

December 15, 2019

TO: ALL SWOG CANCER RESEARCH NETWORK SITES (NCTN AND NCORP); CTSU  
FROM: SWOG Operations Office (E-mail: [protocols@swog.org](mailto:protocols@swog.org))  
RE: SWOG Protocol Distribution Process Updates

**MEMORANDUM**

**IRB Review Requirements**  
(√) No review required

---

**MEMORANDUM**

The purpose of this memorandum is to inform sites of upcoming changes to the SWOG protocol distribution process.

As of January 1, 2020, SWOG will no longer post documents to the protocol abstract pages of the SWOG website ([www.swog.org](http://www.swog.org)) when the documents are also posted on the CTSU website ([www.ctsu.org](http://www.ctsu.org)).

SWOG will continue the following items as part of our general site and CTSU communications:

- Provide CTSU with the current protocol documents to be posted on the CTSU website.
- Maintain all other aspects of the SWOG website (e.g., protocol abstract pages, training verifications, study specific additional resource pages, committee priority lists, etc.)
- Create the “SWOG Trial Updates” and distribute on the 1<sup>st</sup> and 15<sup>th</sup> of each month
- Distribute interim mailings for emergent items that cannot await the regular distributions
- Maintain documents on the SWOG website where they are not also available on the CTSU website

For questions regarding this transition, please contact the SWOG Operations Office ([protocols@swog.org](mailto:protocols@swog.org)).

This memorandum serves to notify the NCI, and SWOG Statistics and Data Management Center.

cc: PROTOCOL & INFORMATION OFFICE