**Collaborative Action Toward Community Health**

**(CATCH)**

**Publications and Presentations (P&P)**

**Guidelines & Protocol**

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***Note:*** *Our protocol was modeled after the Cardiovascular Health Study Publications Protocol, available at* [*http://www.chs-nhlbi.org/Publications.htm*](http://www.chs-nhlbi.org/Publications.htm)*. This policy was also put together using documents publicly available from several studies and programs, including SHSS, CINCO, MESA, EARTH, Health ABC, and CARDIA. We would like to acknowledge the investigators of these studies for their efforts in compiling these policies.*

# OVERVIEW

The Collaborative Action Toward Community Health (CATCH) Executive Committee appointed a Publications and Presentations (P&P) Subcommittee to provide oversight on behalf of CATCH on the development of publications, to protect the overall integrity of the Center, and to review all matters relating to the publication or presentations of CATCH study material.

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**OBJECTIVES OF THE P&P COMMITTEE**

* To expedite high-quality, orderly, and timely reports to the scientific community, Tribal partners and communities, and interested others
* To encourage the accurate and objective development of scientific manuscripts or abstracts based on data gathered by CATCH
* To post a complete and up-to-date list of CATCH publications and abstracts to be maintained by the P&P Coordinator and available at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>.
* To prevent overlap of content across papers by requiring that all first authors review previously approved manuscript proposals and to ensure investigators adhere to the aims outlined in their proposal
* To ensure that all investigators, particularly those of junior rank, have the opportunity to contribute to and be recognized in study-wide CATCH papers
* To facilitate the process of obtaining required Tribal Council approval for all publications and presentations using CATCH data

**PROTOCOL FOR POLICIES & PROCEDURES COMMITTEE APPROVAL**

**RESTRICTION: No manuscript/abstract/presentation using CATCH data shall be submitted anywhere for consideration prior to review and approval by the CATCH Policies & Procedures Committee. An investigator who does not obtain this approval may be asked to withdraw their submission.**

**DATA ANALYSIS**

To help you determine what data collected from CATCH are relevant to your paper you may wish to refer to our website at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>. If you still have questions about data availability and need further information before shaping your analysis plan, please contact our P&P Coordinator for assistance.

Investigators have two options for analyzing Collaborative Action toward Community Health (CATCH) data:

1. **Internal CATCH analysis:** Investigators may opt to work with a statistician within the CATCH Coordinating Center to perform data analysis. If this option is chosen, once a manuscript proposal is approved by P&P, a CATCH statistician will contact the lead investigator to begin the analyses process. This approach may result in a more efficient P&P review, since the internal statistician can consult directly with P&P committee members about the analysis prior to submission of the manuscript for final approval. This approach will require support for the biostatistician based on the level of effort required. Formal details of this payment may be worked out after an approval is granted for a proposed manuscript, but we strongly encourage investigators to review costs and different funding options (e.g., FTE, invoice, subcontract, etc.) with the P&P Coordinator prior to submission. This does not apply to CATCH Principal or Co-Investigators.
2. **External Analyst:** Investigators may request approval to perform their own data analysis, not on site at the CATCH Coordinating Center. This option will require more extensive approvals and documentation to ensure the appropriate use of de-identified data. If the analysis is being performed by an external analyst, the P&P Coordinator will work with the first author and/or the analyst to arrange secure transmission of the data set after receiving all required documentation for appropriate data use. This option of analysis will also require an additional review and approval by the Research Core before and after the manuscript is submitted for final P&P approval to ensure that appropriate use of methods and statistical inference occurred. **After the analysis and presentation/publication is complete, the external analyst is required to destroy the data and verify such by communicating with the CATCH coordinator to verify that the data has been destroyed.**

**NOTE: Under no circumstances may CATCH data be transmitted in any manner not approved and arranged by the P&P Coordinator or other CATCH staff member. Violation of data use agreements may result in immediate termination of manuscript approval and data use privileges.**

**ABSTRACTS, PRESENTATIONS, or GRANT PILOT DATA**

* Abstracts or presentations for conferences or other presentations using CATCH data should only be based on analyses previously approved by the P&P committee. This is true of pilot data intended to be presented in a grant proposal as well
* Abstracts must be forwarded to the P&P Coordinator for approval **at least 1 week** prior to the submission deadline, however, we strongly recommend earlier submission so that questions or requests for changes to the abstract from the P&P Coordinator can be resolved without time pressure.
* Materials for presentations or relevant grant sections (including those involving any other type of media, e.g., PowerPoint) must be approved by the P&P committee. Presentation/grant material must be submitted **at least 2 weeks** before any external deadline.
* **An investigator may not submit an abstract, presentation, or grant to any conference, internal/external funding agency, or presentation committee until P&P approval is obtained. It is also the responsibility of the first author (in working with the P&P) to check with the tribe(s) where the data originated and ensure that they have the option of reviewing the material if they would like to.**
* The P&P Committee cannot guarantee that abstracts received less than 1 week, or presentations/grants submitted less than 2 weeks before the deadline will receive review and/or approval in time for external submission.
* All abstracts and presentations must acknowledge CATCH with the following citation: “This research was supported by grant number P20MD006871 (NIMHD; Co-Principal Investigators: John Roll and Dedra Buchwald).” Visual materials must display the CATCH logo.

**NOTE: Please note that the P&P reserves the right to utilize a cultural review committee that services CATCH. This committee may be asked to review any presentation, abstract, manuscript proposal, or grant pilot data. This committee may suggest minor changes or go so far as to deny approval if they deem the material to be culturally inappropriate.**

**MANUSCRIPT PROPOSALS**

**Manuscript proposals to the P&P Committee are required for all analyses that will use CATCH data.** The P&P Committee will meet monthly to review manuscript proposals. The primary purpose of this review is to ensure that a clear and accurate analysis plan is presented. In addition, the Committee will determine if the proposed research overlaps with any other proposals under review or in progress. If an overlap occurs, the investigator may be invited to collaborate on the existing proposal/manuscript. Upon approval by the P&P Committee, the proposal will be assigned a CATCH manuscript number, an analyst from CATCH (if applicable), and entered in the Manuscript Proposal Index on the CATCH website. All proposals must be approved by the CATCH Co-PIs (Drs. Roll and Buchwald).

**WRITING A MANUSCRIPT PROPOSAL:**

1. **Select your topic:** Clearly state the scientific question you wish to address, and determine whether the question can be answered using CATCH data.
2. **Check for overlap:** Confirm that your topic does not overlap with other CATCH papers, ongoing or published. All currently approved proposals and publications that have used CATCH data can be found at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>.

**NOTE: If more than two years have elapsed since obtaining P&P approval and the investigators have not submitted a full manuscript draft to the P&P committee for final review, the proposal is considered expired and other investigators may claim the topic. Please contact the P&P Coordinator for more details.**

1. **Write your proposal:** Be sure to read the CATCH literature on your topic first and reference it appropriately in your proposal. Write a brief, succinct proposal outlining your intended paper according to guidelines outlined in our CATCH Manuscript Proposal Form available at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>. The narrative portion should consist of no more than three pages (including tables and/or figures). A proposal that exceeds this length **will not be reviewed**. A proposal that does not answer each of the questions on the proposal form may lack crucial information that could delay review.
2. **Submit your proposal:** After review and approval by all co-authors, submit the completed manuscript proposal to the P&P Coordinator.
3. **Tribal IRB Notification:** It is the responsibility of the first author of each proposal to work with the associated Project Lead to ensure that the tribal IRB who originally approved the project for data collection is made aware that a manuscript proposal is in development. This can be done after the proposal is submitted but MUST be done before the penultimate paper is submitted to the P&P.

**P&P REVIEW OF A MANUSCRIPT PROPOSAL**

The P&P Committee will review proposals during monthly meetings. Dates of these meetings may be obtained from the P&P Coordinator. **An** **Investigator should allow 4-6 weeks for review of a manuscript proposal.** The process may take more or less time depending on when the proposal is received relative to the next scheduled Committee meeting and the number of proposals already awaiting review. In general, proposals will be reviewed in the order in which they were received by the P&P Coordinator.

* The P&P committee will review each proposal, resulting in one of four outcomes:
	1. A proposal is approved with no further questions or changes required.
	2. A proposal is approved conditional on minor changes or response to questions. *The proposal will be returned to the first author and co-authors for revision and resubmission. The first author should include a response memo with the resubmission pinpointing how the Committee's comments have been addressed****.***
	3. A proposal is not approved in its current form but requires more extensive response to P&P questions or required changes. *The proposal is tabled pending resubmission. The proposal will be returned to the first author and co-authors for revision and resubmission. The first author should include a response memo with the resubmission pinpointing how the Committee's comments have been addressed.*
	4. A proposal is not approved and P&P does not recommend resubmission. The committee will provide a written explanation for rejection of any proposal.
* Investigators will have two years following approval of a manuscript proposal to submit the full manuscript to P&P for final approval before publication. **Failure to submit the full manuscript within two years will be considered release of the topic to other investigators.** In this scenario, receipt and approval of a new manuscript proposal from a different investigator will invalidate the original proposal.

# NOMINATION FROM P&P OF CO-AUTHORS ON A MANUSCRIPT PROPOSAL

During manuscript proposal review, the P&P Committee may also nominate additional authors who have been involved with the study, or who will contribute unique expertise to the paper. If the nominated authors agree to participate, the P&P Committee must formally approve them. Because CATCH requires active participation from all co-authors, excessively large writing groups are not recommended.

The P&P Committee will send to the first author for approval a memo that includes a list of any additional author nominations. A copy of the memo will be forwarded to the nominated author(s) in order to initiate collaboration. It is then the responsibility of the first author to follow-up with nominated author(s) to confirm participation and to inform the P&P Coordinator of their decision.
The CATCH P&P Committee will review all co-author nominations as part of its regular agenda at monthly meetings.

**MODIFICATIONS TO A MANUSCRIPT PROPOSAL**

A modified proposal should be submitted to the CATCH P&P Committee if you plan to add additional outcomes, change the main exposure or make other substantial changes that would have the potential to overlap with other ongoing or proposed work in CATCH. Modifications are not needed to add covariates, or slightly modify the analytic approach. Please describe what has changed when you submit the revised proposal (tracked or highlighted changes in the proposal itself are also permitted).

**FINAL MANUSCRIPTS**

**REQUIRED ACKNOWLEDGEMENTS**All published manuscripts that use CATCH data must cite the study and all relevant funding sources. In addition, authors must include relevant CATCH Ancillary Study grant numbers alongside those for CATCH main study data. **The following Acknowledgment statement is required for all papers:** “This research was supported by grant number P20MD006871 (NIMHD; Co-Principal Investigators: John Roll and Dedra Buchwald).” A full list of principal CATCH investigators and institutions can be found at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>.

**REQUIRED CORPORATE AUTHORSHIP**

All final manuscripts are required to include the “CATCH Project Team” corporate authorship as the last author listed when the paper is published. The “Catch Project Team” includes the following core/project leads associated with this NIH-funded center grant:

Dr. John Roll

Dr. Dedra Buchwald

Dr. Dennis Dyck

Dr. Robbie Paul

Ms. Abigail Echohawk

Dr. Cathryn Booth-LaForce

Dr. Michael McDonell

Dr. Donald Patrick

Dr. Sterling McPherson

Dr. Janet Katz

Dr. JoAnn Dotson

 **P&P COMMITTEE REVIEW**

Once a manuscript draft is considered complete by the author(s), it should be submitted to the P&P Committee for review. The Committee will assess whether the paper matches what was originally proposed, if the study population is accurately described, and if the CATCH is correctly represented (methods, dates, etc.). **An Investigator should allow at least 6-8 weeks for review of a final manuscript.** Analyses with complicated statistical models that were not performed by CATCH statisticians might take longer and require multiple resubmissions. Review will result in one of three outcomes:

* 1. A manuscript draft is approved with no changes. The manuscript is ready for Tribal Council review.
	2. A manuscript draft is approved conditional on minor changes or responses to questions. The manuscript will be returned to the first author with written explanation of P&P Committee comments and requested changes. Subsequent submission of the revised manuscript for P&P approval will not automatically be required to undergo full Committee review. Instead, one Committee member will be assigned to review the changes and will either approve the draft as-is or forward to the full Committee for expedited review.
	3. A manuscript draft is not approved in its current form. The manuscript will be returned to the first author with a written explanation of P&P Committee comments and requested changes, along with contact information for relevant CATCH staff whom may assist the author(s) with manuscript revisions. Subsequent submission of the revised manuscript will require full P&P Committee review and approval, but every attempt will be made to expedite the review.

**NOTE: A manuscript/abstract/presentation that is likely to result in substantial press/media interest requires advance notice to the National Institute of Minority and Health Disparities. Please contact CATCH Co-PI, Dr. John Roll (****johnroll@wsu.edu****) for instructions on this process.**

**TRIBAL COUNCIL REVIEW**

* **Manuscripts approved by the P&P Committee must secure Tribal Council approvals prior to submission for publication.** After receiving approval from the P&P, a complete draft of a final manuscript will be forwarded by the P&P Coordinator to the relevant Tribal Council(s) for review and approval. **Written approval** by the Tribal Council must be obtained by the P&P Committee prior to presentation, submission or dissemination of any CATCH data.
* All abstracts, manuscripts, presentations and posters must acknowledge the Tribe(s) and/or the community partner’s approvals of the study. Publically disseminated CATCH products should strive to convey strengths and positive findings as well as areas of health concerns. Other previous studies have reported only unhealthy behaviors or negative findings, which can lead to misperceptions about American Indian and Alaska Native health. We encourage authors to work with P&P staff to ensure appropriate and respectful language and presentation of results prior to completing a final manuscript draft.
* **Investigators should allow up to 2 months for Tribal Council review**. Review will result in one of two outcomes:
	1. A manuscript is approved with no changes.
	2. A manuscript is not approved in its current form. The P&P Committee will work with Tribal Council(s) and the investigator to clarify and address concerns.
* After receiving Tribal Council approval, a final manuscript may be submitted for publication.

**SUBMISSION FOR PUBLICATION**

Once CATCH and Tribal Council(s) have approved the manuscript, an investigator may proceed with journal submission. The first author should fill out a Manuscript Submission Form available at <http://nursing.wsu.edu/Research/Behavioral-Health/BHCRAIC.html>. This form, along with a PDF of the final submitted document must be received by the P&P Committee at the time of journal submission.

**RESPONSE TO REVISE AND RESUBMIT REQUESTS FROM JOURNALS**

Manuscripts that receive revise and resubmit requests from a journal must submit a copy of reviewer comments, the author letter of response, and the revised manuscript with tracked changes to the P&P Coordinator. The P&P Committee will make every effort to expedite reviews and approvals for resubmissions or minor changes to manuscripts.

For **minor changes that do not involve additional statistical analysis**: submit the revised manuscript at least **one week prior to the deadline** for resubmission.

For **major changes and/or additional statistical analyses**, the **P&P Coordinator will work with the investigator to plan a timeline** ensuring that any required P&P or Tribal approvals are secured prior to resubmission deadlines.

**NOTE: We strongly recommend submitting a copy of reviewer comments to the P&P Coordinator immediately upon receipt from a journal editor. The P&P Coordinator will work with the investigator to determine whether changes are classified as “minor” or “major,” and if they require a second round of Tribal Council Review.**

**NIH PUBLIC ACCESS POLICY - PUBMED CENTRAL (PMC)**

As of April 7, 2008, all peer-reviewed manuscripts arising from NIH-funded studies like CATCH must be submitted to the digital archive PubMed Central (PMC) upon acceptance so that they are made publicly available no later than 12 months after publication. Papers submitted to PMC will be assigned a PMC reference number that must be cited by the CATCH grantee/contractor in all future NIH applications, proposals or progress reports submitted to NIH.

### What this means:

Any time a CATCH grantee/contractor cites a paper supported by the grantee's or contractor's own grant/contract funds, the PMCID number must be included if that paper was accepted after 04/07/08. This only applies to applications, proposals, or progress reports sent to NIH.

**Before you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows your CATCH paper to be submitted to NIH in accordance with this NIH Public Access Policy.** Full details and instructions may be found [http://publicaccess.nih.gov/](http://publicaccess.nih.gov/%22%20%5Ct%20%22_blank).

A list of journals that submit automatically to PMC is found at: <http://www.ncbi.nlm.nih.gov/pmc/journals/>

To submit your paper via the NIH Manuscript Submission system (NIHMS) go to: <http://www.nihms.nih.gov/>. Completing this is the responsibility of the first author.

The direct home page for PubMedCentral (PMC) is <http://www.pubmedcentral.nih.gov/>.

**ACCEPTANCE BY A JOURNAL**Notify the CATCH P&P Coordinator when your paper is accepted, including an electronic or paper copy of the final article. The coordinator will forward this announcement to the Tribal Council Project Office.

 **SUBMISSION TO A NEW JOURNAL**

Authors who submit papers that are rejected by a journal, but who wish to revise their manuscript in response to reviewer comments prior to submission at a new journal should contact the P&P Coordinator to determine whether the proposed changes will require additional P&P or Tribal Council review.

**POST- PUBLICATION DATA USE**

After a manuscript has been published, CATCH will retain a copy of the data set used in the analyses. When an external statistician performs the analysis, the first author and/or statistician may retain a copy of the data set to enable them to respond to subsequent requests (e.g., meta-analysis). **To protect Tribal Sovereignty and Tribal ownership of all data, CATCH data must never be used for a non-approved purpose, nor transmitted to anyone other than the first author or statistician. Violation of these terms may result in legal action, depending on the nature and severity of the infraction.**

 

**AUTHOR RESPONSIBILITIES**

The *first author* oversees all phases of manuscript preparation, from conception through publication.

S/he is required to:

* Follow-up with additional authors nominated by the P&P Committee
* Notify co-authors when the analysis and writing begin
* Prepare manuscript outlines
* Assign tasks to co-authors and ensure that deadlines are met
* Ensure that the manuscript proposal has the approval of all co-authors before submitting it to the P&P Committee
* Ensure that the final manuscript has the approval of all co-authors before submitting the draft to the P&P Committee
* Determine the order of authorship on the manuscript based on the effort and contribution made by each author in preparation of the manuscript
* Recommend a journal to which the manuscript will be submitted
* Handle publication-related correspondence with co-authors, the Partnerships for Native Health at the Center for Clinical and Epidemiologic Research, Program of Excellence in Addiction Research, the CATCH P&P Committee, Tribal Council, and journal editors

**Responsibilities of Co-Authors**

Co-authors are responsible for the timely completion of tasks assigned by the first author and are expected to actively participate in the preparation of the manuscript.

If a co-author does not accomplish the tasks assigned to him/her and has not contributed to the manuscript, he/she may be removed from the writing group. The first author must write to the P&P Committee, formally requesting the removal of an inactive member from the writing group. The P&P Committee will review the request and make a determination about the situation.

**TIPS FOR PUBLISHING RESEARCH FINDINGS**

**ON AMERICAN INDIAN (AI) and/or ALASKA NATIVE (AN) COMMUNITY MEMBERS**

Tribes do not generally try to censor findings. Their goal is to participate in accurately depicting the Tribe, appropriately contextualize the findings, and maximize the benefit of research to the community.

Several key questions should considered when writing abstracts, manuscripts, and reports about research in American Indian/Alaskan Native (AI/AN) communities:

1. Are AI/AN people depicted in an unfavorable light?
2. Is the language regarding tribal affiliations appropriate?
3. When referring to studies that take place in both Alaska and other states the use of AI/AN is appropriate. However, Alaska Native people or Native Alaskan (please ask the tribe from where the data originated for which they prefer) is preferred when referring to studies taking place only in Alaska.
4. Always use American Indian rather than Indian; do not use Native American as this term refers to all indigenous peoples including Native Hawaiians, etc.
5. Always use Alutiiq, Haida, Tsimshian, Tlingit, Yup’ik, Inupiaq, and Athabaskan rather than Eskimo, Indian or Aleut.
6. Are the contributions of the tribe/community recognized in the text of the paper?
7. Are there references to AI/AN community members as test subjects without visible benefit to them?
8. Is there any racial stereotyping or generalization?
9. Are there any specific cultural issues including death and dying, treatment of elders, or historical customs mentioned? If so have these references been vetted and approved by the tribal partners?
10. Does any language in the publication appear paternalistic?
11. Are any references to alcohol or substance abuse appropriate and non-stigmatizing to the community?
12. Avoid unnecessary negative statements regarding negative health or other community attributes.

**Helpful Hints**

* At the onset of the project, develop a working dissemination strategy. Ideally this would involve a paper list, likely conferences and dates for submission at which presentations are to be made. Share these ideas early with tribal partners. If more important tribal issues occur they will take precedence and you may not get timely approval.
* An understanding of how attribution will be managed should be agreed upon in advance. Expectations about authorship (in line with specific journal requirements) should be discussed at the project onset. Community/tribal members who work on research projects should be given the opportunity to be authors/presenters on publications to which they have contributed. Tribes are moving toward the Community Based Participatory Research (CBPR) method of research and are more likely to participate in research that values the contributions and knowledge of community partners.
* Unless given prior authorization, publications submitted for tribal review should not contain descriptions, including demographic or other characteristics that would allow the community to be easily identified. All descriptions of the community should be generic. However, it is the authors’ responsibility to ensure the tribe(s) is represented as they would like to be, which may mean being identified explicitly.
* Discuss with tribal partners what type of process should be in place to handle any disagreements. Mistakes and misunderstandings do occur and it is best to have an agreed upon process that is acknowledged by both parties through a research agreement and/or Memorandum of Understanding (MOU).
* Any imagery associated with abstracts, manuscripts and reports etc. should be community/partner specific. For example, if working with Northwest people, using imagery that is traditional to Plains tribes is not appropriate. Work with your partners to find imagery that reflects their community.

**REVIEWER SELECTION, BLINDING, AND PROCESSING**

**Standing P&P Committee:**

Clemma Muller, Celestina Barbosa-Leiker, PhD, Sterling McPherson, PhD, Donald Patriack, PhD

**Selection of Reviewers:**

These will be proposal-specific, but anyone who is affiliated with CATCH may be asked to serve as an anonymous reviewer. At least 2 qualified reviewers will be selected by the P&P. Every effort will be made by the P&P to ensure a qualified content and methodological reviewer are requested for each proposal submitted.

**Manuscript Blinding:**

While the author(s) of the proposal/manuscript will be known to the CATCH P&P and the reviewers, the author(s) will not be able to identify the reviewers. Reviewers will be contacted individually and so they, too, will not know who the other reviewers are for any given proposal/manuscript.

**Reviewer Process:**

* Reviewers will be asked to respond within 3 days whether they are able and willing to review the proposal and subsequent manuscript if approved.
* Reviewers will be notified at the proposal stage that if they agree to review the proposal, they will again be asked to review the full manuscript.
* After agreeing to review, they will have 3 weeks to review the proposal/manuscript and return their comments on a separate word document.
* In addition to written feedback, reviewers will be asked clearly specify which of the four possible recommendations they are making to the P&P for any given proposal/manuscript.
* A copy of the current CATCH P&P guidelines will be sent to each reviewer when they are asked to review for the P&P so they will be aware of the entire P&P process for CATCH.
* Below is an example of how this committee will approach potential reviewers.

*Hello XXXname to be inserted hereXXX,*

*The CATCH publications and presentations (P&P) committee has recently received a manuscript proposal/manuscript for review. On behalf of that committee, I am writing to request that you review the attached proposal. I have also attached the P&P’s guidelines for how we process such proposals for your reference. If the proposal proceeds to being invited for full manuscript development, we would ask that you also review the fully developed manuscript once it is submitted. Please include all of your comments in a separate word document. Please also note where in the proposal your comments are referring. For example:*

“Part II, Item 5: Was a coding frame developed?

“Part II, Item 5: How many responded?”

*If you could please let Olivia Brooks (P&P Coordinator) and I know within the* ***next 3 days*** *whether you are willing to review the proposal, we would greatly appreciate it. We would then ask that your review (consistent with 1 of the 4 recommendations provided in the attached document on pages 5-6) be submitted to us within the* ***next 3 weeks*** *(no later than XXXdate to be inserted hereXXX). Your identity will be confidential to the author(s) of the proposal/manuscript. We ask that you provide all comments in a separate word document including your final recommendation. Thanks in advance for your consideration of this request. Please let us know if you have any questions.*

*Best regards,*

*CATCH P&P Committee*

**P&P MANUSCRIPT REVIEWER GUIDELINES**

If you are invited to serve as a Final Manuscript reviewer for the P&P Committee, please respond as soon as possible so that we may confirm your participation. This will help us ensure adequate and timely review of submissions. If you are not able to review a paper, you may decline. We may request your assistance at a later time. If possible, help us by suggesting other qualified potential reviewers. Senior reviewers may suggest an appropriate CATCH Co-Investigator to further review the manuscript.

If you agree to act as a reviewer, you will be asked to send an approximately **ONE-HALF-PAGE** review to the P&P Committee by the assigned deadline. This should address the following criteria:

### FINAL MANUSCRIPT REVIEWER’S CHECKLIST

**Part I:**

1. Is CATCH correctly represented (methods, dates, etc.)?
2. Is inclusion/exclusion of the minority cohort properly addressed?
3. Does the paper content match what was originally proposed? (Refer to accompanying proposal)
4. Where the analyses appropriate to answer the research question?
5. Were the results presented in an appropriate manner (based on the analyses, participants not depicted in an unfavorable light, etc.)?

**Part II:**

Major comments:

Other comments:

***The CATCH Publications and Presentations Committee appreciates your continued quality reviews!***

**DEFINITIONS**

**Abstract** – Describes preliminary information from research studies and is usually submitted to medical or health research conferences for poster or oral presentations.

**Manuscript** – Describes final information from research study or program results and is usually submitted to a research journal in various formats.

**Report** – Describes detailed account of research study or program results and may be submitted to a funding agency or make public as a summary document in various formats.

**Presentation/Poster** –Describes preliminary and/ or final information from research study or program usually presented at medical or health research conferences. In some instances, an **impromptu presentation** may occur regarding a specific project.

# Tribal Review and Approval – Review of the abstract, manuscript or report will be conducted by the tribal council or tribal council’s designee i.e. Cultural Review Board, Tribal Clinic Medical Director, Tribal IRB/Research Review or Tribal Health Director. In some instances a tribal resolution may be required.

# WHO TO CONTACT

**P&P Committee Coordinator**

You may contact the P&P Committee Coordinator for any questions about the review process:

Olivia Brooks

Clinical Research Coordinator

Program of Excellence in Addictions Research (PEAR)

WSU College of Nursing

Room 314E

PO Box 1495

Spokane, WA 99210-1495

509.324.7312

olivia.brooks@wsu.edu

**APPENDIX: Additional Guidance**

**Statistical Guidance:**

1. For any covariates in addition to the exposure(s) and outcome(s) of interest, please clearly identify which will be considered confounders, and which will be evaluated for interaction with the exposure (moderation).
2. Any confounder-adjusted models should not include potential mediators without specific explanation of how mediation will be evaluated.
3. For proposals with multiple statistical models, clearly identify which will be considered the primary model for inferential interpretation.
4. Avoid using the 10% general rule for determining which variables should be included as potential confounders in the statistical analysis. Instead, the fully adjusted model should include all confounders identified *a priori* in your manuscript proposal.
5. Avoid stepwise modeling, or other methods that use *p* values to determine which variables will be included in the final statistical analysis.
6. In general, avoid using *p* values < 0.05 as the sole determination for what constitutes meaningful results, especially if the analysis is focusing on non-randomized treatments or exposures, or a large number of comparisons.