

Native Center for Alcohol Research and Education P&P Proposal Form

For NCARE P&P use only:

P&P Committee reviewed: _____ (dd/mm/yyyy)

Status: _____

P&P Committee summary sent to Lead Author: _____ (dd/mm/yyyy)

1. Submission Target Date:

2. Scientific Product: Abstract Manuscript Presentation Poster

3. Title:

(Please include the study name whenever possible)

4. Short title:

Name of Primary / Lead Author, Affiliation, and Contact Information (address, telephone, fax, e-mail):

5. Writing Group: Names & Institutional Affiliation(s) of Co-Authors:

Please confirm that all co-authors have explicitly approved this proposal: Yes

6. Target Journal or Event (if known):

7. Please provide an abstract for the publication or presentation you are planning to submit (no more than 1 page). Briefly include rationale, hypotheses, general data analytic plan, and anticipated findings.

8. Who will do the analyses?

Lead author

NCARE Methods Core Analyst

Other (please specify): _____

If Methods Core is conducting the analyses, answer A-D and please see the *Guidelines for Manuscript Writing in Conjunction with the Methods Core* at the end of this form:

A. Research questions to be addressed (1 paragraph, written as you would for a journal)

B. Data Source (1 – 2 paragraphs, written as you would for the start of a methods section for a journal)

C. Key Variables to be used in paper

- Outcome:

Exposure:

- Effect Modifiers (if any):

- Confounders:

D. Preferred analytic approach (ok to leave blank; please note here if you propose to use a similar approach as an already-published manuscript):

9. Was this analysis/article/presentation proposed in the grant as specific aim (primary or secondary)?

Yes

No

10. Please provide a suggested timeline:

a. If for a conference or other event:

Abstract submission deadline date:

Conference/event date:

b. If for a manuscript:

	Intro & Draft methods	Analysis	First draft	Second draft	Submission
Completion Date					

Note: Manuscript preparation is expected to be completed in one to three years. If a manuscript is not submitted for NCARE P&P review at the end of the three-year period (from the date of the original approval) the manuscript proposal will expire.

11. Conflict of Interest: Do you or any member of your Writing Group intend to patent any process, aspect or outcome of these analyses, or will these analyses involve a for-profit corporation? Yes No
12. Approval from community partners, as needed (e.g. tribe, tribal IRB, community advisory board)?
 Yes Not yet Not applicable

If Not Yet, please explain: _____

If Not Yet submitted, please give us your best estimate of when you will submit: _____

If Not Applicable, please explain: _____

If Yes, please attach approval to proposal.

Please Note: Depending on the working arrangements/agreement with your community partners, approval may be required prior to the development of a presentation or publication and/or it may be required prior to submission of a completed article or presentation.

13. Are there publication fees and/or other costs associated with target journal or event?
 No, not Open Access and/or no other fees/costs.
 Yes, Open Access and/or other fees/costs present. If you checked yes:
What is the publication fee and/or cost? _____
Is this fee and/or cost included in the Research Project budget or another NCARE Core budget?
 No. If no, how do you propose to cover these fees/costs? _____
 Yes. If yes, specify how this fee/cost will be covered: _____
14. **The NIH instituted a Public Access Policy in April 2008** which ensures that the public has access to the published results of NIH funded research. It is **your responsibility to upload manuscripts to PUBMED Central** whenever the journal does not and be in compliance with this policy. Four files about the public access policy from <http://publicaccess.nih.gov/> are posted in <https://www2.csc.unc.edu/aric/> under Publications, Policies & Forms. http://publicaccess.nih.gov/submit_process_journals.htm shows you which journals automatically upload articles to Pubmed central.

Guidelines for Manuscript Writing in Conjunction with the Methods Core

The following guidelines are meant to help ensure a smooth process during data analyses by the Methods Core.

1. A proposal needs to be completed for each proposed manuscript that will need methods core support.
2. Highest priority methods core support will be given to the major research questions that the grant was designed to address.
3. To ensure that the proper analyses are being conducted by the Methods Core, please submit an introduction and the portion of the Methods that are not related to the statistical analyses.
4. While not required, the Methods Core encourages authors of papers to include mock tables in the proposal. These tables should include a title, as well as column and row headers. If the tables are formatted according to a specific journal's standard, please let us know and the Methods Core analyst will fill in the cells of the table during analysis. This will hasten the completion of the analysis and paper.

5. The proposal outline makes some specific requests (e.g., variables in the analysis, title, etc.). As a manuscript progresses, changes are expected to occur and should be discussed with the Methods Core member assigned to the analysis.
6. Key analyses completed by the Methods Core analysts will be replicated by another member of the Methods Core whenever possible. Exceptions will include situations in which only one Methods Core member has expertise in a given area. Analyses will be thoroughly annotated to increase reproducibility.

Notes to authors:

1. Proposal Process: Submit paper proposal to ncarepubs@portal.wsuccer.org. Lead author will be notified of NCARE P&P decision. Additional P&P may also require review (author will be notified). Data Request and Confidentiality Pledge forms will be completed once all approvals are met. Authors are responsible for maintaining appropriate institutional IRB coverage (submission and approval). Once data use forms are signed and IRB coverage or exemption is determined, data will be shared with named Analyst.
2. All papers will require a NCARE Investigator as a co-author, in addition to NCARE Analyst as co-author (when needed); authorship recommendations will be made at the proposal approval stage.
3. Approval process: Once abstract/manuscript/presentation/poster is completed and approved by all coauthors, a final draft should be submitted to the email address in item #1 (above). Lead author will be notified of NCARE P&P decision. **The lead author is responsible for obtaining tribal or community organization approval, if needed, and for keeping the Committee informed of approval status.** Once all approvals are met, lead author may submit to target journal or event.

It is possible to submit an abstract for a conference presentation or poster simultaneously to both the event and the P & P Committee. Prior review and approval by the P & P Committee is required before the presentation at the event takes place.

4. A 1-page summary of findings in lay language may be needed for tribal submission.
5. Presentations or posters to public audiences must be approved via the same process as manuscripts.