

UNC Health Registry/Cancer Survivorship Cohort - Ancillary Study (Grant) Checklist

Investigator Name:

Project Title:

Before your grant submission/or if already funded prior to data/specimen request:

- Explore the UNC Health Registry/Cancer Survivorship Cohort website resources.** UNC Health Registry Website →For Researchers tab→ <http://unhealthregistry.org/unchreg/ForResearchersDataSharing>
- Submit a Cohort Discovery inquiry** to find out if we have your target population and sample size. Once your cohort discovery is complete you will receive a brief survey from the HR/CSC asking for your feedback.
- Complete and submit the Ancillary Study Triage form** through the website. <http://unhealthregistry.org/unchreg/ForResearchersDataSharing> - click on “Begin Your Inquiry Here”. There may be some fields you cannot complete but include a detailed description of your sample size, aims and a clear study question before scheduling your meeting. A Letter of Intent form will be issued when the Triage form is received.
- Schedule a time to meet with the UNC Health Registry/Cancer Survivorship Cohort Director.** Bring your cohort discovery results and completed triage form. A Letter of Intent form will be issued when the Triage form is received. (Topics include: confirming feasibility, anticipated budget and scope of work and IRB language)
- Submit the completed Letter of Intent (LOI)** e-request which will be sent to you via email after your meeting.
- The Lineberger Data and Biospecimen Repository (LDBR) Data Sharing Committee conducts a review** of all collected information and issues an approval/asks for revisions.
- Estimated budget issued** and confirmed with the investigator and the UNC Health Registry/Cancer Survivorship Cohort.
- Letter of support (LOS) issued** to be submitted with grant application if relevant.
- Advance a copy of your submitted/funded grant** to the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager.

Submit your grant to the funding agency and alert the UNC Health Registry/Cancer Survivorship Cohort of the agency details, submission date and subsequent funding status.

After your grant is funded/ if your grant is already funded:

- Complete** your LDBR Data Sharing Agreement (DSA), and IRB and/or PRC Application. Forward a copy of your complete IRB application and PRC approval to the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager.
- E-requested data and/or specimen forms are issued, completed/submitted.** Please allow up to 4 weeks for data request turnaround. (*Note: DSA, IRB and PRC must be complete before distribution – PRC will need your HR/CSC LOS and contributes directly to IRB*).
- Begin work on grant as proposed.** (If this work leads to plans for for abstracts, posters, meeting presentations and/or manuscripts, a Publication Proposal is required. <http://unhealthregistry.org/unchreg/ForResearchersDataSharing> - click on “Begin Your Inquiry Here” and choose your publication type to continue.
- Complete a Progress Report** e-requested each year and alert the HR/CSC of any changes and at the end of each project.