ChiLDReN Network Ancillary Study (AS) Proposal Submission BRIEF Instructions

(Please see the ChiLDReN Network complete Ancillary Studies Policy for additional details)

☐ Start planning for your AS submission ahead of the submission deadline you are targeting:
  - March 1 (data/specimen requests due Jan 15)
  - July 1 (data/specimen requests due May 15)
  - November 1 (data/specimen requests due Sept 15)

☐ Review the DCC website’s list of ancillary studies for any potential overlap between your proposed study and other studies within the ChiLDReN Network. Publications & Ancillary Studies \ Concept and Ancillary Studies \ Proposals \ ChiLDReN Ancillary Studies for Website.xlsx

YOU MUST:

- Check active studies, completed studies, and reviewed but rejected studies.
- Check to be sure your idea has not been previously discussed by the network and that it is not being addressed in some other way.
- Check the DCC’s commitment of specimens to other studies that may not yet be using those specimens.

☐ Submit a Data and/or Specimen Request Form to the DCC via ChiLDReN-Project-Team@arborresearch.org by the dates noted above, which occur approximately 6 weeks before your planned ChiLDReN submission deadline. The DCC will work with the investigator to help determine if the needed data and/or specimens are available.

☐ Carefully review the complete ChiLDReN Ancillary Studies Policy (Version 4.0 dated 9 March 2017), particularly Section 5 on proposal submissions.

☐ Complete all the required ChiLDReN Ancillary Study Application Forms, including the following (which are available on the ChiLDReN public website (http://www.ChiLDReNnetwork.org) under the Information for Collaborators tab):
  - ChiLDReN ANCILLARY STUDY PROPOSAL FORM
  - ChiLDReN DATA REQUEST FORM
  - ChiLDReN SPECIMEN REQUEST FORM

☐ When you are ready to submit your proposal, please send it to this address: ChiLDReN-ancillary@arborresearch.org.*

(*) If you send it to any other email address, it will not be processed. Your submission must be received at this email address by 5pm ET on the submission date you are targeting.