IEDEA MULTI-REGIONAL CONCEPT SHEETS, PUBLICATIONS & CONFERENCE ABSTRACTS PROCESS FLOW

CL

EC

CL

UCT PM

CONCEPT SUBMISSION PROCESS

- •Submits concepts to **WG** if needed & incorporates comments.
- Uploads to EC Review Hub.
- •Liaises with **EC** and **WG** until concept approval by EC.
- •Incorporates comments and finalizes concept to upload to EC Review Hub.
- Files approved and final concept.
- Assigns tracking number and uploads to EC Review Hub.
- •Checks on progress & provides 3monthly updates to EC.
- Emails CL and data team to inform them that the final concept will be available on the EC Review Hub.
- •Emails regional **PMs** to distribute in their region for review and solicit writing team members (if requested).

EC (Regional PIs)

CL

UCT PM

EC Review

Hub

• Following **EC** approval, distribute to regional investigators for decisions on participation within 4 weeks of concept approval by EC.

- •Confirms participation of regions with regional PIs.
- Requests data from **DMs** of participating regions.
- •If CL or data analysis centre is external to IeDEA, signs data transfer agreement and submits to UCT PM.

Please note:

- The assigned IeDEA tracking number is to be used on ALL correspondence.
 - Analysis is restricted to the scope of an approved concept, which covers a single publication.
- A new/amended concept is required for expanding the scope or an additional publication.
- Limited additional use of existing datasets may be requested through the fast-track mechanism
- Additional requests that do not fall within these parameters should be discussed with the

- (see SOP document for details).
- leDEA administrative and concept management teams and EC Chair for further processing.

CONFERENCE ABSTRACTS

•If abstract is linked to an existing **WG**, circulate to **WG** prior to submission to **EC**

•Uploads abstract to EC Review Hub at least 7 calendar days before conference submission deadline

- •Comments on abstract within 5 days from circulation to the EC
- Regional PI decisions (approve/disapprove) due within 7 days from abstract circulation. (No comment implies consent)
- Revises and submits abstract
- If accepted, sends abstract to **UCT PM**

• Files accepted abstracts

PUBLICATIONS

Drafts paper with writing group.

Acronyms

UCT PM: UCT Project Manager

CL: Concept Lead

EC: Executive Committee

WG: Working Group

DC: Data Centers

SG: Steering Group

Pls: Principal Investigators

- •If needed, sends to **WG** for approval.
- •Uploads draft to EC Review Hub for approval (14 calendar days to comment)
- Publishes article + sends final PDF & summary slide to UCT PM.
- Complies with Open Access requirements.
- •Circulates published article to EC.
- •Closes concept (1 concept 1 paper rule).
- Notifies **CL** about open access requirements for published article
- •File NIH slide.

CL

UCT PM