in billing designations, if applicable.
5. OnCore Calendar Services links Charge Master to the Calendar procedures and subject visits using FAP-approved workbook.
6. OnCore Annotations fields completed by CBR, if applicable.
7. Study team and OnCore Calendar Services perform final review of the study Calendar for discrepancies.
8. Finalize budget negotiations with the sponsor as per the CBR-approved billing designations.
9. Notify CCTS/CRU to add services, if applicable.
10. Determine Milestone events and procedure-related invoicing.
11. Verify Minimum Footprint is completed within OnCore.
12. Calendar review and approval by Study Team/Study Coordinator as per approved FAP designations.
13. Verify OnCore sign-offs are complete (financial and coordinator).
14. Release of the Study Calendar by Study Team.
15. Proceed to "OnCore "Open to Accrual" Task List" to open the study.