



National Comprehensive
Cancer Network[®]

NCCN Commercial Licensing and Permissions Process

Meet the NCCN Business Development Permissions Team



Michael Brozyno
Business Development Coordinator
Brozyno@nccn.org



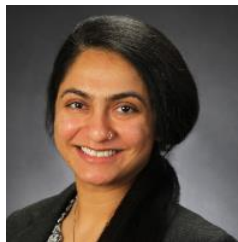
Lindsay Klepchick
Business Development Coordinator
Klepchick@nccn.org



Aksa Joseph
Business Development Specialist
joseph@nccn.org



Lauren Trevorah
Global Business Development Specialist
Trevorah@nccn.org



Arati Padhiar
Permissions Specialist
Padhiar@nccn.org

NCCN Licensing and Permissions

NCCN regularly licenses NCCN Content and **does not** permit commercial use of NCCN Content without a License Agreement between the user and NCCN.

If you or your organization would like to license NCCN Content for any purpose or if you would like to review the Agreement required, please contact permissionrequest@nccn.org.

If you would like any further information concerning NCCN or NCCN Content, please visit our website at www.nccn.org.

NCCN Guidelines®

NCCN Firewall

- NCCN imposes strict policies to shield the guidelines development processes from external influences.
- The “firewall” surrounding the NCCN Guidelines **processes includes:**
 - financial support policies
 - panel participation and communication policies;
 - guidelines disclosure policies;
 - and policies regarding relationships to NCCN’s other business development activities.
- NCCN does not accept any form of industry or other external financial support for the guideline development program.
- Development of NCCN Guidelines is supported exclusively by NCCN Member Institution dues.

NCCN.org/permissions – Permission to Cite or Use NCCN Content

NCCN National Comprehensive Cancer Network®

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Permission to Cite or Use NCCN Content

COVID-19 Resources

Treatment by Cancer Type

Detection, Prevention, and Risk Reduction

Supportive Care

Specific Populations

Guidelines for Patients

Guidelines With Evidence Blocks

NCCN Framework For Resource Stratification +

Harmonized Guidelines

International Adaptations and Translations

If your organization would like to use, reproduce, and/or distribute NCCN Content for any purpose, please review the applicable information below and complete the **Permissions Request Form**. Please also view this **Permissions 101 Webinar** and informative **slide set** on how to properly cite NCCN Content and submit your materials for approval.

Permissions Request Form

NCCN Permissions Request Policies:

- All materials that reference NCCN Content must go through the permissions request process (see **Legal Notices**)
- All requests must be submitted online via the form below
- Permission for use of NCCN Content is not guaranteed; NCCN must review intended use for accuracy and context
- Permissions and use fees vary depending upon quantity, specific use, format, etc.
- Material requested must be NCCN Content and not be credited to another source
- NCCN makes every effort to respond to permissions requests within 2-5 business days
- Submitted materials that do not reflect the most updated NCCN Guidelines version may be delayed

NCCN Licensing and Permissions

Permissions Process

- Material that is for internal use only does not require clinical review
 - Still requires a license for use
 - Must be submitted through permissions portal to ensure proper citations and referencing.
- You should receive an email within 2-5 business days with instructions for draft submission.
- After receiving draft material, NCCN will review to determine if a license is in place.
- Once a fully executed agreement is in place, NCCN will issue an invoice (if applicable).
- NCCN will submit drafted materials to Guidelines Staff (not Panel Members) for review.
- Required edits will need to be made and resubmitted for final approval.
- Upon final approval of content, NCCN will send an email finalizing permission.

NCCN Licensing and Permissions

Using the NCCN Guidelines®

- The most current NCCN Content/Guideline version must be used. *NCCN will not review material that references outdated content and will request an updated draft prior to initiating the review process.*
- Appropriate NCCN branding/trademarking standards must be followed.
- Appropriate credit language must be added.
- Content must be consistent with the original NCCN Guidelines and cannot appear to be favoring a specific product unless this is specified in the NCCN Guidelines.

NCCN Licensing and Permissions

Using the NCCN Logo

- The NCCN logo cannot be used in whole or in part in any commercial materials.



Use of Third-Party Content

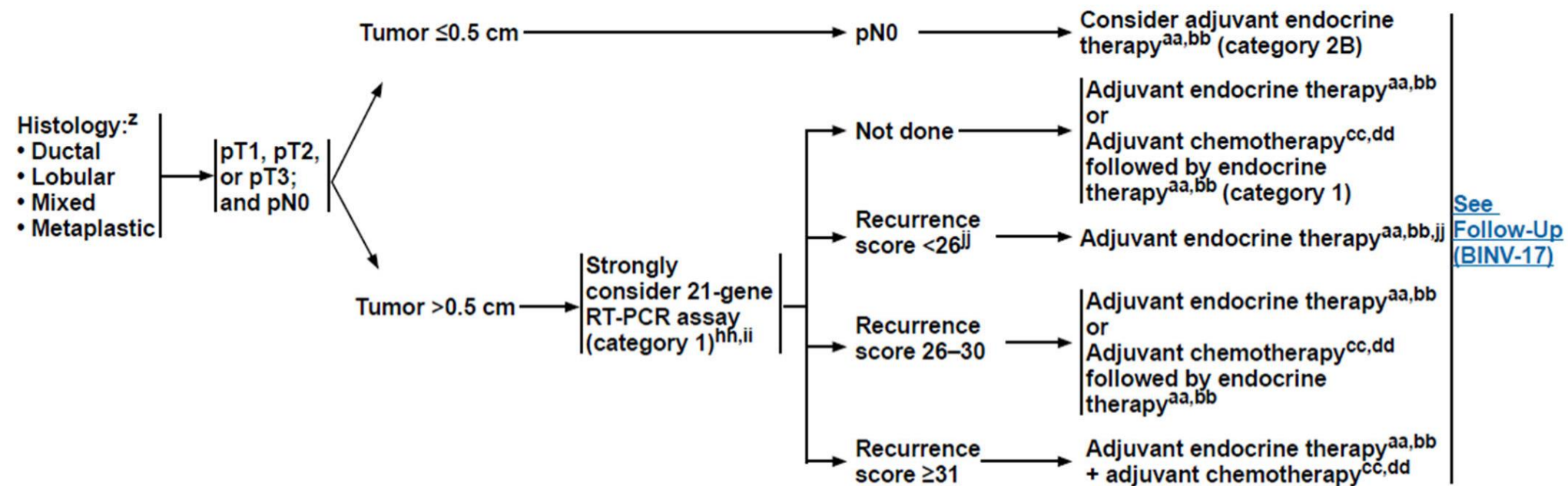
- Any other use of third party content (i.e. staging tables or citation from *JNCCN*) requires permission from the original source.

NCCN Licensing and Permissions

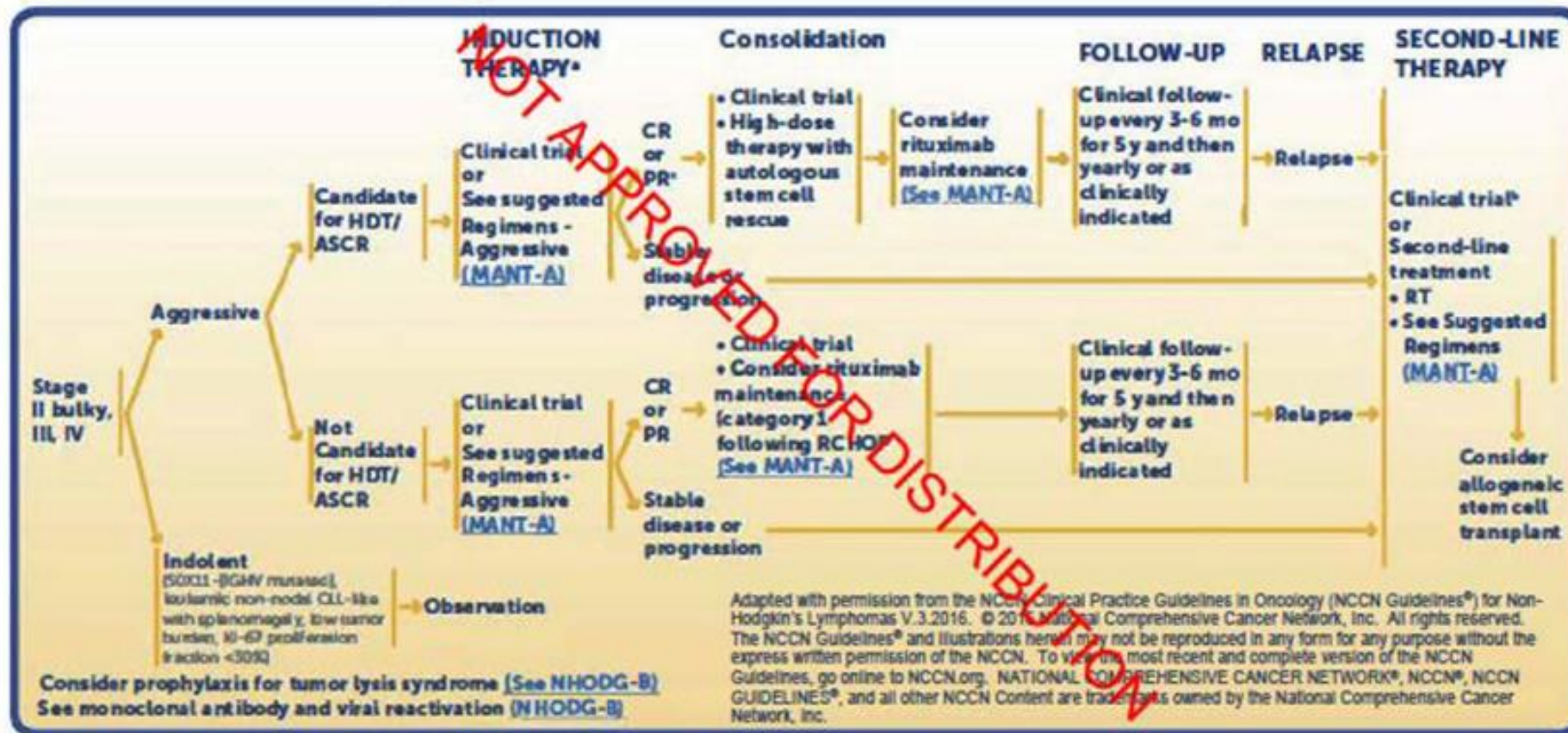
Using the NCCN Guidelines (continued)

- Algorithm page cannot be used in its entirety, unchanged within branded pieces – it must be adapted significantly if used promotionally.
- How to appropriately adapt an algorithm:
 - Remove NCCN logo, references, headers, footers, and clinical trial information.
 - Add appropriate reference statement specific to adapted algorithms.
 - Change font, spacing, style, coloring, etc. (content should be distinguishable from an algorithm page in the NCCN Guidelines).

Algorithms in Promotional Materials: Improper Use



Algorithms in Promotional Materials: Proper Use



Referencing Recommendations included within NCCN Guidelines

- **Generic Drug Names** – NCCN Guidelines always recommend the generic, and do not recommend a brand.
- **NCCN Recommendation is a treatment OPTION.**
- **The term “certain patients” may be used** if the full NCCN recommendation cannot be listed on a piece due to regulatory requirements or space limitations.
- **If including both the NCCN Category of Evidence and the NCCN Category of Preference,** the Category of Evidence should be first, followed by the Category of Preference.
- **Avoid the phrase, “standard of care”** when referring to recommendations in the NCCN Guidelines due to potential legal implications.
- **Caution should be used when making “only” statements regarding NCCN Guidelines.**
- **Stay true to how the NCCN recommendation is written and avoid subjective commentary** – for example, avoid “highest recommendation,” use “preferred” only when explicitly noted, and avoid oversimplification of recommendations.

NCCN and NCCN Guidelines must be referenced according to the NCCN written identity

When “NCCN” is mentioned:

First Mention: National Comprehensive Cancer Network® (NCCN®)

All Other Mentions: NCCN

When “NCCN Guidelines” are mentioned:

First Mention: NCCN Clinical Practice Guidelines In Oncology (NCCN Guidelines®)

Second Mention: NCCN Guidelines®

All Other Mentions: NCCN Guidelines

Please note that trademarks cannot be combined.

When other NCCN content (e.g., Guidelines for Patients, Guidelines with Evidence Blocks, etc.) are mentioned: Please reach out to the Business Development team member who is managing your request with additional trademarking rules specific to the NCCN Content you are referencing.

The Proper Way to Reference/Adapt/Reproduce NCCN Guidelines

Proper citing when Referencing:

Referenced with permission from the NCCN Clinical Practice Guidelines in Oncology (NCCN Guidelines®) for Guideline Name V.X.202X. © National Comprehensive Cancer Network, Inc. 202X. All rights reserved. Accessed [Month and Day, Year]. To view the most recent and complete version of the guideline, go online to [NCCN.org](https://www.nccn.org).

Proper citing when adapting an NCCN Figure/Algorithm:

Adapted with permission from the NCCN Clinical Practice Guidelines in Oncology (NCCN Guidelines®) for Guideline Name V.X.202X. © 202X National Comprehensive Cancer Network, Inc. All rights reserved. The NCCN Guidelines® and illustrations herein may not be reproduced in any form for any purpose without the express written permission of NCCN. To view the most recent and complete version of the NCCN Guidelines, go online to [NCCN.org](https://www.nccn.org). The NCCN Guidelines are a work in progress that may be refined as often as new significant data becomes available.

Trademarking

The following statement must be included on all materials that reference NCCN or the NCCN Guidelines:

NCCN makes no warranties of any kind whatsoever regarding their content, use or application and disclaims any responsibility for their application or use in any way.

NCCN Global Permissions

How does Global differ from US?

Fee

- Global Fee Structure
- "Global" or Country written in agreement under territory

Territory

- International (single country or multiple countries not including US)
- Global (US AND other areas of distribution)

Translations

- Translation verification in content
- Full translation of NCCN content

Draft Submission Requirements

All drafts should be provided as a PDF attachment. In order to support efficiency and accuracy of review, please adhere to the following submission requirements:

- All requests must be submitted in a **readable** and **searchable** PDF format
- Please reply directly to the Draft Request email sent by your Permissions Specialist within 2-5 days of request submission
- On the first page, please list all pages in which NCCN content/references are located
- On all pages, please **highlight** and/or **box** the NCCN content to be reviewed
- Please cite the Permission Request # assigned to your request on all communications to ensure proper handling

Audio/Video Recorded Content:

- If content is scripted, submit the script to NCCN **PRIOR** to recording
- If content is un-scripted, it will be handled on a case-by-case basis

Common Submission Issues & How to Avoid Them

Trademarking

- Please have the correct NCCN reference statements and written identity completed for draft submission.

Follow the Process

- Please do not send drafts of emails to NCCN employees before the initial draft request email is sent.

Request form completed in detail and accurately

- Please complete the NCCN Permission form in full.
- Please put in all Guidelines being referenced, area of distribution and how many copies/views-these are most helpful for quoting purposes.

Discussion on escalating issues

- When wanting to escalate an issue with permissions or the permissions process, email the contact you are working with directly on the issue and cc: permissionrequest@nccn.org

Helpful Hints

- Version Control
 - When referencing similar NCCN content across multiple materials, it is strongly recommended the same approved language be used.
 - If you are submitting several materials citing the same language, you can submit them together under one Permission Request # to ensure consistency.
 - If timing precludes submitting together, submit with new request # and annotate phrases and citations in new piece referencing formerly approved material with request #.
 - Reply to the last communication emailed from NCCN to maintain the chain of communication and minimize confusion.
 - You should also cite your Permission Request # in any of your communications.
- Please read the draft submission email for detailed instructions.
- Please make all changes indicated by NCCN; these are required revisions, not suggestions.
- NCCN processes requests on a first-in, first-out basis; we cannot accommodate “rush” or “expedited” submissions.

Frequently Asked Questions (FAQs)

- I noticed the Guidelines version number changed for the citation I am submitting. Can I still submit what we have already developed?
 - No. Content sent for review MUST reflect the most current version of the NCCN Guidelines and be legible, or it may be immediately rejected. Please update your piece to match the content of the current Guidelines version. The only exception is if you are referencing archived content.
- I am developing material in preparation for an anticipated drug approval or new FDA indication. Can I send my material to NCCN for review prior to the approval?
 - We do not approve materials in anticipation of POTENTIAL inclusion in the NCCN Guidelines. All pieces that are submitted must reflect NCCN recommendations within the currently published NCCN Guidelines.
- If I submitted the citations/statements previously and I'm using them again in new/other material, do I have to submit a new Permissions Request?
 - Yes. Context for the citation is considered in clinical review so it is important to submit the new material.

Frequently Asked Questions (FAQs)

- I cited a version of the NCCN Guidelines that was updated after our Permission Request was approved. Do I need to submit another Permission Request?
 - Yes. The approved piece should be updated with the current Guidelines version number and submitted for re-review. If the content of the piece was impacted by the Guidelines update, the piece should be revised to reflect the current content of the Guidelines. ALL changes to the previously approved piece should be explicitly called out in the submission for re-review.
- When submitting updated materials that were previously approved, can I re-use the original Request Number (by replying to the email thread), or do I need to submit a new request via the Permissions Request Form?
 - The same Request Number can only be re-used if the content in the updated materials is very similar to the previously approved content and your original submission was within one year.
 - If the content has changed significantly, or if the original request was submitted more than one year ago, please submit a new request via the **Permissions Request Form** (which will generate a new Request Number). This will allow us to process your request more quickly.

Frequently Asked Questions (FAQs)

- We will be citing an NCCN Guideline in several pieces over the course of the year. Do we have to pay for each submission separately, even though it's the same Guideline?
 - Yes, unless you have an Annual License. If you will be citing a particular Guideline more than 7 or 8 times a year, you should inquire about purchasing an annual license for that Guideline which will be more cost effective and eliminate the need for a separate permissions agreement each time you submit a request. If you are interested in an annual license, please contact permissionrequest@nccn.org.



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