**FAQs for the CITN U01 MEMBER SITE APPLICATION**

1. *What is the due date for the Letter of Intent?* The due for the LOI is October 15th as stated in the NOTICE. The due date in the CTEP site application document (Oct. 8th) is incorrect.
2. *Is a multi-PI structure for the Member sites allowable?* Yes, you may name a co-PI . You should distinguish the respective functions for these individuals in your application. You should name a Lead (corresponding) PI. Bear in mind that only one PI from each site will be seated at the Steering committee table for voting purposes.
3. *Can more than one application be submitted from a single institution?*  Yes, it is possible to submit more than one Member site application construct from the same institution, and different components of that institution may be involved in more than one application if that works best for your institution.
4. *If there is no budget for personnel costs to be provided upfront, should effort for personnel be included in any way in the application*? No, it is not necessary to include a percent effort or calendar months effort for personnel.
5. *In the section related to evidence for participation in clinical trials in immunotherapy, can we include trials in which investigators are listed as a “co-investigator” vs leading, co-leading, or just participating in a trial?* Yes, list **all** trials you are involved with, and separate out the type of involvement. Be sure to include accrual at your site (specifically) when listing accrual to the multi-institution trials that you are participating in.
6. *Can the table listing the trials be included as an addendum to the application outside of the page limits, as well as literature references*? Yes, you may include this table as an addendum if you wish to do so. References can also be listed separate from the designated page limits.

**Additional FAQs (10-29-10)**

1. *Can we have more time to write the application for participation as a Member clinical site*? Yes, the due date for member site applications has been moved to December 1.
2. *For the subcontract awards, since NCI will be providing funds based on capitation reimbursement and not any salary support upfront, but expect some level of “time available” from the investigators, what is the most appropriate way to provide this information in the application?* Time involvement in the CITN will be highly variable. Variable involvement will include (1) panel and committee participation to identify and prioritize optimal opportunities, (2) protocol development and management as PI, and (3) trial accrual. For protocol development and management, you should list some “time – effort place-holder”. If your institution is a member of a cooperative group, a similar mechanism of designating time and effort might be used for membership on panels as well as protocol development. A portion of the capitation can be used for effort, but again, that time-effort will be variable and cannot be predicted at this point in time.

**Additional FAQs (11-05-10)**

1. *Regarding agent availability as it applies to a proposed concept, does the proposal need to include a written commitment for an agent that is currently unavailable?* No, use of agents may be proposed for which there may be no commitment to supply at this time. However, you should provide in your proposal any potential source that you may have identified, and from your perspective, the liklihood/path to obtaining such a commitment within the timeframe of the grant period.
2. *How long should a concept synopsis be to sufficiently describe the trial concept and proposed agent(s)?* There are no strict guidelines for this. For this purpose describe the justification and the principles the trial hopes to establish; including agent description and some further detail this may be just a few paragraphs or up to 2 pages or so, keeping the whole section on Research Strategy to 6 pages.
3. *Are there limits to the number of Appendices, or length?* There are no set limits, but the application shouldn’t require a lengthy Appendix. As above, it can include the comprehensive table of trial participation. Do not include protocols, for instance, but you may include a few (up to 3) key publications not available through PubMed, such as In Press manuscripts.