RESAR Governance Committee

1. ROLE
   a. To oversee use of data stored within the RESAR multicentre registry

   b. To assess feasibility/appropriateness of studies seeking to utilise the data

   c. To suggest how and where the data should be stored with the eventual ability to link data to tissue

2. COMMITTEE STRUCTURE
   a. The committee will consist of a **6-8 volunteer members** of TARPSWG

   b. The committee will have broad representation with membership from:
      i. At least 3 countries from at least 2 continents.

      ii. Multidisciplinary representation including at least 2 surgeons and medical oncology, radiation oncology, pathology, other

      iii. The committee will ensure that a biostatistician is consulted as part of the research project

      iv. Members will commit a two year term, that is renewable once
   c. The committee will meet by teleconference every 2-3 months to establish how and where the database will be stored as well as contact legal support to manage Privacy and Confidentiality issues.

   d. The committee will meet by teleconference 6 weeks prior to the TARPSWG meeting (SSO and CTOS) to ensure the committee has enough time to review the proposal and provide comments to the PI

3. RESAR SITE STRUCTURE
   a. Each RESAR site should identify a site PI and report this to the Governance Committee

   b. If the Site PI changes, the governance committee must be advised of the change

   c. Each site PI has the right to refuse their data from inclusion in each study and must advise the governance committee of this decision

4. Who can submit a project proposal?
   a. Any TARPSWG member can present a proposal using the attached form.

   b. If the member is not from a site contributing to the database, a member from a RESAR-contributing centre needs to be listed as co-PI

5. What is the process for project proposals?
   a. Prior to submission of a proposal, the member may ask the governance committee the number of cases of interest in the Registry to evaluate if their idea is feasible

   b. To submit a proposal, an application form (attached) must be completed explaining the purpose, objectives, methods, statistical analysis etc.

   c. Once the form is completed, it is submitted to the governance committee via email: tarpswg@gmail.com

d. The governance committee reviews the proposal for feasibility and sends feedback to the author for comment – if the study is rejected, it can be reworked for subsequent re-evaluation

e. After revision, the proposal is sent via email to the RESAR site PIs for consideration prior to, and for subsequent discussion at a TARPSWG meeting (SSO or CTOS).

f. The PI of the study will then present the idea to the group in a 5 minute Power Point Presentation and receive feedback from the group at the upcoming TARPSWG meeting (SSO or CTOS).

g. RESAR Site PI's must then let the PI know if they would like to have their data included in the study.

h. All studies must be reviewed by a biostatistician

6. What are the Authorship Rules?

a. Authorship rules should be established prior to starting any study, so that others can decide if they would like to participate.

b. The Principal Investigator is the member that came up with the research idea and was identified at the time of the initial proposal submission that was sent to the Governance Committee.

c. The Principle Investigator will be the **LAST** Author on the Publication

d. The **FIRST** author will be the member who writes the majority of the manuscript. This will be determined at the time of concept submission. Representation from different institutions is encouraged, but not mandatory.

e. The collaborating centers can submit a **maximum of 2** author names that contributed significantly to the project. Usually this will be the **RESAR Site PI** and one other author decided by the Site PI.

f. The **order** of the **collaborating authors** will be based on a pre-determined method of listing.

  i. Possible options are:

    1. **Alphabetical** Order

    2. **Rotating alphabetical** order (forward, backwards etc.)

    3. **Number of cases contributed**

    4. **Rotating between these options**

g. With advice from all participating centers, the PI gets to choose which journal he or she would like to submit the manuscript to.

h. If the PI would like to submit the project for an abstract oral or poster presentation at a National or International meeting, they must advise the participating centers and use the same order of authors as on the manuscript.

The present document has been discussed and approved during TARPSWG Semiannual Meeting held in Chicago on Friday, March 23rd, 2018