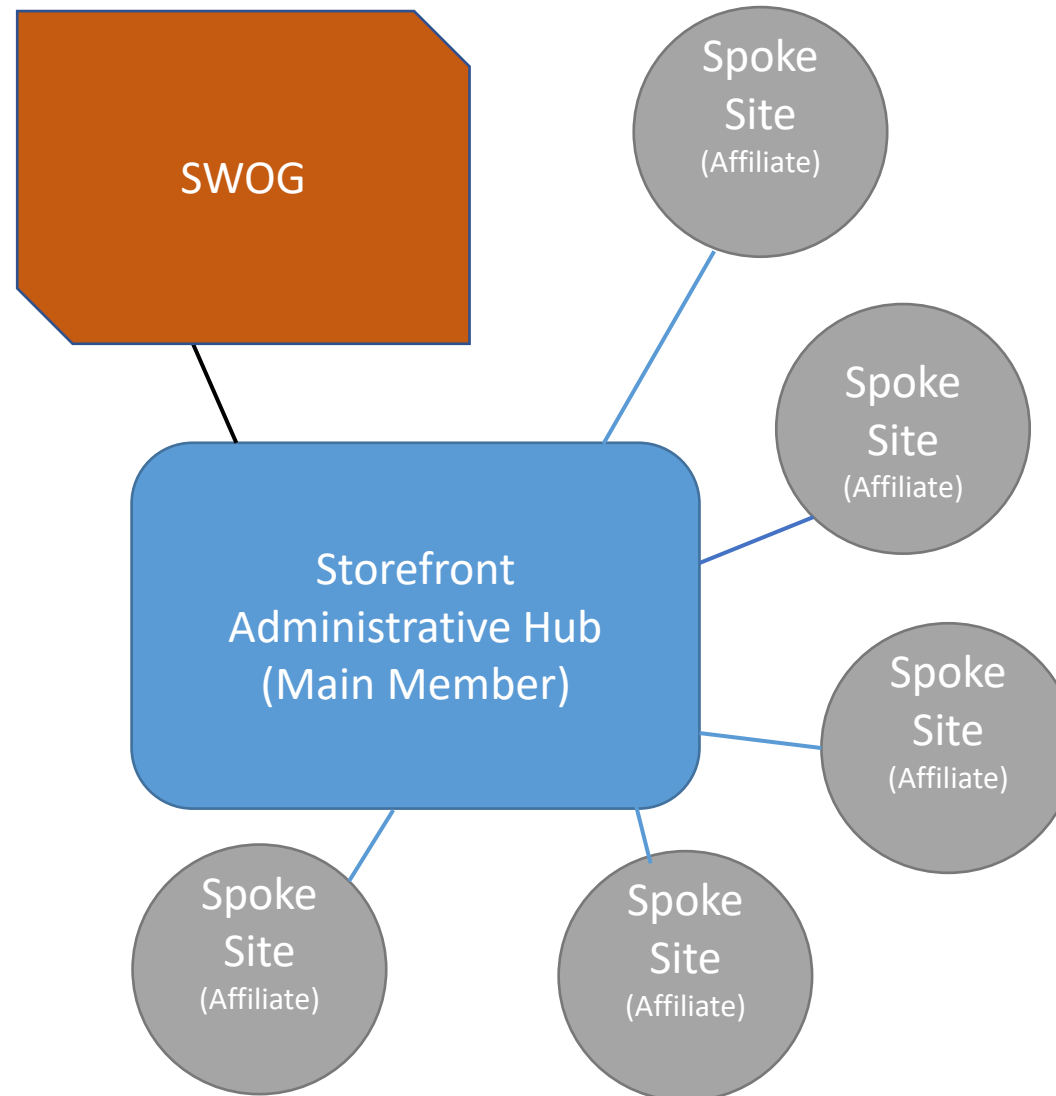


### **Storefront Hub Responsibilities:**

- Identify Storefront PI and Lead ORP.
- Assist sites with registering and credentialing study staff.
- Provide guidance for operational and logistical aspects of participating in SWOG/NCTN trials.
- Oversee the data management, registrations, regulatory data, and financial aspects (i.e., execution of SWOG and SWOG-CTP Purchase Service Agreements /Amendments / Subawards) for each site, in conjunction with the associated VA site nonprofit corporation where appropriate.
- Assure that quality control and quality assurance guidelines are met.
- Provide education to sites in the collection and shipment of specimen samples.
- Review and assess NCTN protocols for potential barriers to participation at VA sites.
- Provide support for site audits, including preparation and pre-review of audit documents to ensure compliance with SWOG policies during the formal audit, as well as follow-up to address any non-compliance or areas for improvement.
- Manage site rosters and roles through CTSU-RUMS
- Convene regular teleconferences to review new trials for feasibility and expansion and discuss emerging issues in oncology.
- Serve as the main contact for SWOG for any issues pertaining to Spoke Sites.
- Responsible for ensuring Storefront recruitment targets are met by Spoke Sites.



### **Spoke Site Responsibilities:**

- Identify PI and Lead ORP for the site.
- Open trials deemed appropriate for site investigators, patient population, and resources.
- Complete all site and NCI CIRB regulatory requirements.
- Enroll study participants.
- Complete all study visits and requirements, including data entry and query resolution.
- Prepare for and complete audits, including follow up.
- Participate in calls with other spoke sites and Storefront administrative hub.
- Associated nonprofit corporation receives study funding for site's respective enrollments/trial activities.
- Adhere to all SWOG policies and procedures.

### **Notes:**

- *All enrollments across Spoke Sites count towards one enrollment total for Storefront.*
- *Storefronts are eligible to hold a voting seat on the SWOG Board of Governors Committee after meeting specific accrual requirements.*

***\*\*Coming Spring 2026 – Application period for New SWOG Storefront Opportunity!!\*\****