

TCRN RECOMMENDATION	
TITLE: Recommendation for Member Institutions Establishing Approval Committees for External Users	NUMBER: REC-1 Version: 7
PREPARED by: Roni Bollag, MD, PhD, Georgia Regents University	APPROVED BY: TCRN Executive Committee
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1.0 PURPOSE:

The TIES Cancer Research Network (TCRN) provides access to large cohorts of data and samples across institutions. In conjunction with institutional representatives, each TCRN member must determine the process by which external collaborators gain access to data within the member’s TIES node. This TCRN recommendation provides guidance to member institutions for establishing Approval Committees.

2.0 REVISION HISTORY:

Date	Rev. No.	Modification
5/15/14	1	Original document authored by Roni Bollag
6/22/14	2	Minor modifications and reformatting by Rebecca Crowley Jacobson
7/2/14	3	Minor modifications by Subcommittee members
2/24/15	4	Modifications by Julia Corrigan and Liz Legowski to reflect updated Network Agreement
3/5/15	5	Minor modifications by Rebecca Crowley Jacobson
3/5/15	6	Modifications by Julia Corrigan
3/9/15	7	Minor modifications by Liz Legowski

3.0 PERSONS AFFECTED:

Representatives from TCRN institutions that need to establish Approval Committees.

4.0 POLICY:

It is the policy of the TCRN that each TCRN institution will establish **Approval Committees**. The Approval Committees will determine how external collaborators gain access to the local institution’s data and tissue.

5.0 DEFINITIONS:

TIES – TIES (Text Information Extraction System) is a computer-based system that establishes a repository of natural language processing (NLP) coded, de-identified pathology reports for the

purpose of identifying cohorts and cases associated with formalin-fixed paraffin-embedded materials, frozen tissues, or other research resources.

TCRN – The TIES Cancer Research Network (TCRN) represents all member institutions that have signed the TCRN network agreement, with the intent of supporting collaboration (data, tissue, or data and tissue) across institutions that have deployed the TIES system.

TCRN Executive Committee – The governance committee of TCRN that approves Standard Operating Procedures and Recommendations.

TCRN Applicant – A TCRN Applicant is an employee of a TCRN institution who is applying for access to the TCRN.

6.0 RECOMMENDATIONS:

The TCRN Executive Committee recommends:

1. That each member institution will define a process for reviewing requests for access to their TIES data.
2. That each member institution will define a process for reviewing requests for access to tissues associated with TIES data.
3. That requests for data access by external TCRN applicants be processed by an Approval Committee at each member institution.
4. That the Approval Committee at each institution be comprised of three persons:
 - A. Including at least one pathologist or representative of the institutional biorepository.
5. That Approval Committees operate using a majority rule, with any two affirmative votes representing approval of a TCRN applicant or protocol.
6. That Approval Committees commit to notification of a decision (approval or rejection) on or before COB seven days after submission of a complete external user application.
7. That if conflicts arise during the review process, the TCRN Executive Committee will assist investigators in resolution.

7.0 APPENDICES

REFERENCES:

None