MARATHON OF HOPE CANCER CENTRES NETWORK
PAN-CANADIAN INFORMATION PACKAGE

This package provides information pertaining to Marathon of Hope Cancer Centres Network (MOHCCN) Pan-Canadian project operations.

For more information about the Network, visit the website at:
https://www.marathonofhopecancercentres.ca/

MOHCCN policies and guidelines are available on the website at:
Policies and Guidelines (marathonofhopecancercentres.ca)

Existing policies and guidelines are listed below.

- Clinical Data Model v2.1
- Data Access and Use Policy
- Data Access Committee Terms of Reference and Data Access Procedures
- Data Privacy Policy
- FF Nucleic Acid Isolation Guideline
- FFPE Nucleic Acid Isolation Guideline
- "Gold Cohort" Standards Policy v1.1
- Patient Consent Form Template and Checklist
- Publication Policy
- Quality Control Gates Guideline
- Researcher Code of Conduct
- Whole Genome and Transcriptome Sequencing Guideline

Visual identity guidelines, MOHCCN logos, presentation templates, and poster templates are available on the website at:
Logos, templates and visual guidelines (marathonofhopecancercentres.ca)

Progress Reporting:

The following are reporting requirements of MOHCCN projects.

Type	Due Dates	Description	Template
Scientific Progress Report	October 31, April 30	Provides updates on achievements and set-backs	[Administrative guidelines and templates (marathonofhopecancercentres.ca)](#)
Dashboard Updates[1]	Last day of each month	Updates on case progress	Live Excel in Project Manager's (PMs) SharePoint folder[2]
End-of-Year Review	2 days before review meeting in January	Assesses overall performance against annual workplan deliverables and describes adjustments/future plans	Emailed out 2 weeks prior to the scheduled meeting

[1]Dashboard guidelines are available in the Project Manager's (PMs) SharePoint folder.

[2]Project Managers (PMs) or coordinators who are completing dashboard updates require access to a MOHCCN SharePoint folder. If you do not have access, please connect with Kaitlin Hong Tai (khongtai@tfri.ca) or Jessie Micholuk (jmicholuk@tfri.ca).

Financial Reporting:

Each institution receives an individualized financial reporting template, pre-populated with project budget information. For information on how to complete a financial report, a video tutorial is available on our website at: https://vimeo.com/839069658/096efef6f2?share=copy

A guideline on eligible expenditures is available on the website at: [mohccn-eligible-expenditures-v3_april-2023.pdf](#)

Type	Due Dates	Description	Template
Financial Report[1]	July 31, October 31, January 31, April 30	Provides updates on expenditures	Emailed annually upon execution of RPGA

[1]Each institution receiving funding must submit its own quarterly financial report by the deadline.

Please note that audits of matched funds reported occurs annually between July and September.

Operational Meetings:

Terry Fox Research Institute (TFRI) staff host various monthly and quarterly meetings that may be relevant to you. If you would like to receive the calendar invites, email the associated TFRI staff member.

Meeting	Day	Time	Purpose	TFRI Contact
Project Managers	2nd and 4th Tuesdays of the month	Noon – 1pm PT / 3 – 4pm ET	For Project Managers of consortia and Pan-Can	Jessie Micholuk Network Program Manager

			projects to connect, hear updates and troubleshoot.	jmicholuk@tfri.ca
Genome Centres	1st Tuesdays of month of March, June, September, December	12 – 12:45pm PT / 3 – 3:45pm ET	For genome centre staff to connect, hear updates and troubleshoot. Optional attendance: Project Managers	Kaitlin Hong Tai Network Program Manager khongtai@tfri.ca
Finance	1st Tuesdays of month of January, April, July, October	12 – 12:30pm PT / 3 – 3:30pm ET	For staff involved in MOHCCN project finances (reporting, invoices, budgets, etc) to connect, hear updates, and troubleshoot. Optional attendance: Project Managers	Kaitlin Hong Tai Network Program Manager khongtai@tfri.ca

Working Groups:

The Network is compromised of various Working Groups (WG), listed below, who work on policies, processes and guidelines for MOHCCN. If you have expertise in the below areas and are interested in joining a WG, please connect with Kaitlin (khongtai@tfri.ca).

WG mandates and terms of references can be found on the website at:
https://www.marathonofhopecancercentres.ca/mohccn-working-groups

- Biospecimens WG
- Canadian Spectrum WG
- Clinical Data Standards Sub-Committee
- Clinical Data Model Guideline Subgroup
- Data Policies and Standards Committee
- Data Sharing Subgroup
- Health Technology Assessment WG
- Immune Profiling Sub-Committee
- IP/Commercialization WG
- Liquid Cancers Subgroup
- Patients WG
- Return of Results Sub-Committee
- Scientific Questions WG
- Technology WG

Ordering Illumina Sequencing Reagents:

TFRI has an agreement with Illumina to receive in-kind sequencing reagents, based on volume ordering in blocks. As the Network orders more, some of the in-kind ratios become better. For a list of products included in the agreement with details on order block sizes and in-kind ratios, view the order form here: moh-ship-schedule-form_site_20240209.xlsx (live.com)

Currently, the agreement allows products to be shipped to the below genome centres. Other centres can be added to the agreement so that Illumina products can be ordered through TFRI and received at that centre. If you are interested in sequencing at a centre not listed below, please email Kaitlin (khongtai@tfri.ca) with the centre name, shipping address and a centre contact.

Genome Centres
BC Genome Science Centre
University of Calgary Centre for Health Genomics and Informatics
Ontario Institute for Cancer Research
University Health Network Princess Margaret Genomics Centre
Queen's University
McGill University Genome Centre
Memorial University of Newfoundland Centre for Translational Genomics
Atlantic Cancer Research Institute
Dalhousie University Life Sciences Research Institute

As TFRI acts as the purchasing agent with Illumina for MOHCCN projects, there is a workflow for ordering. As illustrated in the figure below, TFRI approves dollars for cases and disburses funds to institutions based on approved workplans. Cohorts then prepare their samples and these are sequenced at genome centres. When genome centres require reagents for MOHCCN cases, they prepare a reagent order alongside consortia Project Managers (PMs). For Pan-Canadian projects, administrators can work with the consortia PMs or the genome centre. The consortia PM or genome centre staff then emails the order form to Kaitlin, and Kaitlin submits the order to Illumina.

Illumina then ships the products directly to genome centres and invoices TFRI. When reagents are received, genome centres should send Kaitlin a copy of an approved and signed packing slip, as these are kept on file for auditors. TFRI invoices the institution (except for McGill Genome Centre, where TFRI invoices the genome centre) for the shipment. The institution or genome centre will invoice cohorts appropriately. Payment from institutions to TFRI should be made within 30 days in order for TFRI to pay Illumina.
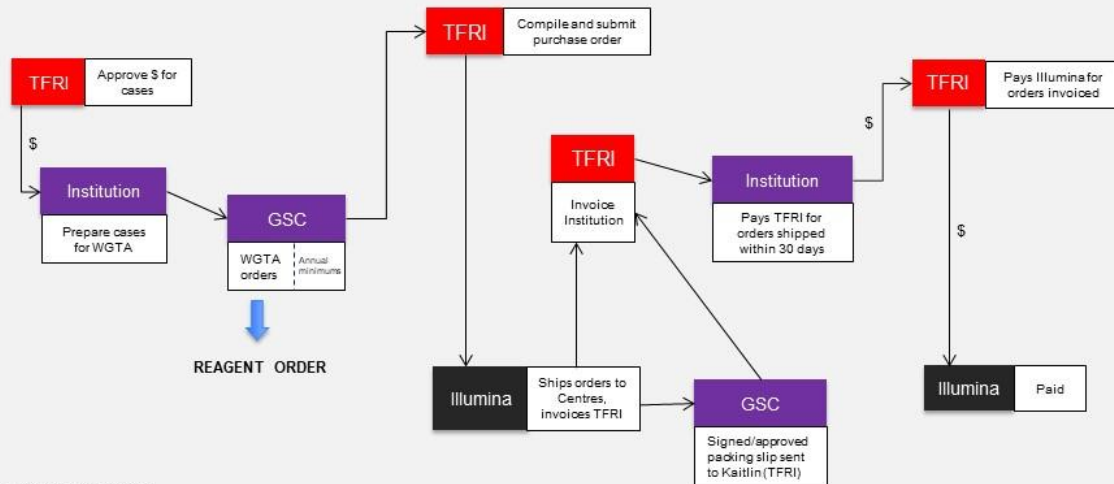
TFRI Contacts:

Isabel Serrano, Managing Director, iserrano@tfri.ca

Kaitlin Hong Tai, Network Program Manager, khongtai@tfri.ca

Jessie Micholuk, Network Program Manager, jmicholuk@tfri.ca

André Veillette, Executive Director, MOHCCN

Gordon Schwark, Chief Financial Officer

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