

# Frequently Asked Questions About Guideline Collaboration

## **What opportunities does ASCO have for guideline collaboration with other organizations?**

The ASCO Guidelines Program has two main routes of collaboration, official representation and joint guideline development.

### *Official Representation*

Organizations may request official ASCO representatives to serve on an expert panel for a guideline to be developed by their organization. Organizations should strive to follow standards for guideline development that have been established by the Council of Medical Specialty Societies (CMSS) and the Institute of Medicine (IOM), now known as the National Academy of Medicine (NAM). Official representation is intended to add an oncology perspective to a guideline. Having an ASCO representative on a guideline does not result in an ASCO endorsement of the guideline or co-branding of the guideline.

### *Joint Guideline Development*

ASCO welcomes the opportunity to collaborate in the development of evidence-based clinical practice guidelines with other organizations that strive to follow standards for guideline development that have been established by CMSS and IOM (NAM). Collaborative guidelines are intended to minimize duplication of effort, increase guideline production, and harmonize recommendations for the benefit of oncology professionals and patients. ASCO engages in joint guidelines both as a leading organization, and as a participating organization.

## **How do I request an official ASCO representative?**

To request official ASCO Representatives, please complete the [ASCO Representative Form](#).

## **How do I submit a proposal for joint guideline development led by my organization?**

To submit a proposal for a jointly developed guideline including ASCO, please complete the [Joint Guideline Development Request Form](#).

## **How far in advance should I submit my request?**

For official ASCO representatives, it may take up to a month to approve nominees through our committee process, so requests should be submitted a minimum of one month prior to your anticipated launch date.

For joint guideline development proposals, we suggest you submit your proposal as soon as you have identified the topic for guideline development. Review of proposals may take up to one month through our committee process. After a proposal is accepted, ASCO can then start the process of developing a memorandum of understanding (MOU) to guide the joint development process. Depending on your organization's legal review process, this can take several months.

Representative requests and joint guideline development proposals must be submitted before project launch to be considered by ASCO. Generally, ASCO will not entertain joint development proposals after guideline development has begun.

### What is the difference between joint guideline development and official representation?

Joint guideline development includes much more active involvement from ASCO, including review, approval, and either joint ownership/copyright of the document or the lead organization may retain copyright of the manuscript, while granting a license to the participating organizations, as defined in the MOU. Regardless of the model chosen, ASCO retains all rights to dissemination and implementation efforts, including the use of Large Language Models, as it sees fit. Projects with official representatives from ASCO are not formal products of ASCO and ASCO holds no ownership of the guideline or any derivative products. Please see the following table highlighting the main differences between these collaboration options:

Topic	Joint Guideline Development	Official Representation
<b>Collaboration Definition</b>	A joint project between two or more organizations, that would typically include co-branding between all organizations.	A project led by your organization. ASCO may only be listed as provided an official representative.
<b>Timing</b>	Collaboration must be established prior to the launch of any joint guideline development.  Timelines must be established to guide the development process.	Official representatives should be included at the beginning of product development, but in select circumstances may be added at a later date.
<b>Legal Agreement</b>	A MOU will be developed to guide the process.	No legal agreement required.
<b>Funding &amp; Support</b>	Generally, the lead organization provides the entirety of the funding and staff support for project development. Terms are outlined in the MOU.  Each organization must have dedicated program staff and health research methodology support for the guideline.	ASCO does not provide funding or staff support.
<b>Panel Composition</b>	Each organization will work together to establish co-chairs and expert panel members according to their policies and procedures.  Panel composition has more balanced representation from all participating organizations. ASCO must nominate representatives of the organization and approve the panel membership.	It is up to the lead organization how many ASCO representatives they would like to request (typically 1-4 representatives). ASCO will do its best to provide representatives that meet the criteria set forth by the requesting organization. There may be occasions where we cannot meet those criteria, but we will still submit our best candidates.

		<p>Organizations may request specific experts to be official representatives in their submission, but ASCO will determine the final official nominees. Organizations are welcome to invite as many ASCO members in a non-official capacity as they determine best.</p> <p>The requesting organization must inform ASCO who has been selected to serve on their panel so we can be apprised of project and acknowledge their service.</p>
<b>Guideline Development &amp; Communication</b>	<p>The lead organization must keep the ASCO informed of the progress of guideline development.</p> <p>The lead organization should have a point of contact at all participating organizations and inform them of meetings, drafts, timeline alterations, etc.</p>	<p>While it isn't required to inform ASCO of the progress of guideline development, updates are welcome.</p> <p>ASCO staff will reach out to organizational representatives periodically for updates.</p>
<b>Review &amp; Approval</b>	<p>The project goes through the review &amp; approval process of all organizations.</p>	<p>No ASCO review &amp; approval.</p>
<b>Publication</b>	<p>The organizations may agree to pursue joint publication or publication in one journal. Joint publication is not guaranteed. While joint publication may be pursued, it is not always feasible. Terms are established when developing the MOU. ASCO journals maintain editorial independence so publication in an ASCO journal is not guaranteed.</p> <p>Regardless of primary publication, a companion guideline clinical insights manuscript is typically submitted to an ASCO journal as a companion to the guideline.</p>	<p>No guideline publication from ASCO. ASCO's name cannot be included in the title or elsewhere in the manuscript as a collaborating organization. Official ASCO representation and specific ASCO representatives may be acknowledged as such in the manuscript.</p>
<b>Access</b>	<p>Guideline content, including recommendations, must be freely accessible in at least one format.</p>	<p>Guideline content, including recommendations, must be freely accessible in at least one format.</p>

**What topics are ASCO priorities?**

ASCO prioritizes topics for development each fall. Our current list of projects in development and priority topics is available on our [website](#). If your organization is planning to develop a guideline on one of these topics, contact us at [guidelines@asco.org](mailto:guidelines@asco.org).

**Are there any other opportunities for collaboration?**

Organizations may elect to endorse ASCO guidelines. Please contact [guidelines@asco.org](mailto:guidelines@asco.org) to inform ASCO guidelines staff if you are interested in endorsing a published or in-development ASCO guideline.

**Will ASCO endorse my organization's guideline?**

Currently, ASCO does not endorse other organizations' guidelines.

**Where can I find more information?**

More information is available in the [ASCO Guideline Methodology Manual](#). If you have additional questions, reach out to us at [guidelines@asco.org](mailto:guidelines@asco.org).