

DF/HCC Operations for Human Research  
Maintenance of the OncPro Priority List**1. BACKGROUND:**

Protocols are prioritized within the appropriate disease groups to ensure the efficient completion of research, minimize competing protocols and to effectively utilize the resources that manage the clinical research process. Disease Program Leaders are responsible for maintaining the Priority List information for their disease program posted on the Oncology Protocol System (OncPro). Under the NCI Cancer Center core grant requirements, prioritization of protocols must be approved by the Scientific Review Committee (SRC). The SRC must also review changes to a Priority List.

**2. ASSOCIATED DF/HCC POLICIES:**

2.1. [COM-100](#)

**3. PROCEDURE:**

3.1.1. The Office for Human Research Studies (OHRS) maintains the Priority List on the Oncology Protocol System (OncPro).

3.1.2. Placement of a research protocol on the Priority List is provided by the Principal Investigator with each new project application submission to the OHRS.

3.1.3. Prior to submission of a new project application, an appropriate Disease Program Leader must review the proposed protocol and indicate its placement in the current priority list by verifying the following:

3.1.3.1. Title and protocol number

3.1.3.2. Subject Population

3.1.3.3. Main Disease Group

3.1.3.4. Category / SubCategory / Modality

3.1.3.5. Assigned Priority

3.1.3.6. Current Institutional Review Board (IRB) status

3.1.4. The SRC reviews and approves the protocol placement on the priority list.

3.1.5. A member of the OHRS Online Communications Team posts the priority list placement on OncPro.

**3.2. Change in Priority List Placement:**

3.2.1. If a change to the priority list placement is required after the SRC approves the new protocol placement, the "OncPro Priority List Change Form" must be submitted to OHRS by the Principal Investigator.

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3.2.2. Prior to submission an appropriate Disease Program Leader must review the proposed change in protocol placement by verifying the following:

- 3.2.2.1. Title and protocol number
- 3.2.2.2. Subject Population
- 3.2.2.3. Main Disease Group
- 3.2.2.4. Category / SubCategory / Modality
- 3.2.2.5. Assigned Priority
- 3.2.2.6. Current Institutional Review Board (IRB) status

3.2.3. The SRC reviews and approves the change in protocol placement on the priority list.

3.2.4. A member of the OHRS Online Communications Team posts the updated priority list placement on OncPro.

### 3.3. Study Closure:

3.3.1. At the time of Permanent Study Closure with the IRB, the Principal Investigator will indicate on the OHRS Closure/Re-Open Form where the study is listed on the Priority List so that OHRS staff will know where to find the protocol in order to lower the priority.

3.3.2. When the Study Closure is processed by the OHRS Online Communications, the study will be moved to the bottom of the priority list.