

# TCRN STANDARD OPERATING PROCEDURE

<b>TITLE: Verifying Eligibility of TCRN Users</b>	<b>NUMBER: SOP-4    Version: 4</b>
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## 1.0 PURPOSE:

The TIES Cancer Research Network (TCRN) provides access to large cohorts of data and samples across institutions. Member institutions must verify that investigators from their institutions are eligible for access to TCRN. This policy outlines the procedure for verifying an applicant's eligibility to be a TCRN user.

## 2.0 REVISION HISTORY:

Date	Rev. No.	Modification
3/4/15	1	Original document drafted by Liz Legowski
3/5/15	2	Modifications by Rebecca Crowley Jacobson
3/5/15	3	Modifications by Girish Chavan, Julia Corrigan, and Liz Legowski
3/9/15	4	Minor modifications by Liz Legowski

## 3.0 PERSONS AFFECTED:

The local TIES Administrator at the TCRN applicant's institution.

## 4.0 POLICY:

It is the policy of the TCRN that each TCRN institution will credential users at their own institution. All TCRN users must meet the minimum requirements set forth in this document.

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

**TCRN User** – A TCRN user is a TIES user who has one or more TCRN studies allowing use of de-identified data from another TCRN institution (in addition to their own). Users must be faculty, or trainees or staff under the direction of faculty at a TCRN institution.

**TCRN Study** – A TCRN study is a study within TIES with access to de-identified data from another TCRN institution (in addition to the user's own institution). Searching in TCRN requires that the user specify which study they are conducting their search under.

## **6.0 RESPONSIBILITIES:**

The local **TIES Administrator** at the TCRN applicant's institution will verify that the TCRN applicant requesting access meets the requirements outlined in the procedure below.

## **7.0 PROCEDURES:**

For all TCRN requests, the local **TIES Administrator** at the TCRN applicant's institution will verify the following:

1. All TCRN applicants on the TCRN study must meet any local requirements for access to their institutions' TIES system.
2. All TCRN applicants must be employees of the member institution registering their study.
3. All TCRN applicants must be either:
  - A. Faculty members; or
  - B. Staff members, postdoctoral trainees, or graduate students directly supervised by the Study PI.
4. Only faculty members at the institution are eligible to fill the role of Study PI.
5. If applicants have been previously credentialed, these users must be valid users in good standing as defined by the **TCRN Auditing of Users** Standard Operating Procedure.

If all of these criteria are met, the TCRN applicant is eligible to become a TCRN user and the TCRN study request can be processed using the **TCRN Study Registration and Authorization** Standard Operating Procedure. If any of the criteria are not met, the TIES Administrator will notify the TCRN applicant of their ineligibility and provide reasons.

## **8.0 APPENDICES:**

### **REFERENCES:**

None