

Appendix 1: Research Project Proposal Template - completion instructions

- A. The form in Appendix 2 should be completed electronically and submitted (along with any accompanying documents) by email to the RPPC at FS (Frontier Science (Scotland) Ltd) at any time for data only RP Proposals; and before the call deadline for RP Proposals requiring Residual Biological Samples: alttoresearchproposals@frontier-science.co.uk.
All RP Proposals will undergo the standard review process.
- 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 requiring Residual Biological Samples 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
Cancer Center Clinical Research Office
Phone: (507) 266-3867
E-mail: ALTTO@mayo.edu
Copy to: morenoaspitia.alvaro@mayo.edu