

**Phase I Study of Accelerated Hypofractionated Radiation Therapy with Concomitant Chemotherapy for
Unresectable Stage III Non-Small Cell Lung Cancer**

Version date: 03/01/2013

Checklist for Submission of Radiation Oncology Quality Assurance Materials

Patient: _____ Protocol: **C31102** Registration # _____

**Send material c/o:
Quality Assurance Review Center**

**Name of Radiation Oncologist
Name:** _____

Attention: CALGB Materials

Address: _____

Building A, Suite 201

640 George Washington Highway

Lincoln, RI 02865-4207

E Mail: _____

Date Radiation Began: _____

The following materials must be submitted PRIOR to the start of radiotherapy for pre-treatment review:

DATE
SUBMITTED

_____	Copy of baseline diagnostic CT scan and PET scan (include reports)
_____	Copy of digital RT Treatment Plan (DicomRT or RTOG format)
_____	RT-1/IMRT Dosimetry Form
_____	Motion Management Reporting Form
_____	Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics
_____	Composite Dose Volume Histograms (not required with digital plan submission)
_____	DRRs of each treatment field(3D) or orthogonal isocenter images (IMRT)
_____	Documentation of Independent check of calculated dose if IMRT used
_____	Explanation if recommended doses to organs at risk are exceeded

Final Review materials must be submitted within 1 week of the completion of radiation:

_____	Completed RT Daily Treatment Chart, including prescription, daily and cumulative doses
_____	RT-2 Total Dose Record

Please *enclose a copy of this Checklist* together with the RT materials you submit. All materials must be labeled with assigned protocol and Registration number.

Please contact study CRA by email (calgb@qarc.org), calling Tel:(401) 753-7600 or FAX: (401) 753-7601 for clarification as necessary. Thank you for your ongoing co-operation.

Digital treatment plan, screenshots of other RT data and diagnostic imaging may be submitted via sFTP or on CD. For data sent via sFTP, a notification email should be sent to sFTP@qarc.org with the protocol # and registration # in the subject line. Please refer to QARC website for instructions on sending digital data (www.QARC.org).

Data not sent via sFTP may be sent via email to datasubmission@qarc.org with the protocol # and registration # in the subject line. Data may also be sent via courier.