

ASTRO Framework for Developing Clinical Practice Guidelines with Other Organizations*

	Joint Partnership*	Collaboration†	Endorsement#
General Principle	<p>In certain instances, ASTRO may invite organizations to be a full partner on the guideline whose constituencies have a vested interest in treating patients specific to the disease/procedure under development.</p> <p>In general, the offer of partnership is at the discretion of the Clinical Affairs Quality Committee (CAQC)/Board of Directors after obtaining input from the Guideline Subcommittee (GLSC).</p>	<p>ASTRO welcomes collaborating organizations when the project would benefit from the perspective of other, related medical specialty societies.</p> <p>In general, the offer to collaborate is at the discretion of the CAQC after obtaining input from the GLSC.</p>	<p><i>Endorsement w/out collaboration:</i> In situations where an organization was NOT invited to collaborate initially, or the number of interested organizations is logistically prohibitive, but the organization still requests to endorse the final document.</p>
Funding	Partnering organizations pay the travel expenses associated with their representative(s) – All other direct costs and overhead are supported by the lead organization.	Collaborating organizations pay the travel expenses associated with their representative(s) – All other direct costs and overhead are supported by ASTRO.	Endorsing organizations do not have a representative on the writing committee.
Policy Decisions/ Methodology	<p>The lead organizations’ methods and policies are utilized including (but not limited to) an appraisal of the quality of the evidence and the strength of the recommendation.</p> <p>For ASTRO led guidelines, consensus is achieved if at least 75% of the panel members vote to approve.</p> <p>Any organization may withdraw from the guideline without penalty if there are substantive concerns or they choose not to endorse the final guideline. Authors/contributors who participated in development will remain listed as authors/contributors</p>	<p>Per ASTRO</p> <p>Any organization may withdraw from the guideline without penalty if there are substantive concerns or they choose not to endorse the final guideline.</p> <p>Authors/contributors who participated in development will remain listed as authors/contributors</p>	Per ASTRO
Conflict of Interest (COI) Policy	<p>The lead organization’s COI policy applies.</p> <p>If not leading, ASTRO must be satisfied with lead organization’s COI policy and management process and ASTRO representatives must comply with ASTRO’s COI policy.</p> <p>Disclosure and COI process must meet IOM requirement that a minimum of 51% are without a relationship with an affected company. Every effort will be made to implement</p>	<p>ASTRO’s COI policy applies.</p> <p>A minimum of 51% of the members without a relationship with an affected company must be maintained. This may require the collaborator to submit multiple names during the disclosure vetting process.</p>	N/A

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	the 51% rule equally across all organizational representatives to maintain equality within the selection process. This may require the partners submitting multiple names during the disclosure vetting process.		
Staff	Lead organization provides staff resources; staff from cosponsoring organizations are welcome to attend any meetings at their own expense.	ASTRO provides staff resources	ASTRO provides staff resources
Panel Chair/Vice Chair	<p>The lead organization recommends individuals for the chair/vice chair positions (with input from the cosponsoring organizations); the final decision is made through the lead organization's respective approval process.</p> <p>The decision to invite an additional co-chair and/or vice chair representing another specialty area (i.e., oncology or surgery) is mutually agreed upon by the partner organizations.</p>	ASTRO appoints the chair/vice chair positions	ASTRO appoints the chair/vice chair positions
Representation	<p>Partnering organizations will strive to include an appropriate number of representatives (specific number to be mutually agreed upon) from each organization. In addition, collaborating organizational representatives, a patient representative and any other necessary expertise (e.g., physicist) may be included.</p> <p>If ASTRO is the lead organization, once all organizational members have been proposed, the author list is reviewed by the CAQC again to ensure appropriate balance among specialty areas, disclosures, and intellectual perspective.</p>	Usually 1 to 2 representatives per collaborating organization depending on the scope of the guideline.	N/A
Peer Review	<p>The lead organization coordinates the peer review process which must comply with their COI policy.</p> <p>Following official peer review adjudication, the guideline is posted for public comment following the disposition of the official peer review process. Partner organizations that wish to involve additional peer reviewers should submit them during the public comment period.</p>	<p>Collaborating organizations are invited to provide 1-2 official organizational reviewers and indicate desire to review final document for endorsement consideration; reviewers and organizational staff receive a detailed response from the chair regarding the disposition of their comments.</p> <p>Following official peer review adjudication, the guideline is posted for public comment.</p>	Organizations considering endorsement (if known) may be invited to provide 1-2 reviewers and indicate desire to review final document for endorsement consideration (no detailed response to comments is required).

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	For ASTRO led guidelines, a lead reviewer from the GLSC provides oversight of the peer review process to ensure that all appropriate revisions are made.	Collaborating organizations may choose to involve additional peer reviewers during the public comment period.	Following official peer review adjudication, the guideline is posted for public comment. Endorsing organizations may choose to involve additional peer reviewers during the public comment period.
Approval (Content Control)	<p>If multiple partnering organizations are involved, they conduct their own approval process within a proposed time frame. Once all comments have been adjudicated, a red line version of the modified guideline and responses to all comments are sent back to all partner organizations for final approval. They have an “up/down” vote to approve / disapprove the document.</p> <p>ASTRO’s final guidelines are reviewed by the GLSC, CAQC and the Board of Directors.</p> <p>It should be noted that at the organizational approval phase, we are seeking formal approval only, trying to avoid major document revisions. More substantive comments are best made during the peer review stage; however, every effort is made to facilitate approval if/when there are areas of controversy.</p>	<p>Collaborating organizations may withdraw from the guideline without penalty if there are substantive concerns or they choose not to endorse the final guideline.</p> <p>Authors/contributors who participated in development will remain listed as authors/contributors</p>	The decision to endorse or not to endorse is at the discretion of organizations receiving the final guideline.
Endorsement & Marque Status	<p>Endorsement is implied since every effort is made to facilitate approval if/when there are areas of controversy (but any organization can withdraw at any time without penalty).</p> <p>Names of partnering organizations are included in the title of the guideline with the lead organization listed first and all others following in alpha order.</p> <p>All member representations are indicated in the <i>Introduction</i>, stating participation on the panel and in the peer review process, as appropriate.</p>	<p>Endorsement is implied since every effort is made to facilitate approval if/when there are areas of controversy.</p> <p>Names of collaborating organizations are listed in the <i>Introduction</i> and endorsement is indicated if the organization approves the document.</p> <p>For collaborating organizations that do not endorse the guideline, member representations are indicated in the <i>Introduction</i>, stating participation on the</p>	<p>Endorsement consideration is a ‘yes/no’ option.</p> <p>Names of endorsing organizations are listed in the <i>Introduction</i> and endorsement is indicated if the organization agrees</p> <p>For organizations that do not endorse the guideline, the <i>Introduction</i> states participation in the peer review process, as appropriate.</p>

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		panel and in the peer review process, as appropriate.	
Copyright Ownership	The lead organization owns the copyright to the guideline. All partner organizations will be granted a license to use the Guideline.	ASTRO	ASTRO
Publication	<p>The guideline is published in the lead organizations journal as an open access article.</p> <p>If the other partner organizations choose to publish an Executive Summary or editorial, all manuscripts should be published simultaneously at a time jointly coordinated by the lead organization.</p> <p>A partnering organization press release will be jointly developed and will include the chair(s) as the guideline spokesperson. Production of the press release is coordinated by the lead organization.</p>	Collaborators may link to ASTRO’s published guideline or develop a summary that references the published guideline and is consistent with the approved guideline recommendations. ASTRO must be able to review the final version before published.	Endorsers may link to ASTRO’s published guideline.
Derivative Products	Derivative products will be discussed in conjunction with copyright and licensing.	Collaborators may not develop derivatives without permission.	Endorsers may not develop derivatives without permission.
Formal Policy & Concordance	<p>Recommendations are formal policy of all partnering organizations.</p> <p>New documents developed subsequently by the partnering organizations, based on the same evidence, must maintain concordance with the joint guideline recommendations. This does not apply if/when new evidence is published that would render the guideline recommendation(s) out of date.</p>	It is at the discretion of the collaborating organization to decide if the guideline is considered organizational policy. Therefore, collaborating organizations are not obligated to maintain concordance.	It is at the discretion of the endorsing organization to decide if the guideline is considered organizational policy. Therefore, endorsing organizations are not obligated to maintain concordance.
Updating a Guideline	The lead organization will notify all partnering organizations when an update is initiated to ascertain interest in continued participation. Likewise, partners are welcome to notify the lead organization of new evidence if they think an update is needed. New evidence that changes the scope of the update may require the lead organization to change partners or collaborators, in which case the cosponsoring organizations that participated in the original document will be notified.	ASTRO notifies collaborating organization when it’s time to update to inquire if they would like to continue participation.	N/A

* This organizational involvement framework was approved by the ASTRO Board of Directors on 6/24/18. Specific situations may arise that require variations in terms which could be formalized through a Memorandum of Understanding (MOU), including joint guideline partnership for which an MOU is required.

† Organizational collaborations may be initiated through a Letter of Agreement (LOA).

Note: This endorsement policy is specific to ASTRO-initiated clinical practice guidelines.

The following policies apply when another organization is leading the development of a guideline and invites ASTRO to participate as a partner or collaborator:

- When ASTRO is invited to be a partner or co-sponsor, the joint guideline is considered organizational policy if ASTRO is involved in scope development, have multiple representative(s) on the panel, provide peer review, GLSC approval, and then CAQC and Board of Directors approval. ASTRO may choose to publish a summary of the guideline and/or publish an editorial with a short summary of the key messages and reference the full published guideline.
- When ASTRO is invited to collaborate, then the value of the guideline may be endorsed by the Board of Directors, but it is not considered ASTRO organizational policy. ASTRO must have at least one representative on the panel, peer review, and review the final guideline for endorsement consideration. ASTRO may choose to publish an editorial with a short summary of the key messages and reference the full published guideline.
- ASTRO may consider endorsement of other guidelines without collaboration if approved by the Board of Directors.
- ASTRO must be satisfied with COI policy and management process for the paper and ASTRO participants must comply with ASTRO COI policy.