**INSTRUCTIONS**

1. In order to prevent project approval delays, please review the GLOW Publication Policy before completing this form.
2. Project descriptions (see page 2) should be no longer than 2 pages, font size 11, single-spaced.
3. Please send your completed project request form and any questions to Monica Palese (monica\_palese@urmc.rochester.edu).
4. The GLOW Project Review Committee and GLOW Executive Committee aim to review project requests within 28 business days.

**PROJECT OVERVIEW**

| **Project Title** |  | |
| --- | --- | --- |
| **Principal Investigator** |  | |
| **Email Address** |  | |
| **Institution** |  | |
| **Cooperative Group Affiliation** |  | |
| **Co-Authors**  *(in anticipated author order)* |  | |
| **Are you including early career investigator(s)?**  *(fellow or within 5 years of faculty appointment)* | * Yes | * No   *If no, please explain:* |
| **Statistician Name & Affiliation** | * Project does not involve statistical analyses (example: consensus projects) * Project will use GLOW statistician * Project will use local statistician   Name:  Affiliation: | |
| **Project Type**  *(select all that apply)* | * Abstract and/or presentation * Manuscript | |
| **Project Timeline** | 1. Start Date: 2. End Date: 3. Anticipated IRB approval (date): 4. Pending receipt of grant funding? (y/n): 5. Anticipated presentation date and conference: 6. Target publication submission and priority journals:   *All investigators requesting data should ensure that the project is completed within a reasonable timeframe. Every effort should be made to meet the time points outlined below. Within 12 months of receipt of data, investigators will provide the tables,figures, and draft of the manuscript.* | |
| **If you anticipate challenges in adhering to this timeline, please describe** |  | |

**PROJECT DESCRIPTION**

**Please format your project description (no more than 2 pages, font size 11, single-spaced) as follows:**

1. Specific Aims
2. Hypothesis
3. Patient Cohort (Eligibility Criteria)
4. Statistical Analyses (general plan and endpoints)
   1. **If you would like to perform the analysis locally,** in lieu of using a statistician or data manager from one of the data contributors, please include the CV of your statistician and provide a detailed statistical plan.
   2. **If you would like to use a GLOW statistician**, please contact GLOW to discuss a statistical plan.
5. Background
6. Significance
7. Proposal description
8. Description of data and/or specimens requested (complete for all that apply):
   1. Clinical data (please refer to the data dictionary to define the specific data elements requested)
   2. Specimens (include type of blocks or slides and how many)
   3. Histology Images (include type of images and how many)