



National Comprehensive
Cancer Network®

NCCN Commercial Licensing and Permissions Process

Meet the NCCN Business Development Permissions Team



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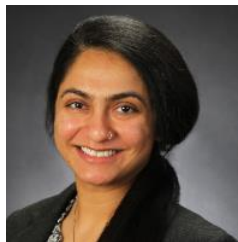
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NCCN Licensing and Permissions

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.

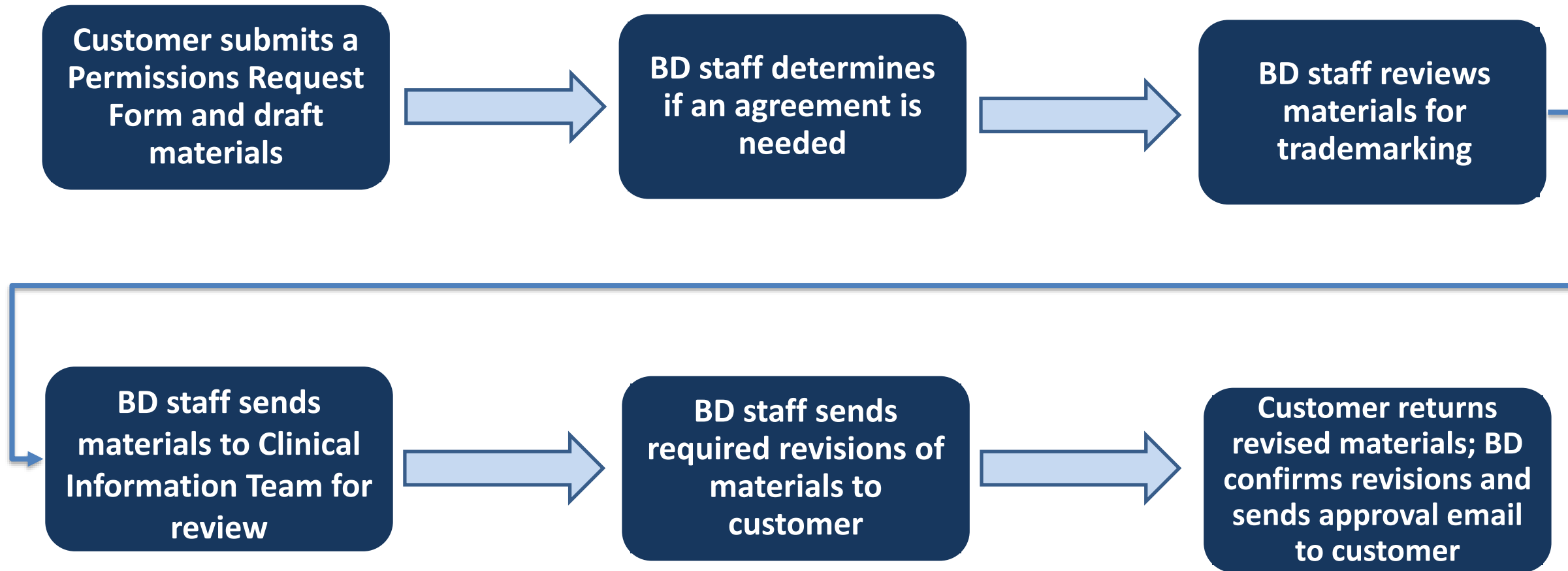
If you would like any further information concerning NCCN or NCCN Content, please visit our website at www.nccn.org.

NCCN Guidelines®

NCCN Firewall

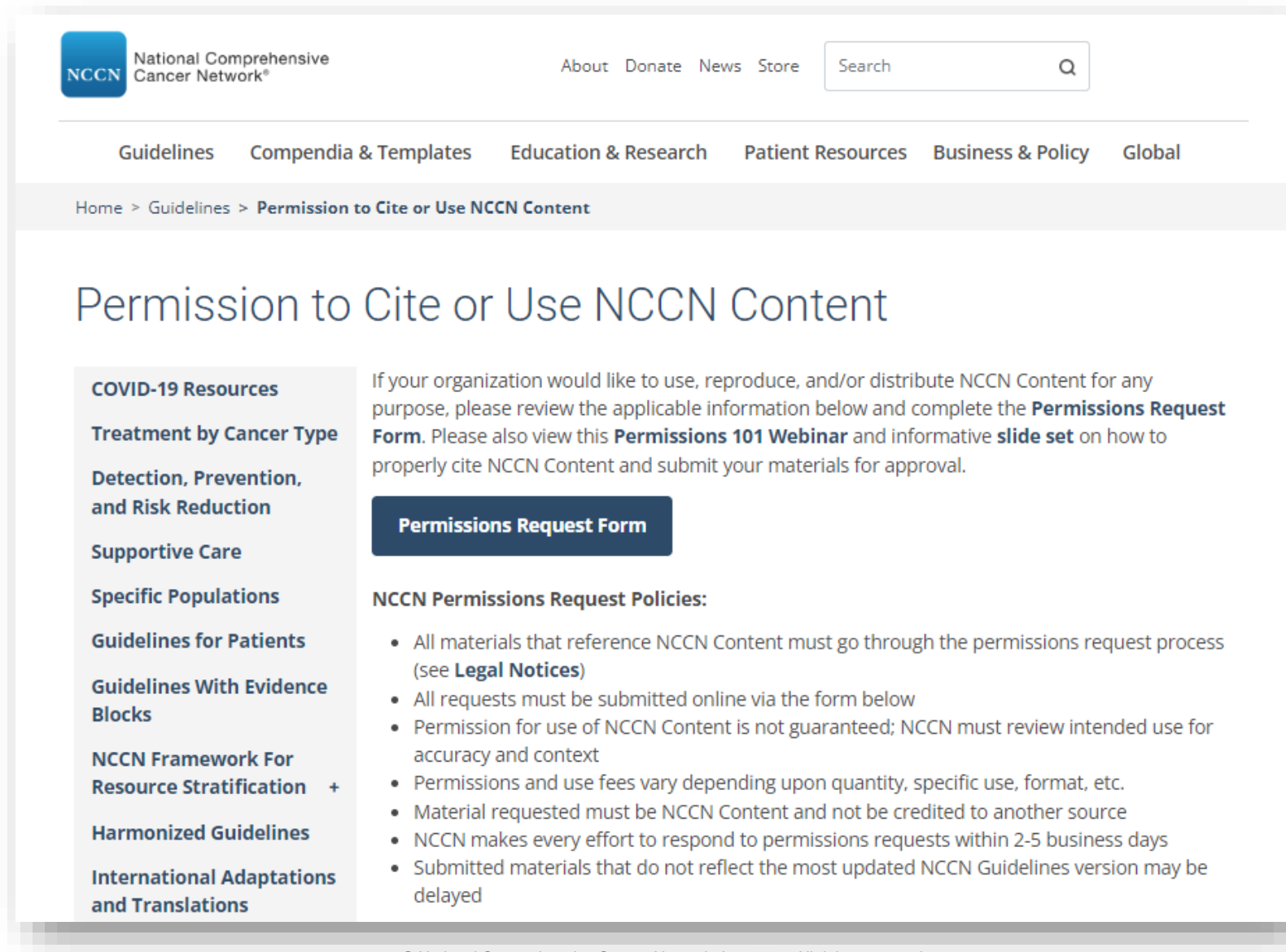
- NCCN imposes strict policies to shield the guidelines development processes from external influences.
- The “firewall” surrounding the NCCN Guidelines **processes includes:**
 - financial support policies
 - panel participation and communication policies;
 - guidelines disclosure policies;
 - and policies 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.

Permissions Process Overview



NCCN.org/permissions

Permission to Cite or Use NCCN Content



The screenshot shows the NCCN.org website's permissions page. At the top left is the NCCN logo and the text "National Comprehensive Cancer Network®". To the right are navigation links for "About", "Donate", "News", and "Store", followed by a search bar. Below this is a horizontal menu with links for "Guidelines", "Compendia & Templates", "Education & Research", "Patient Resources", "Business & Policy", and "Global". A breadcrumb trail reads "Home > Guidelines > Permission to Cite or Use NCCN Content". The main heading is "Permission to Cite or Use NCCN Content". On the left is a sidebar with a list of categories: "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", and "International Adaptations and Translations". The main content area contains a paragraph explaining the need for a "Permissions Request Form" and a button labeled "Permissions Request Form". Below this is a section titled "NCCN Permissions Request Policies:" followed by a bulleted list of seven policy points.

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

- **New process implemented in October 2022!**
 - Please login to NCCN.org to access the Permissions Request Form.
 - Please upload draft materials directly to the Permissions Request Form.
 - No wait time to submit draft materials.
 - Please do not submit the Form without draft materials uploaded.
- After receiving draft materials, NCCN will review to determine if a license is required.
- Once a fully executed agreement is in place, NCCN will issue an invoice (if applicable).
- Permissions Team will send drafted materials to NCCN 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.

Draft Submission Requirements

All drafts should be uploaded to the Permissions Request Form at [NCCN.org/permissions](https://www.nccn.org/permissions)

Draft Requirements:

- All drafts must be submitted in a *readable and searchable* PDF format.
- 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.

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.

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

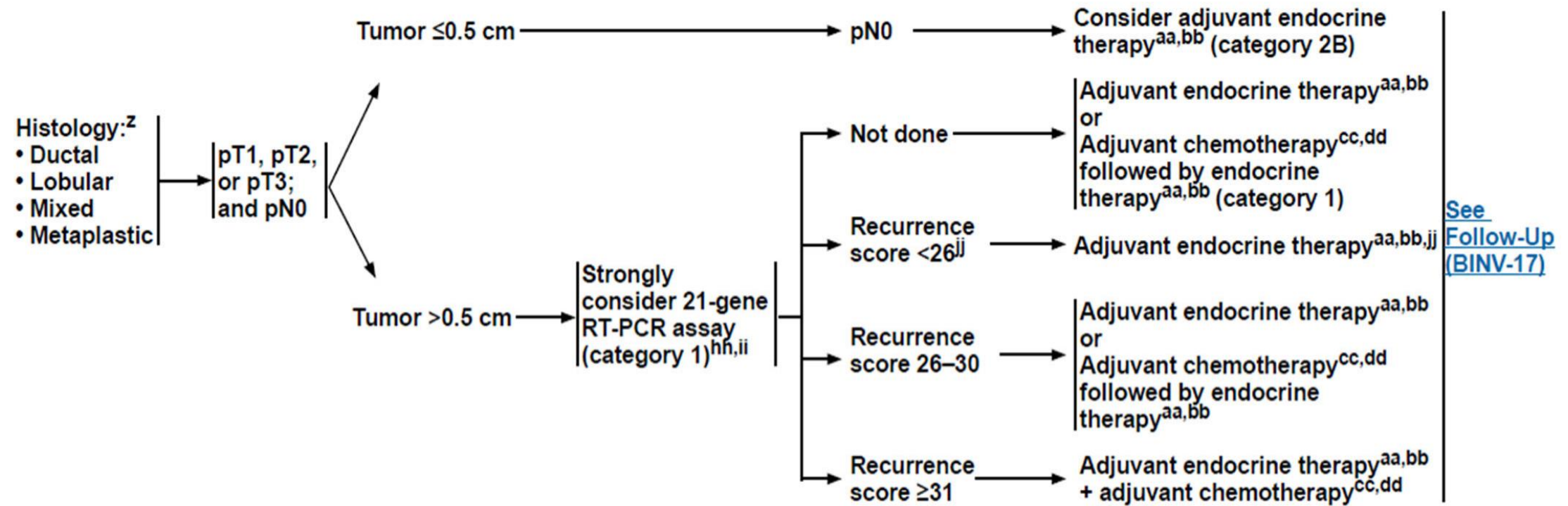
- Any other use of third party content (i.e. staging tables or citation from *JNCCN*) requires permission from the original source.

NCCN Licensing and Permissions

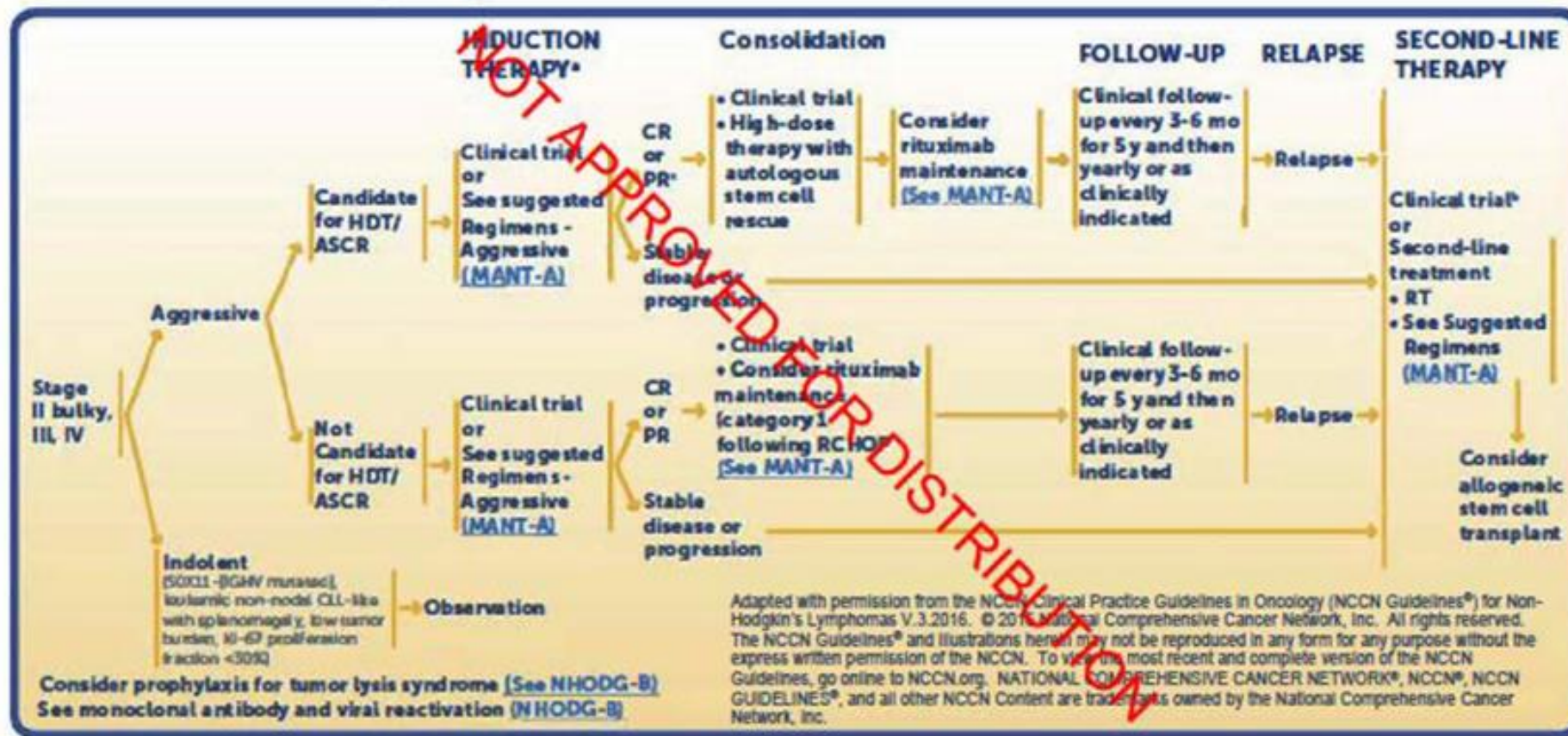
Using the NCCN Guidelines (continued)

- Algorithm or figure page(s) cannot be used in its entirety, unchanged within branded pieces – it must be adapted significantly if used promotionally.
- How to appropriately adapt an algorithm or table:
 - 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.
- **Do not use the phrase “standard of care”** when referring to recommendations in the NCCN Guidelines.
- **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.) is 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 Method for Referencing and Adapting 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.

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. The NCCN Guidelines are a work in progress that may be refined as often as new significant data becomes available.

No Warranties Statement and NCCN Abbreviation

Please include on all materials that reference NCCN or the NCCN Guidelines:

- **No Warranties Statement**

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.

- **Abbreviation**

NCCN = National Comprehensive Cancer Network[®] (NCCN[®])

NCCN Global/International Permissions

How does Global differ from US?

Pricing

- Global Fee Structure
- International Fee Structure

Territory

- International (single country or multiple countries not including US)
- Global (US and other areas of distribution)
- Global or Specific Country written in agreement under territory

Translations

- Translation verification of content OR Full translation of NCCN content

Common Submission Issues & How to Avoid Them

Use Correct Trademarking

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

Follow the Process

- Please upload your materials directly to the Permissions Request Form. Please do not submit a Request Form if your draft materials are not ready yet.

Complete the Request Form Accurately and in Detail

- Please complete all fields on the Permissions Request Form.
- Please check all Guidelines being referenced, area of distribution and how many copies/views-these are most helpful for quoting purposes.

Escalate Requests Appropriately

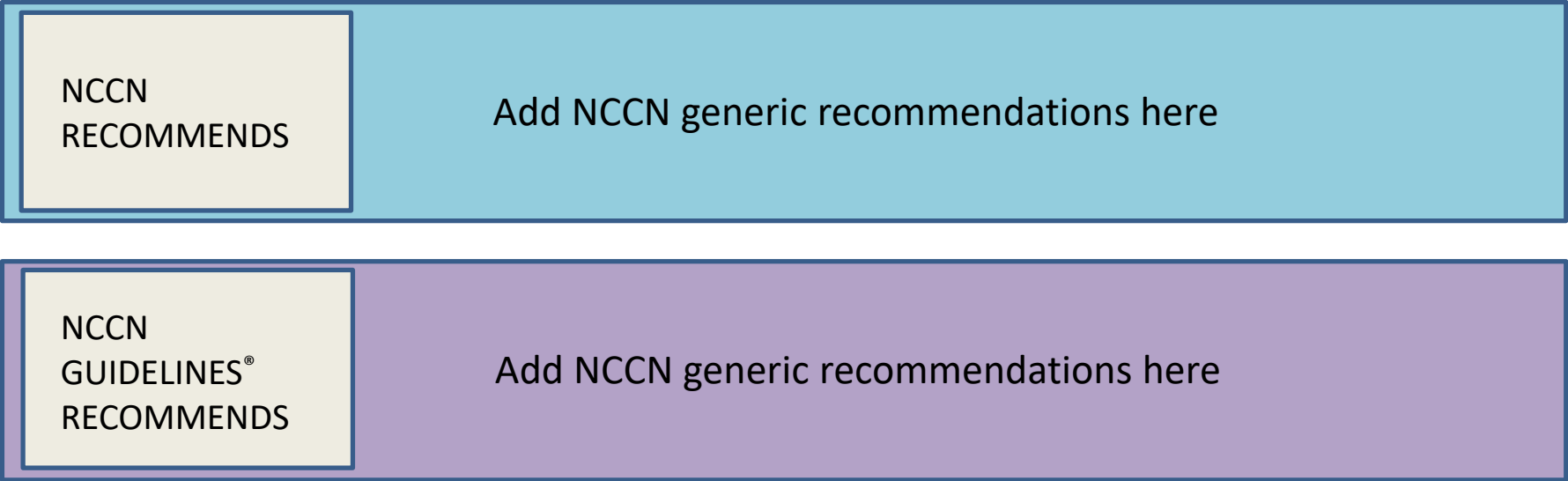
- If you do not receive responses within the stated timeframe, please email the contact you are working with directly on the request and cc: permissionsrequest@nccn.org.

Any artwork including “NCCN” must be in a banner format



**NOT
PERMITTED**

Correct Examples:



Helpful Hints

- Guideline Version Updates: Please update your materials as NCCN Guidelines update.
- If you are submitting several materials using the same language, you can submit them together under one Permissions Request Form.
- If timing precludes submitting together, submit a new Permissions Request Form for each draft.
 - Annotate phrases and citations in the new piece referencing formerly approved material by indicating the previous Request #.
- Reply to the most recent communication emailed from NCCN to maintain the chain of communication.
- Please include your Permission Request # in all communications.
- Please read and adhere to the draft requirements on the Permissions Request Form.
- 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 “rushed” or “expedited” submissions.

Frequently Asked Questions (FAQs)

Go to [NCCN.org/permissions](https://www.nccn.org/permissions) to find answers to FAQs, including:

- How do I access the Permissions Request Form?
- Do I need to include my draft materials when submitting the Permissions Request Form?
- 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?
- 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 using the Permissions Request Form?
- 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?



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