

Attachment # 9: Suggested Format for Reporting On-Site Auditing Activities

The NCI-CTMB Guidelines for On-Site Monitoring of Clinical Trials for Cooperative Groups, CCOP Research Bases, and the Cancer Trials Support Unit (CTSU) require all Participating Sites to be audited at least once every 36 months. Each Group should conduct a comprehensive review of its membership and provide in its competing continuation and non-competing applications (i.e., Type 2 and Type 5 applications) an accounting for all Participating Sites in tabular format that includes the following information: (1) date of affiliation with or termination from the Group; (2) accrual for the immediate preceding 36 months broken down by year; (3) the projected accrual for the upcoming year; (4) the date of the institution's last audit; and (5) the date or projected month/year of the next proposed audit.

Participating Site Name (Inst NCI Code)	Site Type	Current Site Status	Status Date	Accrual _____*	Accrual _____*	Accrual _____*	Accrual Projected for upcoming year _____*	Date Last Audit	Date Next Proposed Audit
Name	Main Member	Active	2007						
Name	Affiliate	Active	2007						
Name	Affiliate	Terminated	2006						
Name	NIA	Active	2007						
Name	CCOP	Active	2007						
Name	CCOP component	Withdrawn	2006						
Name	CCOP component	Active	2007						
Name	Main Member	Active	2007						
Name	Main Member	Active	2007						

* Fill in accrual blank with year (this should cover the preceding 36 months, e.g. 2004, 2005, 2006)

Please Note: The actual "Date of Last Audit" for any Participating Site listed as "Active" on the Group roster should be provided, even if the Participating Site has not been audited in the past 3 years.