

SWOG RESEARCH COMMITTEES APPLICATION FOR VA LIAISON

VA liaisons will assist with VA considerations needed for developing studies within their assigned research and disease committees. They will assist with study promotion and act as research and disease-site specific representatives for the VA committee to other committees and working groups when attending any Group meetings or other scientific meetings. They will be expected to bring attention to their relevant research and disease-site trials to the VA committee members and sites during the biannual group meetings, scheduled virtual meetings, and other meetings as needed.

The VA Liaison position is open to SWOG investigators who are actively involved in clinical trials. Applicants must be able to adhere to the roles and responsibilities outlined in the VA Liaison Roles and Responsibilities document (pg.3). Please submit completed application form with a current CV to: yamember@swog.org, and include "VA Liaison Application" in the title line.

Date: _____

Name: _____

VA Site Name:

VA or Academic Affiliate Email:

Committee(s) of Interest:

- | | | |
|--|--|---|
| <input type="checkbox"/> Breast Cancer | <input type="checkbox"/> Leukemia | <input type="checkbox"/> Prevention, Screening & Surveillance |
| <input type="checkbox"/> Cancer Care Delivery | <input type="checkbox"/> Lung Cancer | <input type="checkbox"/> Symptom Management & Survivorship |
| <input type="checkbox"/> Early Therapeutics & Rare Cancers | <input type="checkbox"/> Lymphoma | |
| <input type="checkbox"/> Gastrointestinal Cancer | <input type="checkbox"/> Melanoma | |
| <input type="checkbox"/> Genitourinary Cancer | <input type="checkbox"/> Myeloma | |
| | <input type="checkbox"/> Palliative Care | |

By signing below, I acknowledge that I have read the attached VA Liaison Responsibilities.

Please briefly (<2 paragraphs) describe relevant research experience/expertise that you believe qualifies you to serve as a VA liaison for the above committee(s).

Printed Name of SWOG-designated Site Principal Investigator

Site Principal Investigator Signature

SWOG RESEARCH COMMITTEE VA LIAISON ROLES AND RESPONSIBILITIES

The duties of the VA Liaison include, but are not limited to the following:

1. VA Liaisons will have no term limits. Exceptions to the term limits are handled on a case-by-case basis.
2. Liaisons will attend meetings held by their disease committee and provide updates on studies in development for VA consideration to the VA committee and applicable Working Groups.
3. Liaisons will be active participants in the study development for their disease committees. This includes but is not limited to; initial feedback and/or advice on feasibility of VA enrollment and VA participation in developing and ongoing studies through various study calls as needed, taking into consideration eligibility, pathology, translational medicine, and funding concerns from a VA perspective. Liaisons should also identify the need for a VA study chair for specific studies as needed.
4. Liaisons must also report activities to the VA Committee at Committee Meetings and to the applicable Working Groups as needed during initial feasibility discussions.
5. Liaisons will assist with study promotion and act as disease site specific representatives when attending any Group meetings or other scientific meetings within SWOG and VA (i.e. LPOP, AVAHO, etc.). They will be expected to bring attention to their relevant disease site trials to the VA Committee members and sites during the biannual group meetings and scheduled virtual meetings.
6. Liaisons are expected to attend, either in-person or virtually, the following meetings:
 1. Bi-annual SWOG Group Meeting (VA Committee Meeting).
 2. Monthly Disease Site Committee Meetings.
 3. Working Groups as needed.
 4. VA Committee Meetings, as scheduled.

Liaisons who do not actively participate in the above meetings may be removed from the Liaison position at the discretion of the VA Committee Co-Chairs and Disease Committee Chair.

7. Liaisons must notify the VA Committee Co-Chairs if they relocate. Relocation to another institution or out of state may require replacement.
8. Liaisons must notify the VA Committee Co-Chairs if they are no longer working on their respective disease site, so their role can be inactivated, and their position opened to new applicants.