

**RTOG POLICY FOR REQUESTING  
LETTERS OF SUPPORT (LOS) FOR GRANT FUNDING**

**I. PURPOSE**

The Radiation Therapy Oncology Group (RTOG) actively supports research that uses material from the group's database and from its biospecimen repository. To ensure that RTOG-supported research is of the highest quality and with the greatest scientific impact, and to facilitate the processing of requests, RTOG has adopted the following policy and procedures.

**II. POLICY**

RTOG does not issue blanket or general letters of support but rather seeks to work collaboratively with investigators on projects that require RTOG resources. Therefore, investigators requesting a letter of support (LOS) for a grant application for funding must submit a request to RTOG at least 60 days prior to the application due date. Investigators submitting a grant application that will require RTOG data, statistical analyses, biospecimen materials, or administrative support must also submit an application to RTOG HQ with at least 60 days lead time for evaluation and preparation of the grant materials. Requests are evaluated on their scientific merit, objectives, statistics, and utilization of RTOG resources, as well as the feasibility of the project and the budget costs.

Upon approval, a LOS is provided to the requesting investigator with a budget as appropriate for the RTOG effort and out-of-pocket costs associated with the project. Provision of the requested data, materials, and or analyses is contingent upon the completion of a subcontract to RTOG in accordance with the included budget.

**III. PROCEDURE**

1. At least 60 days prior to the grant application due date, investigator submits an [RTOG Resource Request Form](http://www.rtog.org/Researchers/TranslationalResearchProgram.aspx) to RTOG (<http://www.rtog.org/Researchers/TranslationalResearchProgram.aspx>).
2. Include a draft LOS that conforms to the requirements of the grant application/funding announcement and contains: a) Addressee (contact information including name, title and complete mailing address for the person and entity to whom the letter is to be addressed); b) introductory paragraph(s) with summary of the project goal(s), project design, target communities and/or population and how the project aligns with RTOG priorities.
2. The RTOG Translational Research Program and RTOG Steering Committees will review requests for biospecimen materials per the standard process described on the RTOG website. The RTOG Publications Committee will review requests for data and/or statistical analyses per the standard process described on the RTOG website.
3. Upon completion of the review, the investigator will be notified of the determination and the budget requirements if any.
4. If the project is approved the investigator must agree to include the requested budget amount in the grant proposal.
5. The LOS will be awarded.
6. Upon notice of grant award the investigator must arrange for a subcontract with the RTOG for the required services.
7. Upon execution of the grant subcontract and appropriate RTOG Agreement (for Material Use, Material Transfer or Data Transfer), RTOG will provide the approved materials and/or services.

*RTOG reserves the right to request additional documentation deemed necessary.*