



Kick-Off Meeting Follow-up

Thank you to all who attended. The D2d clinical sites, Central Lab, Drug Distribution Center, NIDDK, and CC were represented at the kick-off meeting in Bethesda, MD on July 9th and 10th. Background and introductory materials were presented (which have been posted to the web portal) and sub-committees had their first chance to meet in person. Significant discussion resulted in an improved protocol.

Committee Updates: Recruitment and Retention Subcommittee (RRS)

The RRS is comprised of site Investigators and Research Coordinators with expertise in research participant recruitment and retention, and representatives of the Coordinating Center and NIDDK. The subcommittee is meeting twice a month and is implementing a Recruitment Advocate program. Each site will be assigned a RRS member who will be their Recruitment Advocate (RA). The RA will be the primary liaison between the site and the RRS, and will work with the site to address recruitment challenges or issues. The RRS will review each site's recruitment plan prior to study initiation.

CC Site Conference Calls

The coordinating center will be contacting each site in the near future to schedule bi-monthly conference calls with a CC representative and the site research team.

Meet the D2d study team | D2d individuals, sites, components that make a difference



Erica Caravana, BS | D2d Research Assistant | Coordinating Center, Tufts Medical Center

Erica is a recent graduate of Northeastern University where she studied biology in preparation for a career in medicine. Prior to joining D2d, Erica had experience working in both a clinical and research environment, as a medical assistant at Brigham and Women's Hospital and as a laboratory assistant at Northeastern University, respectively. Aside from work, Erica enjoys traveling, reading, soaking up vitamin D, and watching movies.

Questions? Please contact D2d Coordinating Center at d2d@tuftsmedicalcenter.org or 617-636-D2d2 (3232)

Mark your calendar

July 25, 2013	Protocol v1.4 and ICFs available on the portal
August 15, 2013	Kick-off Meeting reimbursement requests due
August 2013	EDC webinar training
August 2013	Study Pill Inventory and Randomization System (SPIRS) webinar training
September 2013	Recruitment starts

To do list | Check box, when done

Submit the following items to the Coordinating Center (d2d@tuftsmedicalcenter.org):

- ☐ Name and contact information of your institution's Public Relations representative to coordinate the NIDDK announcement – **due 8/9**
- ☐ Kick-off Meeting reimbursement requests – **due 8/15**
- ☐ Recruitment Plans for RRS review- **due 8/16**
- ☐ COI forms per D2d policy (refer to MOP Section 2 – Appendix 1: Conflict of Interest Policy) – **due 8/21**
- ☐ Review your site webpage and send PI and RC mini bios and any edits to the content (<http://www.d2dstudy.org/sites/>)
- ☐ Site local lab normals
- ☐ D2d Electronic Data Capture Account Activation form (Under "Other Documents" in the web portal)
- ☐ Protocol v1.4 Signature Page, signed by Site PI
- ☐ IRB Approval Letters and IRB approved ICFs