



Fred Hutch Affiliate Staff Checklist for Seattle Children's Employees

This checklist serves as a guide for Seattle Children's non-faculty employees who need access to Fred Hutch systems and resources to conduct cancer-related research.

Step 1

- Complete **Good Clinical Practices training**; save a copy of the Completion Report in PDF format.
- Complete **Human Subjects Protection training**; save a copy of the Completion Report in PDF format.

Step 2

- Complete and submit the [Fred Hutch Affiliate Staff Application](#) along with the GCP/HSP completion reports.
- Follow the Workday email instructions and complete the HR paperwork ASAP.
- Look out for a [Hutch IT](#) email confirmation of your activated Hutch credentials (email and password).

Step 3

- Look out for a [CRS Training team](#) email with access instructions to the required CSC Training Curriculum in Hutch Learning LMS.
- Complete the CSC Training Curriculum – estimated completion time is 6.5 hours.
- Email the CRS Training team once you have completed the CSC Training Curriculum.
- The CRS Training team will email an orientation checklist and arrange a 30-minute meeting with Affiliate Staff to review other training and information resources. Affiliate Staff should verify with their manager on additional training that may apply to their scope and trials.
- Provide the CRS Training team with an updated and signed/dated CV. This will be posted along with the GCP/HSP certificates in the Florence eBinders system.

Step 4

- Look out for a [CTMS Office](#) email with access instructions to complete the required attestation form and OnCore system training in ITHS TREE LMS.
- The CTMS Office will email access confirmation.

Step 5

- Partner Access will confirm fulfillment of NE Affiliate Staff requirements and confirm renewal expectations.