

Alliance A072301
Checklist for Submission of Radiation Oncology Quality Assurance Materials

Patient Initials: _____ Registration #: _____ RT Start Date: _____

Sender's Name: _____

Email: _____

Radiation Oncologist: _____ Email: _____

Please be aware that the following data for patients MUST be submitted to QARC no later than 5 business days before the patient starts treatment.

The RT plan must be reviewed and approved by QARC prior to the start of Radiotherapy.

All data must be labeled with the protocol and assigned registration number.

Radiotherapy data (including Digital RT treatment plan) may be submitted via TRIAD or sFTP. Please refer to IROC Rhode Island website for instructions on sending digital data (www.QARC.org). Emailed data should go to DataSubmission@qarc.org with the protocol # and registration # in the subject line.

Pre-Treatment Data to be Submitted within 1 Week Prior to the Start of Radiotherapy

_____ RT treatment plan (including CT, structure, dose and plan files).

_____ [RT-1 Dosimetry Summary Form](#)

_____ Treatment planning system summary report that includes the MU calcs, beam parameters, calculation algorithm, and volume of interest dose statistics.

_____ Pre-Operative MRI with corresponding radiology report.

_____ Post-Operative MRI with corresponding radiology report.

Please include the weighted T2 series for review if an MRI is sent.

An updated brain MRI with 14 days of radiation initiation should be used, when possible, to account for anatomical changes between surgery and the start of RT.

_____ Please check this box if the patient did not have a Post-Operative imaging completed.

A CT can also be used in place of an MRI if none was done. If so, please include FLAIR sequences for review.

Post-Treatment Data to be Submitted within 1 Week Following Completion of Radiotherapy

_____ [RT-2 Total Dose Record](#)

_____ Completed RT Daily Treatment Chart, including prescription, daily and cumulative doses for primary and metastatic sites.

_____ If there were revisions made after the initial approval, submit revised digital RT plan(s) and corresponding treatment planning system summary report(s).

Version date: 08APR2026

Please contact study CRA by DataSubmission@qarc.org for clarification as necessary. Thank you for your participation in this study.

All relevant forms for the submission of data are available on www.QARC.org