

**Alliance Cancer Care Delivery Research Committee  
Pilot Project Proposal Checklist**

- Your institution and all co-PI institutions, if applicable, are an Alliance member institution.
- You and all co-PIs, if applicable, are an individual Alliance member.
- You are an Alliance Cancer Care Delivery Research Committee member. If co-PIs, the contact PI must be an Alliance Cancer Care Delivery Research Committee member.

**Are all of these components included in your proposal?**

- Application
  - Title page, including address, phone number, and preferred email address for contact PI. If co-PIs, include email address for all co-PIs
  - Background, including rationale and significance
  - Study objectives
  - Study plan, including schema and eligibility criteria
  - Data analysis plan, including feasibility
  - Feasibility (provide evidence that study can reach accrual goal within six months of the start of study activation)
  - Description of how this pilot study will lead to an Alliance CCDR protocol to be conducted within the NCORP network in the future.
  - Description of research environment
  - References
- Biosketch of PI(s)
- Documentation of Other Support for PI(s)
- Budget in PHS 398 format, including the Checklist Form page (not to exceed \$150,000 in total costs)
- Budget justification

**\*\* YOU MAY INCLUDE ONE LETTER OF SUPPORT FOR EACH SITE IN A MULTI-SITE TRIAL. DO NOT INCLUDE OTHER LETTERS OF SUPPORT – THEY WILL NOT BE INCLUDED WITH YOUR SUBMISSION WHEN ASSIGNED TO REVIEWERS.**