

# Who can submit proposals?

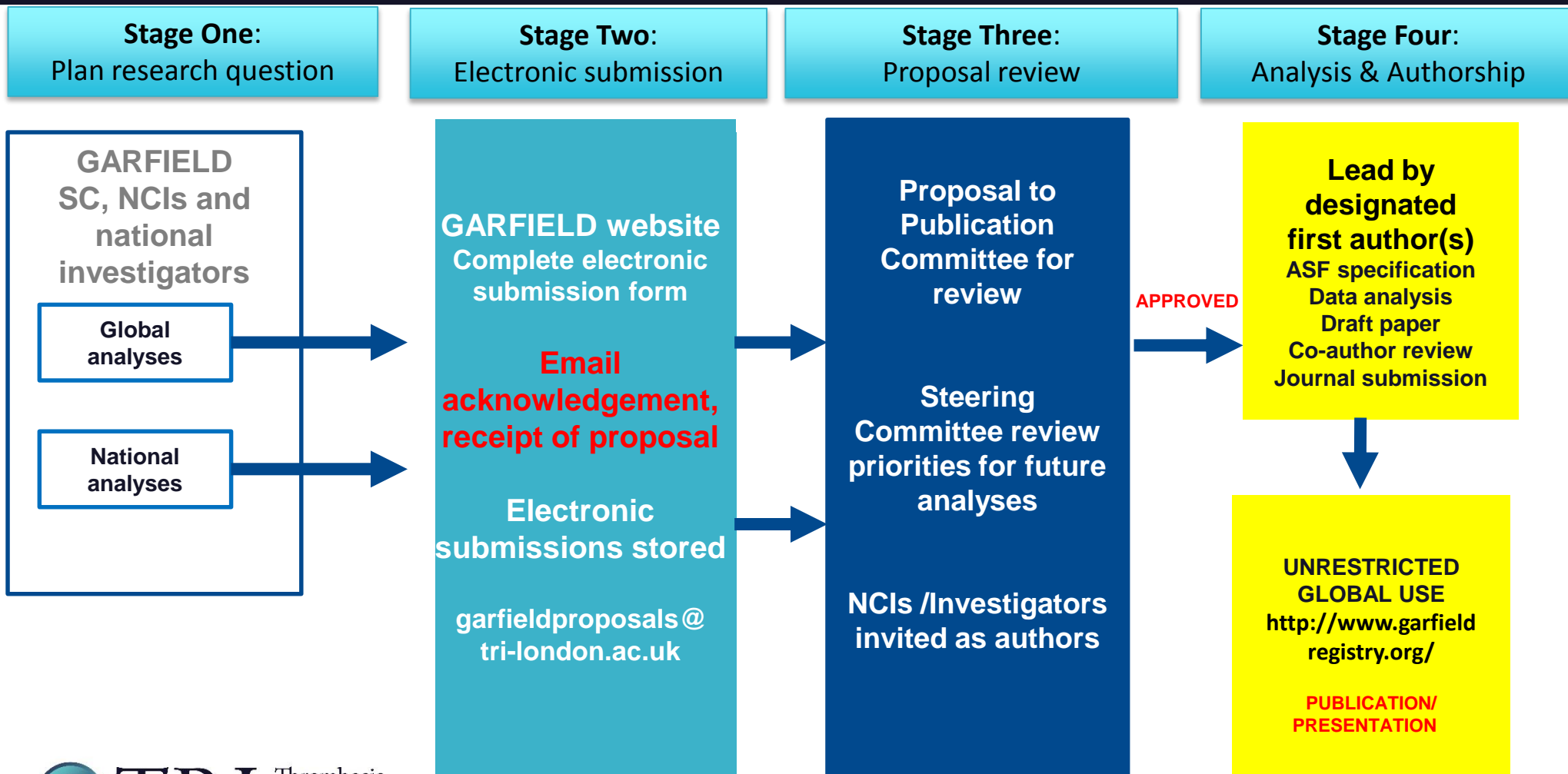
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**Members of the Steering Committee and National Coordinating Investigators (NCIs)**

**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)

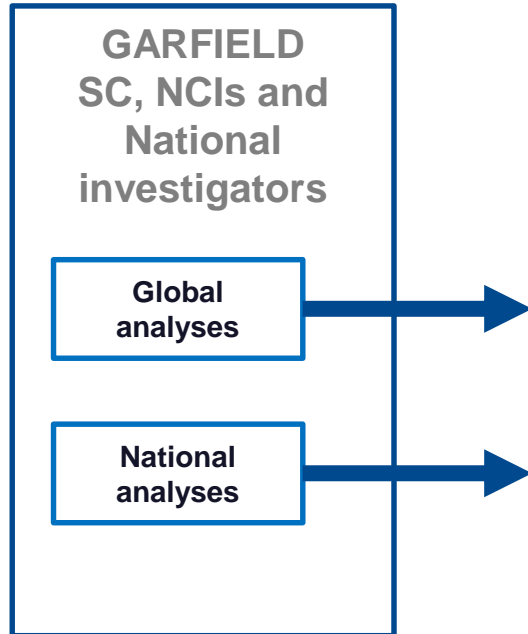
**A non-investigator** working in collaboration with a Steering Committee member and an investigator (e.g., expert in health economics)

# Process for submitting a Proposal



# Stage One – Develop research questions

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- 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 followed by a white plus sign. Below this is a red heading 'Submit a proposal'. Underneath the heading is a list of seven numbered instructions in small grey text. Below the instructions is another red heading 'Title of proposal'. At the bottom of the form, there are two input fields: 'Primary Keyword' and 'Secondary Keywords', both with light grey borders.

- 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

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Proposal to  
Publication  
Committee for  
review

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 Publication Committee (PC) assesses bi-monthly 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 twice a year 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

# Considerations

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## Qualification for authorship

- The Publication Committee (PC) is central in chairing the scientific direction of each publication and verifying the project authorship
- Lead authorship of *key* GARFIELD publications (based on global data) will be the Steering Committee or nominated NCIs
- Investigators are limited to first authorship on no more than two papers in progress

## High-priority papers

- The Steering Committee will review the list of all ongoing manuscripts at least twice each year, with special attention to high-priority classification. Criteria for classifying a paper as high priority include:
  1. Scientific importance of potential findings
  2. Potential impact of publication on the future of the GARFIELD-AF Registry
  3. Potential for high visibility in wide circulation scientific journals
  4. Urgency in making findings available to scientific community and/or public

# TRI Publications Support Group

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- **Publications Committee** will be assisted by a publications support group at the TRI, who will assist in daily administrative tasks and, when needed
  - Include roles such as the Lead Garfield-AF Statistician and Garfield-AF Medical Writer
  - Interact with registry investigators and National Coordinators to identify, consolidate, and facilitate publication and presentation opportunities on a national and global level
  - Responsible for publication plan management



# From proposal to published manuscript – working with statisticians

**Karen Pieper**

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USA and Thrombosis Research Institute,  
London, UK**



# 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.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 **3-6 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 and data issues around the question