

## SWOG

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**Policy Memorandum No. 9**  
**Subject:** Investigator/CRA/Nurse Contribution Sheets  
**Departments Affected:** All

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**Original Release Date:** July 1985  
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### **INVESTIGATOR/CLINICAL RESEARCH ASSOCIATE/NURSE CONTRIBUTION SHEETS**

It is a policy of SWOG to maintain current Investigator/Clinical Research Associate/Nurse Contribution Sheets (referred to as ICSs) on each Group member, which includes Full Member investigators, CCOP investigators, Affiliate investigators, UCOP investigators, Nurse Oncologists and Clinical Research Associates. The contribution sheet is the means by which the Group monitors the activity level of its members.

Information from the contribution sheets for each active Group member is entered into a database maintained by the Operations Office. The contributions recorded on these sheets refer to SWOG activities only, and include Group Meeting attendance, Committee chairmanship and general participation, special positions such as Group chairmanship and Quality Assurance Audits, coordination of protocols, and authorship of manuscripts and abstracts. Point values have been assigned for each of these activities in order to measure the level of member participation. The point values are then tallied for each category and used to rank participation among Group institutions. The rankings are reported in grants and progress reports in order to document and compare institutional performance within each membership type.

The contribution sheets also record the investigator's/member's current address, telephone number, FAX number and e-mail address. A current record is maintained so that all members may be kept abreast of Group-related activities. Any changes of contact information must be submitted to the Operations Office (c/o Membership Program).

Once each year, prior to the deadline for continuation of the appropriate cooperative agreement, the contribution sheets are sent as a packet to the Head Clinical Research Associate with notification to the Principal Investigator. The contribution sheets are then distributed to the appropriate members so that the information can be verified and updated as necessary, and are then returned to the Operations Office to be tallied and ranked. This is to ensure that the most complete information available on investigator, clinical research associate and nurse activities is submitted to the NCI for evaluation.

**INVESTIGATOR/CLINICAL RESEARCH ASSOCIATE/NURSE  
CONTRIBUTION SHEET SCORING**

<b>SPECIAL POSITIONS</b>	<b><u>POINTS</u></b>
1. Chair of SWOG	50
2. Executive Officer	35
3. Deputy Chair	15
4. CCOP - Associate Chair for Cancer Control & Prevention	15
5. Chair Elect	10
6. Quality Assurance Auditors	3
7. Young Investigators Workshop	3
8. Principal/Co-Principal Investigators, Serum and/or Tissue Banks	10
9. Principal/Co-Principal Investigators for Institutions	0
10. Head Clinical Research Associate	0
 <b>COMMITTEE PARTICIPATION</b>	
1. <u>Disease &amp; Research Committees: (see Policy Memorandum No. 2)</u>	
A. Chair/Co-Chair	25*
B. Vice-Chair	10*
C. Working/Executive Group Chair	5
D. Working/Executive Group Members	4
E. General Committee Members	3
2. <u>Administrative Committees: (see Policy Memorandum No. 2)</u>	
A. Chair	20*
B. Vice-Chair	7*
C. General Committee Members (excluding BOG)	3
D. Board of Governors Members	10*

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3.	<u>Subcommittees:</u>	
	A. Chair	10*
	B. Vice-Chair	4*
	C. Members	3
4.	<u>Other Committees:</u> <i>(As listed below)</i>	
	A. SWOG Data & Safety Monitoring Committees:	
	1) Chair	15
	2) Members	5
	B. Ad Hoc Committees:	
	1) Chair	5
	2) Members	3

\*For portions of a year served - points are pro-rated for the period of time served.

**MEETING ATTENDANCE**

1.	Each bi-annual meeting	3
2.	Committee Review Retreat	1

**PROTOCOL PARTICIPATION**

1.	<u>Open Studies:</u>	
	A. Primary Study Coordinator, Phase I, II, III:	
	1) less than 100 patients accrued	15
	2) 100-1,000 patients accrued	25
	3) greater than 1,000 patients accrued	30
	4) Ancillary (ANCIL)	5
	5) Biological (BIOL)	5
	6) Cancer Control (CC)	5

B.	Co-Coordinator, Phase I, II, III:	
	1) less than 100 patients accrued	5
	2) 100-1,000 patients accrued	15
	3) greater than 1,000 patients accrued	20
	4) Ancillary (ANCIL)	3
	5) Biological (BIOL)	3
	6) Cancer Control (CC)	3
2.	<u>Closed Studies:</u>	
A.	Primary Study Coordinator:	
	1) less than 100 patients accrued	8
	2) 100-1,000 patients accrued	15
	3) greater than 1,000 patients accrued	20
B.	Co-Coordinator:	
	1) less than 100 patients accrued	4
	2) 100-1,000 patients accrued	8
	3) greater than 1,000 patients accrued	12
3.	<u>Proposed Studies:</u>	
A.	Primary Study Coordinator	5
B.	Co-Coordinator	5

**MANUSCRIPTS & ABSTRACTS SUBMITTED/ACCEPTED/PUBLISHED**

1.	Manuscripts Accepted/Published:	
A.	Primary Author	20
B.	Contributing Author	5
2.	Abstracts Accepted/Published:	
A.	Primary Author	10
B.	Contributing Author	3

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3.	Manuscripts Submitted:	
	A. Primary Author	10
	B. Contributing Author	3
4.	Abstracts Submitted:	
	A. Primary Author	5
	B. Contributing Author	1
5.	Rejected Manuscripts/Abstracts:	0

**PRESENTATIONS (ORAL & POSTER)**

Clinical Research Associates and Nurse Oncologists are given 2 points for presentations given during SWOG meetings only.