PENNSTATE HERSHEY
Cancer Institute

Scientific Review Committee Submission Policy Overview

PLEASE READ AND FOLLOW ALL INSTRUCTIONS

SRC MEETS THE 4TH TUESDAY OF EVERY MONTH. SRC REVIEW REQUESTS MUST BE IN HAND NO LATER THAN 3 WEEKS PRIOR TO THE SCHEDULED MEETING DATE.

ALL **prospective** studies involving humans, human tissue, epidemiology, Quality of Life, survivorship, genetics, etc are reviewed by the **full committee**.

Expedited review can be done by a single expert reviewer and signed off by the Committee Chair for **retrospective** data mining, pathology (existing specimens in our Tissue Bank) correlative or ancillary studies (*provided the SRC has reviewed the parent study*) The timing of such reviews is dependent entirely on the availability of reviewer(s)

Reciprocity of scientific review: PSHCI SRC will accept a review and approval of a trial by the FDA (not a *grant* approval, FDA approval of the actual study itself, as there can be several studies under one grant) NCI or CTEP.

SRC tracks all trials, but does not conduct a full review of Cooperative Group trials and studies w/FDA, NCI or CTEP approval of the finished product. In those cases, SRC requests submission of a single form (*Statement of Support*) and sends an Acknowledgment of Receipt memo.

➢**REQUIRED at submission**:

- Full Protocol (not grant proposal)
- Protocol Statement of Support w/original signature of Clinical Disease Team Leader
- Protocol Initiation Form
- Protocol DSMPlan, as applicable
- IRB Application (*if completed*, not required)

Please return **both** electronic and original documents to Cynthia Walck. Original signature documents are required for documentation purposes; electronic copies are required for storage and committee distribution purposes. (*pdf files preferred*)

Submissions received after the submission deadline will be held for consideration at the next SRC meeting. **Incomplete submission packets** will be **returned** to the investigator.

Should there be numerous submissions, submitted studies will be prioritized by the Chair and Co-Chair and submissions may be held for a future meeting. Investigators will be advised when their study has been added to the agenda.

Every effort is made to ensure an SRC Notification of Review/Action Memo is sent to investigators within a week of Committee Review.

Point of Contact:

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