

Reporting Obligations for 3CTN Award Recipients

	Report Type	Reporting Period	Report Due Date	Reporting System	Recipients required to report	Responsible as per Agreement
Q U A R T E R	Patient Recruitment and Site Efficiency	Q1: April 1 - June 30	- August 15	CTMS EDGE or MS Excel Template	-NCC -NACC	Principal Investigator
		Q2: July 1 - Sep 30	- November 15			
		Q3: Oct 1 - Dec 31	- February 15			
		Q4: Jan 1 - March 31	- May 15			
	Financial	Q1: April 1 - June 30	- August 15	CaAwardNet (online application)	-NRCC -NCC -NACCs receiving core funding -Research Project Awards	Financial Officer
		Q2: July 1 - Sep 30	- November 15			
		Q3: Oct 1 - Dec 31	- February 15			
		Q4: Jan 1 - March 31	- May 15			
S E M I A N N U A L	*Milestones and Deliverables (M&D) (aka Progress Report)	Q1 - Q2: April 1 - Sep 30	-November 15	Customized MS Excel Workbook with regional/local regional node M&Ds.	-*NRCC (NCC and NACC report M&Ds to NRCC. The NRCC reports back to 3CTN) -Research Project Awards	Principal Investigator
		Q3 - Q4: Oct 1 - March 31	-May 15			
A N N U A L	**Schedule G (aka Annual Performance)	Fiscal year: April 1 - March 31	-May 15	MS Excel Template	***NRCC (NCC and NACC report M&Ds to NRCC. The NRCC reports back to 3CTN) -Research Project Awards	Principal Investigator
	Schedule F (aka Annual Financial)			CaAwardNet (System generated report. Site is required to review and sign-off)	-NRCC -NCC -NACCs receiving Core Funding -Research Project Awards	Financial Officer
	Schedule F (aka Annual Financial)			MS Excel Template (site acknowledges receipt of funds)	-NACCs receiving Per Case Funding	Financial Officer
<p><u>Legend:</u> *M&D Report: Due date of Nov 15 and May 15 respectively is submission deadline date for NRCC. The NACC and NCC are to submit said report to the NRCC in advance of the deadline to allow enough time for the NRCC to compile one regional report for submission. 3CTN to provide guidance, timelines and flow of reports in advance of reporting deadline. **Schedule G: Due date of May 15 is submission deadline date for NRCC. The NACC and NCC are to submit said report to the NRCC in advance of the deadline to allow enough time for the NRCC to compile one regional report for submission. 3CTN to provide guidance, timelines and flow of reports in advance of reporting deadline.</p>						
<p><u>3CTN Contact on Reports:</u> Patient Recruitment: Rebecca Xu (Rebecca.Xu@oicr.on.ca) Financial, M&Ds, Schedules F and G: Saher Lalani (saher.lalani@oicr.on.ca)</p>						