

E-mail Subject Line: PLEASE REPLY by <DATE>. BCSC Project Update Request:AB-##

Hello <External Investigator>,

I am updating information on your BCSC project. The Steering Committee will be reviewing all the BCSC-related projects at an upcoming meeting and we want to be sure that we present accurate information. Additionally, it's important for the success of the BCSC to let the National Cancer Institute know of all the ways our data are being used. I have included your information below as it is currently entered in our database.

Please review this information, make any corrections or updates, and e-mail this form back to me by <DATE>.

1. **Has your project's title changed?** <TITLE>

2. **Has the project leader changed?** <PROJECT LEAD NAME>

If so, please provide the project lead's e-mail address: <E-MAIL ADDRESS>

3. **Are there any changes to the list of collaborators/authors (large working group)?** <LIST OF LARGE WORKING GROUP AUTHORS>

4. **What is the status of your project?** Check all that apply.

- Waiting to begin data analysis with SCC
- In analysis
- Draft manuscript of analysis in preparation
- Manuscript submitted and under review (journal _____ and when _____)
- Manuscript in press (journal _____)
- Manuscript published/project complete (citation including PubMed Central number _____)
- Other _____ (describe)

5. **Have there been any major changes to your proposal (e.g., to the main study hypothesis, objectives of analysis, inclusion/exclusion criteria, etc.) that have not been approved by the BCSC steering committee? YES/NO**

If YES, please explain: _____

6. **How have you used BCSC data received for this project for reasons other than a manuscript?**

- o Grant proposal submitted and under review (where _____ and when _____)
- o Scientific presentation (where _____ and when _____) **Please send us a copy of your abstract / poster / presentation for our records.
- o Other: (details: _____)

7. **Please write 1-2 sentences describing the status of your project** (e.g., "The small working group has begun writing the manuscript. We expect to submit it next month." Or "The manuscript is on hold because our lead author is on maternity leave. We expect to resume in January.")

Please note a few things:

- o All manuscripts and scientific presentations that use BCSC data must be reviewed by the BCSC Steering Committee prior to submission.
- o As of April 7, 2008, NIH requires that any publications which arose from an NIH award be submitted to PubMed Central. Please include the PubMed Central reference number with your citation.
 - You can find the PI names and grant numbers here:
<http://breastscreening.cancer.gov/work/manuscripts.html#acknowledgements>
 - See the links below for more information on how to submit to PubMed Central.
<http://www.nihms.nih.gov/web-help/index.html>
<http://publicaccess.nih.gov/>

Finally, please review the brief (attached) memo. It is a reminder of the terms and conditions you agreed to when you signed our collaborative research agreement to use BCSC data.