

COG AREN03B2

Patient Initials: \_\_\_\_\_ Registration #: \_\_\_\_\_

Sender's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Please enclose a copy of this Checklist together with the materials you submit. All materials must be labeled with the protocol and assigned COG registration number. Electronic submission is the preferred method for submitting all radiology materials. Valid electronic methods of submission include TRIAD, QARC sFTP, Dicommunicator, or email.**

For radiology materials sent via sFTP, a notification email should be sent to [sFTP@qarc.org](mailto:sFTP@qarc.org) (not an individual's email account) with the protocol # and registration # in the subject line. Please refer to IROC Rhode Island website for instructions on sending digital data ([www.QARC.org](http://www.QARC.org)).

Emailed radiology materials should go to [datasubmission@qarc.org](mailto:datasubmission@qarc.org) (not an individual's email account) with the protocol # and registration # in the subject line. **Please do not submit the same items via multiple submission methods.**

For TRIAD uploads, see COG memo dated 9/18/20 for submission instructions.

**Although discouraged, submission via CD is acceptable only when electronic submission is not possible. Please use the mailing address provided below to submit via courier.**

**Submission Materials: These materials are required for all patients. For patients planning on going on to a COG treatment protocol, submission by day 7 after biopsy/surgery is strongly recommended. If materials are not received within 120 days of study enrollment, please see off study guidelines in the protocol document.**

**Pre Study DIAGNOSTIC IMAGING AND REPORTS:**

DATE  
SUBMITTED

\_\_\_\_\_ Copy of chest CT with report (required for malignant tumors)

\_\_\_\_\_ Copy of PreOp abdomen and pelvis CT and/or abdomen and pelvis MR with report(s)

\_\_\_\_\_ Copy of US report (if done)

Please contact us by email ([DataSubmission@qarc.org](mailto:DataSubmission@qarc.org)) or phone: **(401) 753-7600** for clarification.