

## Appendix 2: Research Project Proposal Submission Form - completion instructions

- A. The form in Appendix 3 should be completed electronically and submitted (along with any accompanying documents) by email before the call deadline to the RPPC at FS (Frontier Science (Scotland) Ltd). For proposals requiring Residual Biological Samples use [transaltto@frontier-science.co.uk](mailto:transaltto@frontier-science.co.uk) ; whereas for proposal requiring access to Data only use: [alttoresearchproposals@frontier-science.co.uk](mailto:alttoresearchproposals@frontier-science.co.uk)
- B. Please also contact the (Neo) ALTTO Research Project Proposal Coordinator (RPPC) if you have any enquiries regarding the proposal submission process.
- C. Please make sure to complete the correct section of the application form for your proposal:
  1. Proposals requiring Residual Biological Samples, no samples of US patients involved: please complete section A-1 ONLY
  2. Proposals requiring Residual Biological Samples including samples of US patients: please complete section A-1 AND after SC approval, complete section A-2 and submit it to the NCI for review.
  3. Proposals requiring access to Data only: please complete section B **ONLY**
- D. Please make sure all respective sub-sections for your proposal are completed; incomplete proposals cannot be submitted for review and will be sent back with the request to add all missing information.
- E. Please make sure your proposal is submitted well within the submission deadlines; proposals submitted after the deadline will not be considered.
- F. For proposals requiring access to Residual Biological Samples of US patients, section A-2 should be completed **after SC approval** and sent to:

**Hether Seifert**

Research Protocol Specialist III

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