

# Native Center for Alcohol Research and Education P&P Submission & Approval Process for Authors

## Proposal Process (Figure 1):

- Complete the P&P Proposal Form and write your Abstract (item 13, Proposal Form).
- Send Proposal Form and Abstract to NCARE P&P Committee for review.
- Make any requested or required changes from NCARE P&P Committee.
- Once NCARE P&P approves proposal, send to outside P&P as needed.
- If all required approvals are received, fill out required forms:
  - Data Request Form and Confidentiality Pledge
- All authors are responsible for ensuring IRB review and approval through their own institution.

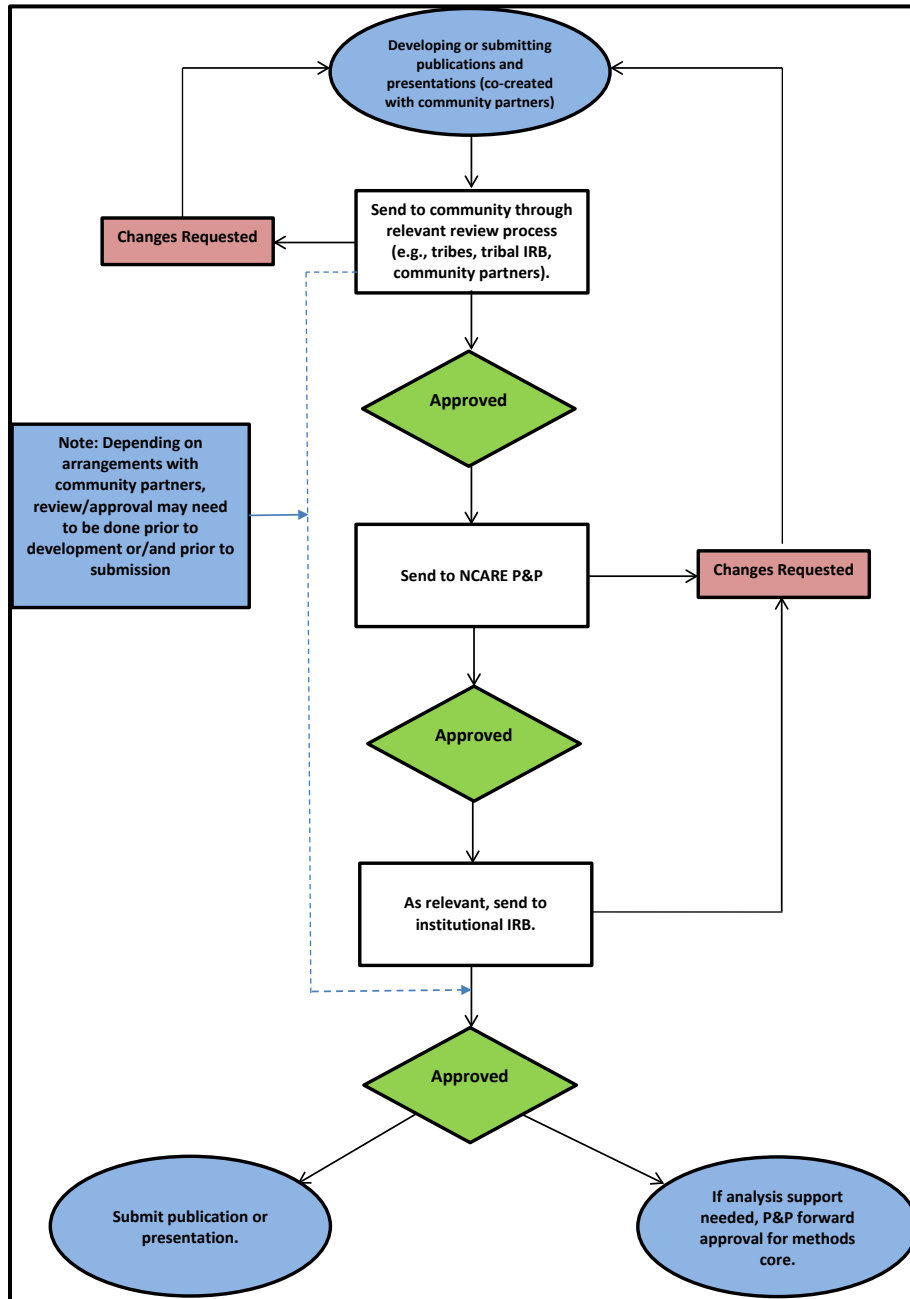


Figure 1: Proposal process

**Writing Process (Figure 2):**

- Use target journal style guide when drafting manuscript, option to consult with P4NH for copy editing support.
- Receive approval from all co-author(s) in Writing Group.
- Select target journal with consideration given to publication costs and available budget.
- Write one-page lay summary (~8<sup>th</sup> grade language).
- Send manuscript and summary to NCARE P&P Committee for review.
- Make any requested or required changes from NCARE P&P Committee.
- Once approved by NCARE P&P, send to tribe or community partner for review. Note: follow agreed upon protocol with community partner for approval during the most appropriate stage in the writing process.
- Make any requested or required changes from tribe or community partner.
- Submit to journal.

