

**Maryland Cancer Collaborative**  
**Approval Procedure for Communicating Beyond the Collaborative**

This procedure applies to all materials that are the product of the Collaborative, including media, publicity, advertising, messages, websites, publications, reports, documents, surveys, and other products, that may be distributed or visible beyond Maryland Cancer Collaborative membership and that are the product of the Collaborative (i.e. created by one of the Collaborative committees or workgroups). The procedure also applies to materials that are created and distributed by individual Collaborative members acting on their own behalf *only if* those materials are presented as products of the Collaborative or as representative of a collective view of the Collaborative. Collaborative members may create and distribute materials not subject to this procedure if the materials are presented from the individual member without reference to the Collaborative.

1. Once a committee or workgroup of a committee has developed materials, the chair or co-chairs will review and approve if the materials are consistent with the goals and objectives of the Collaborative and not in violation of any restrictions imposed by DHMH or CDC. Once the committee chair or co-chairs approve the materials, they will forward to the Maryland Cancer Collaborative Steering Committee for further review.
2. The Maryland Collaborative Steering Committee will have a designated time period to review and comment on materials, not to exceed four weeks.
3. After the Steering Committee comment period ends, the Maryland Cancer Collaborative Chair, working with the DHMH Liaison on the Steering Committee, shall review the materials, all Steering Committee comments, and any other relevant information and grant approval if the materials are consistent with goals and objectives of the Collaborative and not in violation of any restrictions imposed by DHMH or CDC.
4. *Approval from the relevant committee Chair/Co-chairs, the Maryland Cancer Collaborative Chair, and the DHMH Liaison is required **before** any materials may be delivered beyond Maryland Cancer Collaborative membership.*

\*The Maryland Cancer Collaborative does not endorse or take positions on legislation, nor does it participate in any lobbying or advocacy activities.\*