



MEMORANDUM

DATE: May 1, 2004

TO: Southwest Oncology Group Investigators

FROM: Charles A. Coltman, Jr., M.D.
Group Chair

SUBJECT: Procedures for Submission of Investigator-Initiated Grants

I would like to review with you the guidelines for submission of investigator-initiated grants that involve Southwest Oncology Group resources.

It is imperative that any investigator submitting a grant application for a project involving Southwest Oncology Group resources obtain approval from our office. This includes the use of Southwest Oncology Group samples, Operations Office input, Statistical Center input, or a combination of these. This approval should be obtained **before** the grant application is submitted.

The correct procedures for securing use of Southwest Oncology Group resources are as follows:

- 1) While in the planning stages, a letter outlining the project should be sent by the Principal Investigator to the Group Chair.
- 2) Upon receipt of the letter, the Operations Office will forward a copy of the attached worksheet for completion by the Principal Investigator.
- 3) Once the worksheet has been submitted, and the request for resources has been reviewed and approved, a letter of support will be send to the Principal Investigator. **Without this letter of support from the Group Chair, no resources will be authorized for the Principal Investigator's use.**

Complying with this process will enable us to better monitor the use of Southwest Oncology Group resources via ancillary projects. In addition, we can provide assistance in your budget preparations for justifications involving these resources.

Should you have any questions about this process, please contact Marj Godfrey at the Operations Office.

Thank you for your cooperation, and continued support of the Southwest Oncology Group.

pro/tsc
Attachment

cc: Laurence H. Baker, D.O.
John J. Crowley, Ph.D.
Marjorie A. Godfrey
Tiffanie S. Clausewitz

Operations Office

CHECKLIST FOR PREPARATION OF INVESTIGATOR INITIATED GRANTS

TITLE OF PROJECT:	
Question:	Response:
1. Has the science been approved by the Triage? (Submission for approval to proceed must be obtained from the Group Chair at least three (3) months prior to grant submission)	1.
2. Have all institutions/personnel involved been identified? (Attach a list of all personnel with address/phone #/fax #)	2.
3. What is the proposed type of grant for the study? (R01, P01, Modular, etc)	3.
4. What is the RFA# or PA#? a. Is there a cap to the grant amount? b. When is the grant due to the NCI? c. Number of years requested for funding? d. Date of expected award?	4. a. b. c. d.
5. Will the grant be awarded through the Ops Office or through the PI's institution?	5.
6. Will a new protocol be written for this grant or will the science use an existing protocol?	6.
7. Will there be new specimens collected or will existing banked specimens be used?	7.
8. Will there be reimbursement to institutions for collection of specimens or data collection? If so, what is the amount?	8.
9. Will the Statistical Center be involved? If so, specify the areas: a. Statistics (design, analysis) b. Computing (posting of forms, creation of database tables, etc) c. Data operations (form processing, abstraction of data) d. Project management (overall coordination of Study)	9. a. b. c. d.
10. Will the Operations Office be involved? If so, specify the areas: a. Protocol Coordinator support b. Conference Calls c. Publications must be handled through Ops Office based upon Policy #24 d. Any payment to institutions will be handled through the Ops Office	10. a. b. c. d.

PLEASE NOTE: If the estimated budget will total more than \$500,000 in any one year of the NCI grant, a letter MUST be sent to the NCI Referral Office SIX WEEKS PRIOR to the submission date.

Once these questions have been answered, please fax the completed checklist to the Operations Office, Director of Operations (Fax # is 210-677-0006)

Please provide preliminary budgets of all personnel involved to the Director of Operations with a copy of the abstract.