

Publication submission & approval roadmap

Steps 

New research Idea	<ul style="list-style-type: none"> Submission of the idea to appropriate scientific committee (CCRC, BTRC or HSRC) for review 	<ul style="list-style-type: none"> Notification of approval of initial research proposal sent to investigator by scientific committee chair/co-chair 	<ul style="list-style-type: none"> Investigator submits request for to CIDsCaNN Statistician for consultation 	<ul style="list-style-type: none"> Re-submit Research Proposal inclusive of statistical plan to scientific committee for approval to present at Steering Committee (SC) Meeting 	
Research Proposal	<ul style="list-style-type: none"> Present scientific committee approved research proposal at SC Meeting 	<ul style="list-style-type: none"> Discussion at SC Meeting regarding recommendations or approval 	<ul style="list-style-type: none"> Recommendations or approval of research proposal sent to Investigator by scientific committee chair/co-chair 		
Conduct of research	<ul style="list-style-type: none"> Obtain regulatory approval, if applicable 	<ul style="list-style-type: none"> Data accrual 	<ul style="list-style-type: none"> Data analysis (\pm Statistician input) 	<ul style="list-style-type: none"> Report periodically to the relevant committee 	
Preparation of abstract / manuscript	<ul style="list-style-type: none"> Study PI: <ol style="list-style-type: none"> Inform Publication Committee (PubPC) when ready to prepare abstract / manuscript Name a First Author Form a Writing Group 	<ul style="list-style-type: none"> First Author: <ol style="list-style-type: none"> Writes the first draft Complete relevant reporting guidelines Circulate the draft and guidelines to all co-authors 	<ul style="list-style-type: none"> First Author / Study PI: <ol style="list-style-type: none"> Circulate the initial manuscript draft and completed reporting guideline checklist to the Writing Group members for critical review 	<ul style="list-style-type: none"> Writing Group: <ol style="list-style-type: none"> Review the manuscript within 2-3 weeks of first circulation 	
Version-controlled method	<ul style="list-style-type: none"> First version file name: Manuscript – CIDsCaNN <study name> – YYYY-MM-DD Example: Manuscript – CIDsCaNN AMBITION-CD – 2020-01-01 	<ul style="list-style-type: none"> Each reviewing author: <ol style="list-style-type: none"> Add the initial to the file name Not changing the date in the file name Example: Manuscript – CIDsCaNN AMBITION-CD – 2020-01-01 eib srm dhb eo 	<ul style="list-style-type: none"> After receiving all comments: <ol style="list-style-type: none"> First Author revise the manuscript Alter the date in the file name to the most recent revision date Remove all initials from the file name Example: Manuscript – CIDsCaNN AMBITION-CD – 2020-04-21 		
Final Processes	<ul style="list-style-type: none"> First Author and Study PI: <ol style="list-style-type: none"> Include COI disclosure statements Funding acknowledgements 	<ul style="list-style-type: none"> PubPC follow-up the progress with First Author / SRI 4 weeks after comments are provided by Writing Group First Author to submit the revised manuscript to Executive Committee (EC) for review 	<ul style="list-style-type: none"> After review by EC, an email will be sent to all named authors All named authors must respond with revisions or approval within 2-3 weeks of the email 	<ul style="list-style-type: none"> First Author /SRI / Study PI / delegate: <ol style="list-style-type: none"> Submit approved manuscript to the targeted journal within 4 weeks after approval granted by EC 	<ul style="list-style-type: none"> SRI: <ol style="list-style-type: none"> Responsible to manuscript revisions/resubmissions to the journal Fees related to the submission Knowledge mobilization: contact Communications Specialist

***** Please see Publication Policy on CIDsCaNN website for additional details *****