ASTRO Guideline Development Process Overview

**Guideline Initiation**

**Key questions:**
KQs are reviewed and refined by the full panel

**Evidence presentation:**
KQ leads present evidence tables to panel, verbally summarizing the body of evidence to inform the QoE rating

**Drafting recommendations:**
1. Recommendations are drafted for discussion and modified as needed
2. The strength of recommendations and QoE are determined

**Supportive text:**
Text is drafted based on near-final recommendations. The body of evidence is summarized with limited text and linked to the evidence tables

**Consensus:**
Recommendations are voted on via confidential survey; if modified, they are re-surveyed

**Evidence tables:**
Data from relevant articles is used to populate evidence tables

**Analysis:**
Evidence tables are analyzed and the body of evidence for each KQ summarized

**Evidence review:**
The draft guideline is reviewed by the GLSC; official peer reviewers nominated by ASTRO and participating societies; legal counsel and internal staff

**Comment adjudication:**
All comments are responded to and the draft modified as needed

**Public comment:**
The revised draft is posted for public comment

**Implementation:**
A strategy for dissemination and development of complementary materials is determined

**Acceptance:**
Once accepted, the ES is typeset and published in the journal; the full text is posted on ASTRO's website

**Multiple layers of approval:**
1. GLSC
2. CAQC
3. ASTRO's Board
4. Other partner organizations

**Disclosure review:**
Simultaneously, panel members update or confirm their disclosures for publication

**Endorsements:**
The approved guideline is sent to participating organizations for endorsement consideration

**Implementation:**
Complementary materials are developed and promoted.

**Draft submission:**
The approved full-text and ES are sent to the journal; their peer review process is initiated; if needed, comments are adjudicated and edits made as appropriate

**Publication and Implementation**

CAQC, Clinical Affairs & Quality Council; COI, conflict of interest; ES, Executive Summary; GLSC, Guideline Subcommittee; KQ, key question; QoE, and quality of evidence.