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.**