

The purpose of the MEDIC Data & Publications Committee is to review, guide, and approve plans to analyze data and distribute findings of the collaborative. The committee seeks to contribute to and advance the body of knowledge about quality care. The committee will assess the feasibility and generalizability of research proposals, ensure the integrity and accuracy of publications utilizing MEDIC data, and promote standards for authorship criteria when multiple individuals are involved in a project.

### **Committee structure and terms:**

- i. The Committee is made up of 9 total members.
  - a. Members include a chair person who is a member of the coordinating center, the MEDIC lead statistician, and 7 volunteers from MEDIC participating sites.
  - b. If there is interest in serving on the committee from more than 7 individuals in the collaborative we will institute 2-year terms and a mechanism for voting to fill the member at large positions.
- ii. Members at large on the Data & Publications Committee must be affiliated with MEDIC member institution. Committee members may be the site Clinical Champion but are not required to be the site Clinical Champion.
- iii. Any committee member that severs affiliation with MEDIC member institutions will be removed from the MEDIC Data & Publications Committee and that seat will be up for immediate occupation.
- iv. The MEDIC Data & Publications Committee will meet at least twice a year (either in person or via conference call where appropriate) and intermittently through email/calls to review ad hoc data requests and planned submissions for publication.
  - a. At least 5 members of the committee will vote on the outcome of the submission: accept, reject, or revise.
  - b. Data & Publication committee approval will be by majority vote.

### **Main Functions of the MEDIC Data & Publications Committee:**

1. Oversight of all research-related MEDIC data requests
2. Oversight of all submissions for publication that utilize MEDIC data
3. Oversight of all grant submissions that incorporate MEDIC data or MEDIC sites

### **1. Oversight for all research-related MEDIC data requests**

- A. All research-related data requests will be submitted to MEDIC via email to the MEDIC Statistician prior to undergoing the structured review process.
- B. All data requests originating from MEDIC member site(s) will be reviewed.
  - i. The Clinical Champion at the requesting site must be a part of the study team on the application.
  - ii. Any MEDIC Data & Publications Committee member who is named on the data request application will recuse himself / herself from the evaluation process.
  - iii. Statistical/analytic review will be completed by the MEDIC Statistician.
  - iv. At least 2 members of Data & Publications Committee will complete a structured review of each application
    - a. The primary reviewers will provide an overview of their comments, the committee will discuss comments, and vote on the proposal.
    - b. Reviews will be completed within 2 weeks of submission date and returned to the submitting investigator within 3 weeks of submission date.
- C. All data requests originating from outside of the MEDIC member site(s) will be reviewed.
  - i. Statistical/analytic review will be completed by the MEDIC Statistician.
  - ii. At least 3 members of Data & Publications Committee will complete a structured review of each application



## Data & Publications Committee

- a. The primary reviewers will provide an overview of their comments, the committee will discuss comments, and vote on the proposal.
  - b. Reviews will be completed within 3 weeks of submission date and returned to the submitting investigator within 4 weeks of submission date.
- D. MEDIC Data & Publications Committee will keep a record of all data requests submitted and their final decision.

### 2. Oversight of all submissions for publication that utilize MEDIC data.

- A. All abstracts and manuscripts utilizing MEDIC data are required to be sent to the MEDIC Data & Publications Committee for review prior to submission to a peer-reviewed journal or regional or national meeting.
- B. The purpose of this review is to ensure quality of the final product and verify MEDIC support has been appropriately acknowledged.
  - i. One member of the MEDIC Data & Publications Committee will have 2 weeks to provide a high-level peer review of the manuscript with comments on areas for improvement.
  - ii. The Data & Publications Committee Chair and the MEDIC Statistician will contribute to the comments that are shared back to the submitting author within 2 weeks of being received by the MEDIC Data & Publications Committee.

### 3. Oversight of all grant submissions that incorporate MEDIC data or MEDIC sites

- A. All concepts for grant applications utilizing MEDIC data or leveraging the relationships between MEDIC collaborative sites will be required to submit a 2-page overview to the MEDIC Data & Publications Committee
- B. Concepts must be submitted at least 2 months prior to the intended grant submission deadline to allow 2 weeks for committee review and time for the investigators to respond to issues that would need to be addressed prior to submission.
- C. At least 1 member of the MEDIC Data & Publications Committee, 1 member of the executive committee, and the MEDIC Statistician will review concepts in detail.
  - i. MEDIC Data & Publications Committee will review submissions to determine if the research is feasible, novel, and within the scope of MEDIC.
  - ii. The primary reviewers will provide to the committee an overview of their comments, the committee will discuss comments, and vote on the proposal.
  - iii. MEDIC Data & Publications Committee will respond to the lead investigator with the results of the review within 2 weeks of being received by the MEDIC Data & Publications Committee.
- D. The MEDIC Data & Publications Committee will discuss the reviews to determine if the proposal is approved to move forward toward submission to the funder, requires revisions prior to submission to the funder, or is rejected.