Guidance on the Priority List

The **Priority List** is an area within OncPro used to indicate the priority of a protocol in relation to other protocols open within DF/HCC. Protocols are listed on the priority list under Adult and/or Pediatric populations and arranged under a main disease group (and branched into categories, subcategories, modalities, if applicable).

Under the National Cancer Institute (NCI) core grant requirements, prioritization of a protocol is critical and must be confirmed by the disease program leader and then approved by the Scientific Review Committee (SRC). In order to comply with the NCI requirements, the SRC must review any changes to the priority list.

The following information is intended to assist study teams in identifying for OHRS where a protocol should be placed on the priority list.

If you have any questions, please contact OHRS at ohrs@dfci.harvard.edu.

1. **Priority list placement is requested within each new protocol application (NPA). Priority list placement should be maintained by the study team, and any changes must be submitted on an updated NPA**

2. **Please check the current priority list on Oncpro for placement**

   OncPro> Priority List> Priority List management: Adult or Pedi
   When you click on the "+" it will open all disease groups available under these subject populations.
   The main disease group might branch into categories, subcategories, modalities, if applicable.

3. **You will be requested to fill in a table (shown below) to indicate placement of your protocol within the NPA.**

   List each place where the protocol should be added to the priority list. Some protocols may be listed only once, others multiple times. Remember that protocols should be prioritized in relation to each other by accrual needs.

   Add refers to adding a protocol listing to an already existing location in the priority list.

   New should ONLY be checked if any one of the following needs to be added to the priority list:
   - a new disease group
   - a new category
   - a new subcategory
   - a new modality

	Adult / Pediatric	Main Disease Group	Category	Subcategory (if applicable)	Modality (if applicable)	Placed Before Protocol #	Add	New
e.g.	Adult	Breast	Preventative	Local Therapy	Surgical	xx-xxx	☒	☐
1)							☐	☐
2)							☐	☐
3)							☐	☐

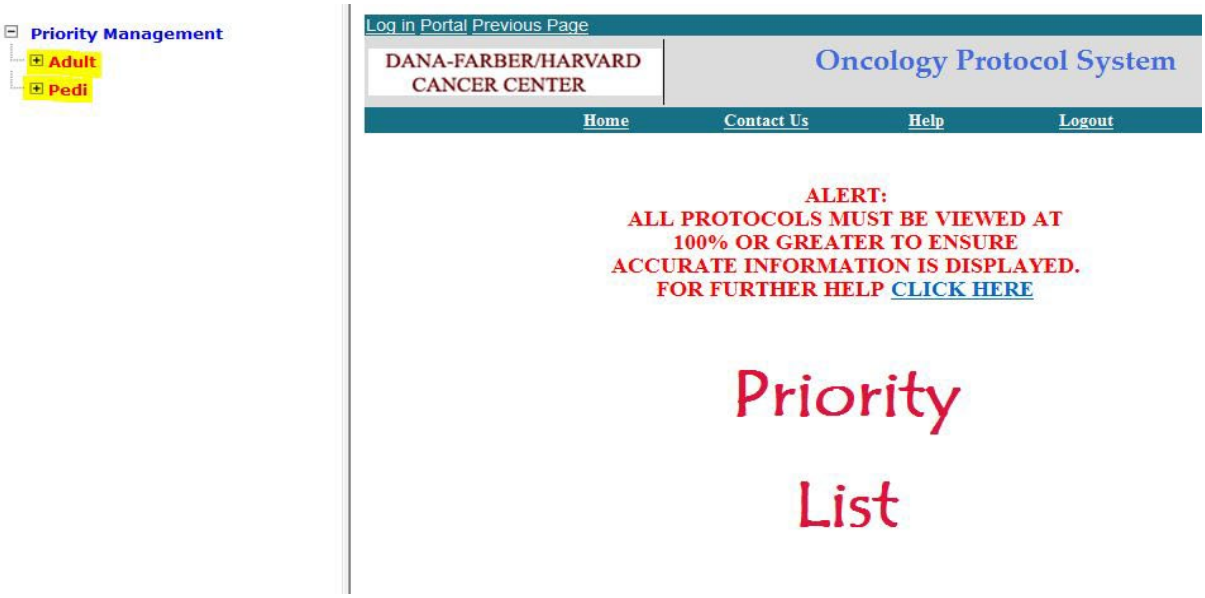
4. **Any proposed changes to the priority list must be confirmed by the applicable disease program leader.**

Sample Snap Shots on locating the Priority List on Oncpro:

1. Opening **ONCPRO** on the CT Portal. Select **Priority List**



2. Choose **Adult** or **Pediatric** population



3. Click the "+" to open the selected **Main Disease Group**, following "+" for **Category**, **Subcategory, Modality**, etc. if applicable. Scroll on the right column to see all studies currently posted and note where to place your study (example: place before study # 13-050)

