

## GUIDELINES FOR COSMOS MANUSCRIPT PROPOSALS AND OTHER ANALYSES

(Also found at [www.COSMOStrial.org](http://www.COSMOStrial.org))

### Manuscripts and Abstracts

Proposals for manuscripts and abstracts (and any associated presentations) must be submitted to the Publications and Presentations (P&P) Committee for approval before any analyses can begin.

- For both abstract and manuscript analysis requests, a Manuscript Proposal Form must be completed, and should be *no more than 2-3 pages, not including tables*. The template form can be found on the COSMOS study webpage at [www.COSMOStrial.org](http://www.COSMOStrial.org)
- For both abstracts and manuscripts, to request a dataset or an analysis performed in the Division of Preventive Medicine (DPM), an Analysis and Data Request Form must also be completed, which can be found on the COSMOS study webpage.
- Non-DPM investigators must identify an associated DPM investigator who will participate in analyses and manuscript preparation as a co-author.
- Non-DPM investigators who request datasets must complete a Memorandum of Understanding, which can be found on the COSMOS study webpage.
- Prior to submission of a manuscript to a journal, investigators must comply with the Manuscript Review Procedures, which can be found on the COSMOS study webpage. This includes a Manuscript Check by the COSMOS study programmers. Manuscript Check and Approval Forms and Analysis Program Forms can be found on the COSMOS study webpage.

### Timelines

Below are estimated timelines. Please remember, however, that these are minimum durations – the actual timing will depend on data availability, the complexity of the request, and the programming queue at the time of the request.

### Datasets, data analyses, and manuscripts

- Manuscript proposals must be approved by the COSMOS P&P Committee before analyses begin. The COSMOS P&P Committee meets on a regular basis.
- Dataset requests require a lead time of at least 8 weeks before the date needed and depends upon the availability of the variables in the request.
- Data analysis requests for manuscripts require a lead time of at least 8 weeks before the date needed and depends upon the complexity of the request.
- Co-authors should be given at least 2 weeks to review and sign off on a final manuscript.
- The final manuscript should be submitted to the COSMOS P&P for approval to move on to Manuscript Check (below).
- Before submission of a paper for publication, all manuscripts must undergo a Manuscript Check by the COSMOS study programmers, which requires a lead time of at least 8 weeks before the intended journal submission date.
- A copy of the final submitted manuscript must be sent to the COSMOS P&P Committee at the same time it is sent to the journal.

### Abstracts and presentations

- An Analysis and Data Request form together with a completed Manuscript Proposal Form must be submitted to the COSMOS P&P Committee at least 8 weeks prior to the abstract deadline.

Both forms are found on the COSMOS study webpage.

- Co-authors should be given at least 2 weeks to review and sign off on an abstract.
- The COSMOS P&P requires at least 2 weeks to review and approve the abstract, which should already have co-author approval in place.
- For accepted abstracts, a request for additional analyses for a presentation or poster requires a lead time of at least 4 weeks relative to the presentation date and depends upon the complexity of the request and whether new data are required.

**Other Analyses (descriptive data, grants, progress reports, etc)**

- A request for descriptive data only (no data analyses) requires a lead time of at least 4 weeks.
- To request a dataset or analyses for either a grant submission or grant progress report, an Analysis and Data Request Form (found on the COSMOS study webpage) must be completed with a required lead time of at least 8 weeks relative to the deadline.

**Please submit all forms to [COSMOSrequest@bwh.harvard.edu](mailto:COSMOSrequest@bwh.harvard.edu)**

Questions may be addressed to Howie Sesso ([hcesso@bwh.harvard.edu](mailto:hcesso@bwh.harvard.edu)) regarding P&P procedures or to Moorthy ([mvmoothy@rics.bwh.harvard.edu](mailto:mvmoothy@rics.bwh.harvard.edu)) regarding analysis and data requests.