

MEMORANDUM

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TO: Members of SWOG
FROM: SWOG Operations Office
DATE: May 2012
SUBJECT: Policy Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed and printed from the Group's web site at <http://swog.org/Visitors/Policies.asp>.

Revision Summation

Policy 7 **New Investigator Nomination Process**

This policy has been revised to reflect a rethinking of how we interact legally with SWOG sites for payment purposes. Previously, we have had a purchase service agreement (PSA) with every investigator. However, we have examined this burdensome administrative process, revised our PSA template to reflect that our business relationship is directly with the institution (not individual investigators) and agreed that we can successfully manage our relationship with our investigators through our membership process and policies and procedures versus our PSAs. The policy change reflects that the PSA is now with the institution versus with individual investigators.

Policy 24 **Procedural Guidelines for All SWOG Publications**

This policy was updated to add draft manuscript submission timelines. If a study coordinator does not submit a draft manuscript within three months of the date on which definitive results are presented, the chair of the disease committee may ask another investigator to draft the manuscript.

Policy 35 **Financial Conflict of Interest Policy**

This policy was updated to be consistent with changes to the Code of Federal Regulation (42 CFR Part 50, 45 CFR 94, final rule published 8/25/2011) primarily to change the timeframe and threshold amount for disclosure and for Management Plan requirements from "payments totaling greater than \$10,000 per year" to "payments totaling greater than \$5,000 in any twelve month period." Additional clarifications regarding supported travel, regarding the role of the Conflict of Interest Committee and the Committee Chair, regarding the training that SWOG provides in regard to Conflict of Interest, and regarding the public posting of SWOG Conflict of Interest information was also added.

All other policies had minor editorial (non-substantive changes).