**Instructions on how to retrieve the New Study, Amendment, or Renewal Coversheet Data report from Oncore**

* In Oncore, press Menu and select Reports. On the left-hand side, select the SRC/PRC tab.
* Under Custom Reports, select:
* LCCC PRC Coversheet Data for New Study submissions
* LCCC PRC Amendment Coversheet Data for Amendment submissions
* LCCC PRC Renewal Coversheet Data for Renewal submissions
* Type the protocol number of the study, and press Submit.
* The report can be downloaded as different file types (i.e. .xlsx, .pdf, .docx). If there are any discrepancies, errors, and/or missing information in the report, please amend those errors in Oncore, and run the report again.
* Combine the Oncore report with the other pages of the PRC New Study, Amendment, or Renewal Cover Sheet.



