

HOPA CORE Center Policies

The HOPA Collaborative Oncology Research (CORE) Center aims to facilitate collaboration among oncology pharmacists to move practice forward through research initiatives. The CORE Center serves as a hub for research idea generation, protocol development, site recruitment, statistical support, expert guidance, and mentorship.

Principal Investigators:

Applicant Eligibility:

All CORE projects must have a project lead at the initiating institution/site. Multi-site projects should also have a site lead at every individual institution/site to manage the project. Project and site leads must be U.S.-based pharmacists who have completed formal training (i.e. graduated from pharmacy school and completed a residency if applicable). Students and residents are not eligible to serve as project leads but may serve as co-investigators on CORE projects. CORE applicants must be current HOPA members in good standing and cannot be employed by ACCME defined ineligible companies (<https://accme.org/resource/definition-ineligible-company/>). Prior experience conducting multi-site research projects is appreciated but not required for multi-site projects.

Project Eligibility:

CORE projects must advance hematology/oncology pharmacy practice in alignment with HOPA's strategic plan, mission, and vision. HOPA prioritizes hematology/oncology pharmacist-led research in the following areas:

- Care Delivery
- Clinical or Patient Outcomes
- Patient Safety
- Standards Validation/Benchmarking

External Funding:

Proposed projects must have an external funding source for any salary or supply support required for project success (e.g. industry-sponsored grant). Applicants may apply for HOPA-funded statistical support for their project. Applicants seeking additional research project funding support from HOPA are encouraged to apply for a HOPA Research Grant.

Project Duration:

For multi-site projects or projects receiving statistical support, investigators have two (2) years from the time of receiving IRB approval and/or finalizing their data-use agreements to complete their project.

Project Lead Role Changes:

If any of the project or site leads involved in the project change roles or institutions prior to project completion, making them unable to fulfill their duties as a lead, they must transfer the project to another eligible lead at their institution or another site lead for the duration of the project.

Institutional Responsibilities:

HOPA assumes no responsibility for the conduct of the project lead or any activities resulting from the project. The project lead is under the direct supervision of their institution and must abide by their institution's medical and scientific policies.

Multi-institutional research projects are subject to the policies of the institution of the project lead. The project lead's institution is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and scientific information in the application. Additionally, the project lead's institution is expected to provide the customary physical facilities and administrative services ordinarily provided by the institution. An authorized institutional official must sign the CORE contract to signify institutional acceptance of all HOPA policies and procedures.

Application Policies:

Application Edit/Resubmission Policy:

Applicants are allowed to edit and/or resubmit their applications prior to the application deadline. Edits will not be accepted following the close of application deadline, unless explicitly requested by the reviewers.

Artificial Intelligence (AI):

HOPA recognizes that applications utilizing artificial intelligence, machine learning, or similar technologies ("AI") may be useful in developing materials, deliverables, and in other activities of HOPA's volunteers and staff. The improper use of AI, particularly generative AI, has the potential to pose substantial risk to the organization, and therefore must be used responsibly to mitigate risks. The policy applies to Board members, staff, volunteers, contractors, and third parties using AI on behalf of HOPA who have access to or utilize generative AI systems and/or tools on behalf of the association now, or in the future.

Below is an abbreviated version of HOPA's AI policy. The full policy may be found in the HOPA Policy Manual and on the HOPA website. It is the responsibility of CORE applicants and recipients to read and adhere to HOPA's AI policies. HOPA may monitor AI use, and policy violations could lead to disciplinary action, legal consequences, and/or revocation of funding.

HOPA AI Usage Policies	
Permissible Uses	Restricted Uses
• Idea generation and brainstorming. • General knowledge research. • Drafting emails or letters. • Summarizing online research or creating content outlines (final content must be created by authorized individuals). • Other authorized purposes approved by the HOPA Executive Office. • All other purposes are prohibited without written permission.	• Creating final work products for external distribution. • HR and accounting activities or replacing job/volunteer responsibilities. • Copyrighted HOPA work or translating official documents. • Transcribing or recording meetings without permission from HOPA. • Embedding AI processes irrevocably into HOPA functions.

Data Privacy & Security:

Do not input confidential, proprietary, or personal information into AI tools, including, but not limited to, scientific research, medical information, health records, or personally identifiable information.

Transparency & Accountability:

AI must be disclosed in HOPA-related work. Clearly state when AI is used and which product or tool is used. Include the following statement when applicable:

“Note: Generative AI was used in part to generate this content.”

HOPA stakeholders are responsible for their work, regardless of AI use, and must independently verify AI outputs.

Intellectual Property:

AI cannot be used to generate content HOPA intends to own. Do not use AI-generated content that may include third-party intellectual property.

Compliance & Enforcement:

HOPA may monitor AI use, and policy violations could lead to disciplinary action, legal consequences, and/or revocation of funding. HOPA’s AI policy will undergo periodic reviews and updates.

Data Collection & Use:

IRB Approvals:

All research projects involving human participants or human subject data must receive institutional review board (IRB) approval prior to the initiation of any research activities. No data collection may begin until appropriate IRB approval has been granted; all required institutional approvals have been obtained, and any required data use or authorization agreements between collaborating institutions have been executed.

Data Use Agreements:

All research projects involving multiple sites must have a data use agreement (DUA) in place prior to project initiation. PIs/project leads are responsible for managing the drafting, signing, and execution of the DUA for their individual site.

Data Collection Tools:

Any database tools used for the project must be HIPAA compliant (e.g., REDCap). For multi-site studies, the DUA will govern access and terms of use.

Data Usage:

For multi-site studies, participating sites may not use the data collected for the approved CORE project for any other research projects without explicit permission from the lead PI/project lead.

Intellectual Property:

Unless otherwise agreed to in writing, all original materials, deliverables, reports, data, or other work products created through projects supported by the HOPA CORE are the sole property of the lead PI/project lead and their institution. The reviewers may not use project ideas submitted to CORE for their own personal gain.

Licensing/Usage Rights:

If any pre-existing materials, proprietary tools, or licensed content are used in the performance of the project, HOPA is granted a non-exclusive, royalty-free, perpetual license to use, reproduce, and distribute those materials solely in connection with the project. The project lead's institution represents that it has the right to grant such usage rights and that no third-party rights will be infringed.

Proprietary Rights:

All intellectual property rights in all materials produced or distributed by HOPA are expressly reserved, and any unauthorized duplication or distribution is prohibited.

Logo:

Prior written approval is required to use the name and likeness of HOPA in any advertising, packaging, promotional material, or press release related to the project.

Reporting & Publication:

Progress Reports:

Regularly scheduled progress reports are required for research projects receiving collaborative or statistical support through the HOPA CORE. Requests to extend reporting deadlines will be considered on a case-by-case basis and are not guaranteed. Failure to comply with reporting requirements or to maintain timely communication may result in early termination of support from the HOPA CORE.

Publication Requirements:

The results of research projects supported by HOPA CORE are required to be submitted for publication in a peer-reviewed biomedical print or online journal. Work published in a journal not affiliated with HOPA may also be highlighted in a HOPA publication (e.g., HOPA News article). HOPA must be acknowledged in all publications and communications related to the research project supported by HOPA CORE, which include, but are not limited to, journal publications, abstracts, posters, presentations at scientific meetings, and other forms of media.

The following language must be used when crediting HOPA in publications:

*"This work was supported by the Hematology/Oncology Pharmacy Association (HOPA)
Collaborative Oncology Research (CORE) Center."*

Presentation Requirements:

HOPA CORE support recipients are required to present the results of their research at the HOPA Annual Conference following the completion of their research project. The presentation requirement may be fulfilled by the submission of an abstract, presentation of a poster, or presentation in a formal HOPA research session (presentations/posters may be encores of content presented at other events). The presentation must occur no later than three (3) years following the start of the research project.

Exceptions to this policy will be made only in extenuating circumstances, and the request must be submitted in writing to HOPA. HOPA reserves the right to approve or deny these requests at its discretion.

Per the HOPA Reimbursement Policy, individuals who are categorized as invited research presenters do not receive compensation or reimbursement for attending and presenting at the HOPA Annual Conference.

Authorship Criteria:

HOPA CORE projects should follow the authorship guidelines outlined by [the International Committee of Medical Journal Editors](#) (ICMJE). Authorship agreements must be in place prior to drafting the publication/presentation. For multi-site projects, sites who do not complete all required project steps will not be eligible for authorship credit.

Statistician Credit:

For projects receiving statistical support from HOPA, the contracted statistician should receive authorship credit if they meet the required ICMJE criteria.

Requests for Project Modifications:

Project Extension:

A project extension may be granted if a programmatic need is identified, and the request is submitted in writing at least sixty (60) days prior to project expiration (i.e. two years from project initiation). HOPA reserves the right to approve or deny project extension requests at its discretion.

Cancellation of Project:

Failure to comply with the CORE project agreement or related policies, or failure to maintain timely and effective communication, may result in early termination of project support from the CORE at HOPA's discretion.

Statistical Support:

Statistician Identification:

For projects receiving statistical support from HOPA, a HOPA-vetted statistician must be utilized unless an alternate option is identified by the project lead. If using an alternate statistician, the project lead is responsible for ensuring that the statistician can comply with HOPA contracting and payment policies.