

From proposal to published manuscript Submitting a proposal

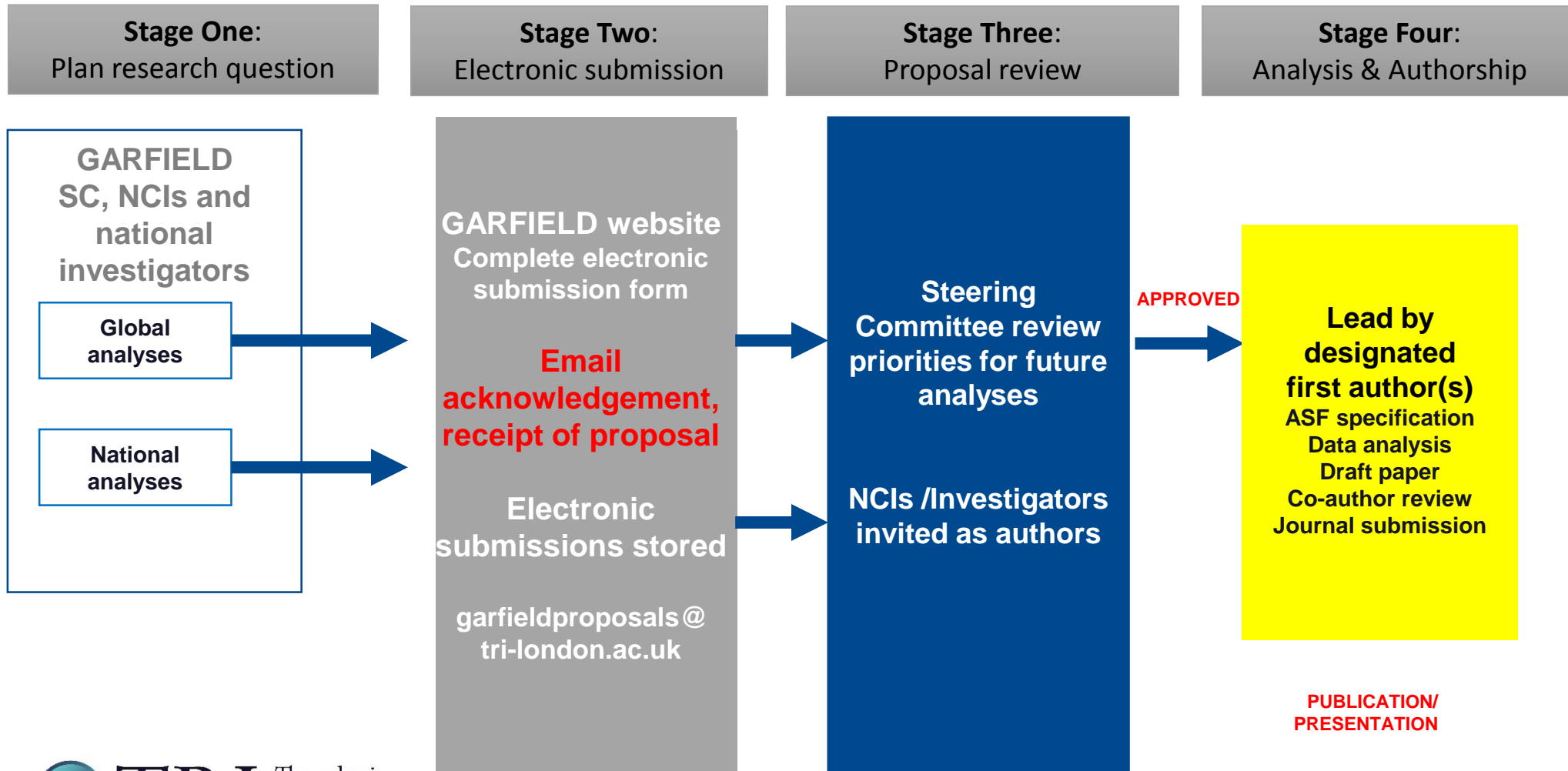
Who can submit VTE proposals?

Members of the Steering Committee and National Coordinating Investigators (NCIs)

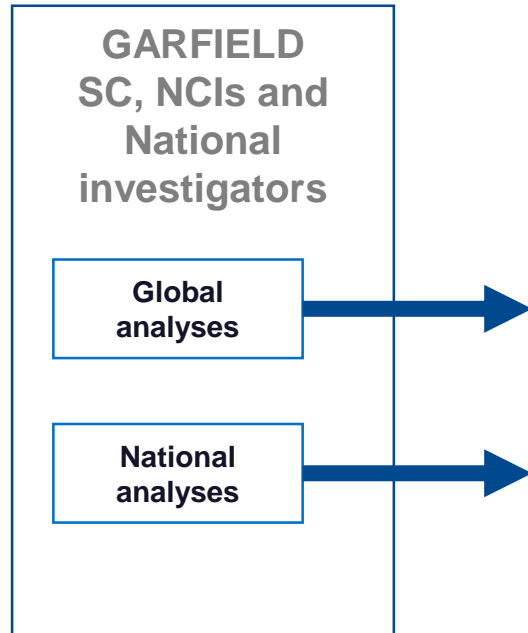
National investigators enrolling patients in the registry will always do proposals in collaboration with a Steering Committee member or National Coordinator – (See website for NCI list - <http://vte.garfieldregistry.org/about/garfield-vte>)



Process for submitting a Proposal



Stage One – Develop research questions



- A proposal from a national investigator may initiate a new collaborative effort with a Steering Committee member or National Coordinator
- Before submitting a proposal, check the list of existing proposals on the GARFIELD website to confirm that that your new proposal is not a duplication of an existing proposal
- Consider:
 - Brief rationale
 - Research Questions
 - Analysis and comparison groups
 - Cohort(s) and study population



Stage Two – Electronic submission

GARFIELD website
Complete electronic
submission form

garfieldproposals@tri-
london.ac.uk

**Email
acknowledgement,
receipt of proposal**

Electronic
submissions stored

garfieldproposals@
tri-london.ac.uk

➤ Go to the GARFIELD website to complete and ‘Submit a Proposal’

➤ The form comprises of the following lines

- Keywords
- Working Title
- Study Population
- Co-authors/working group
- Primary outcome
- Secondary outcome
- Brief rationale
- Research Questions
- Analysis and comparison groups
- Cohort(s) and study population

The screenshot shows a web interface for submitting a proposal. At the top, there is a dark grey navigation bar with three items: 'Manuscripts', 'Abstracts', and 'Articles', each with a white plus sign to its right. Below this bar, the heading 'Submit a proposal' is displayed in red. Underneath the heading, there are seven numbered instructions in small black text. Below the instructions, the heading 'Title of proposal' is shown in red. There are two input fields: 'Primary Keyword' and 'Secondary Keywords', both with white text and a light grey border.

➤ An automatic reply will generate an acknowledgement of submission

➤ All proposals and their status are stored on the website



Stage Three: Proposal review and prioritization

**Steering
Committee review
priorities for future
analyses**

**NCIs /Investigators
invited as authors**

Timeline for acceptance of a proposal is usually up to two months:

1. The TRI team will notify authors if a proposal duplicates an existing proposal
2. The Steering Committee assesses the appropriateness of new proposals
3. Accepted proposals will be considered as part of list of potential topics for future analyses (for congress presentations and manuscripts)
4. The Steering Committee reviews bimonthly the priorities for analyses over the next 12 months
5. NCIs and Investigators who have submitted proposals or expressed an interest in a clinical topic will be invited to be (co)authors





From proposal to published manuscript – working with statisticians

Stage Four: Analyses and Authorship

**Lead by
designated
first author(s)**
ASF specification
Data analysis
Draft paper
Co-author review
Journal submission



**UNRESTRICTED
GLOBAL USE**
[http://www.garfield
registry.org/](http://www.garfieldregistry.org/)

**PUBLICATION/
PRESENTATION**

- Each publication proposal is fully described in an **analysis specification form** (ASF) that gives adequate statistical and technical details for an independent statistician to replicate the analysis.
- The details of the ASF are confirmed during a teleconference with the lead authors and statistician
- Once the statistical report of results have been received, the lead author has 6 months in which to write the manuscript and circulate it to the PC for review
- Milestones (deadlines) are generated by TRI, in discussion with all parties, for:
 - > Data analyses
 - > Draft paper
 - > Co-author review and comment
 - > Journal submission



Steps in the Analytic Process

- **Topic is submitted, approved, and is at the top of prioritized list**
- **Request form is assigned to a statistician and programmer**
- **Statistical team has a conference call with the P.I. to clarify hypotheses, definitions, population of interest...**
- **Statistician writes a analysis plan which includes details of the above plus all proposed tables, figures and analyses**
- **Analysis plan is shared with the P.I. for sign-off**
- **All analyses are performed, a statistical report is generated, and the P.I. should now have enough data to write a first draft**

From here it is an iterative process between the P.I., editor, statistician, co-authors and steering committee to take the paper to publication



Successful collaborations with statisticians include

Quick response time

- When a statistician is waiting for answers to questions or new requests, they will have to move on to another project if your project goes dormant
- After too much delay, the data will be outdated and time will need to be allocated to update to the latest data harvest

Mutual learning

- Help the statistical team understand the clinical issues behind your question
- The statistical team will be glad to talk to you about the statistical data issues around the question

