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TO: ALL SWOG MEMBER, CCOP AND AFFILIATE MEDICAL INVESTIGATORS
AND CLINICAL RESEARCH ASSOCIATES

FROM: SWOG Operations Office

RE: SAE Reporting System Transition – AdEERS to CTEP-AERS

MEMORANDUM

This is a reminder that AdEERS is retiring and CTEP-AERS has taken its place. CTEP-AERS will be required for use in place of AdEERS on March 1, 2014.

Please note, any amendments to AdEERS reports **can and should** be done in CTEP-AERS. If a report was just initiated in AdEERS, it should be finished in AdEERS all the way through to Submission to NCI. Any **new** reports or amendments should be done in CTEP-AERS. CTEP-AERS contains AdEERS report information going back five years.

For specific issues related to the transition to CTEP-AERS, contact Shanda Finnigan at finnigas@mail.nih.gov. For specific technical issues, please contact the CTEP Help Desk immediately: ncictephhelp@ctep.nci.nih.gov. CTEP-AERS Home Page: http://ctep.cancer.gov/protocolDevelopment/electronic_applications/adverse_events.htm.

The CTEP-AERS home page contains detailed training guides and presentations on CTEP-AERS and SAE submission via CTEP-AERS. There is also a link to register for optional live demos of CTEP-AERS conducted by CTEP staff as well as a recorded demo of the system if none of the open live sessions fit local schedules.