

TCRN STANDARD OPERATING PROCEDURE

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TITLE: Governance	NUMBER: SOP-6 Version: 2
PREPARED BY: Julia Corrigan, University of Pittsburgh	APPROVED BY: TCRN Executive Committee
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1.0 PURPOSE:

The TIES Cancer Research Network (TCRN) provides access to data and samples across member institutions. This policy describes the governing bodies of the TCRN and their roles. Each institution will take part directly in governance of the TCRN through appointing Member Representatives to the TCRN Executive Committee and the TCRN Policies and Processes Subcommittee.

2.0 REVISION HISTORY:

Date	Rev. No.	Modification
3/4/15	1	Original document drafted by Julia Corrigan
3/9/15	2	Minor modifications by Liz Legowski

3.0 PERSONS AFFECTED:

Member Representatives from each institution participating in TCRN who are serving on the TCRN Executive Committee or the TCRN Policies and Processes Subcommittee.

4.0 POLICY:

It is the policy of the TCRN that each TCRN institution will participate in governance of the network through membership on the TCRN Executive Committee and the TCRN Policies and Processes Subcommittee. Each member institution will appoint at least one Member Representative to the TCRN Executive Committee and will also appoint a representative to the TCRN Policies and Processes Subcommittee. The TCRN Executive Committee will include the TCRN principal investigator (PI), Member site principal investigators (PIs), and a representative from the TCRN Policy and Processes Subcommittee. The TCRN Policies and Processes Subcommittee will include those representatives from each Member institution who are responsible for providing data and tissue access to local investigators.

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.

SOPs – Standard Operating Procedures (SOPs) that are approved by the TCRN Executive Committee.

6.0 RESPONSIBILITIES:

The **TCRN Executive Committee** will approve SOPs for the TCRN, approve the addition of new TCRN Members, assure the quality of the data, resolve operational disputes, and promote the use of the TCRN.

The **TCRN Policies and Processes Subcommittee** will draft policies, procedures, and recommendations for consideration by the TCRN Executive Committee. It will also serve as a forum for communication about matters such as de-identification quality, security and privacy safeguards, and regulatory compliance.

7.0 PROCEDURES:

1. The **TCRN Executive Committee** will meet monthly, which may be over telephone or electronically. The Executive Committee will make decisions by a majority vote, as long as each Member Representative and the TCRN PI participate in the vote.
2. The **TCRN Policies and Processes Subcommittee** will meet biweekly and draft policies, procedures, and recommendations for the TCRN Executive Committee to consider.

8.0 APPENDICES:

REFERENCES:

None