

METRC Conference Abstract Submission Checklist

- Submit a proposal to the Publications Committee describing the objective(s) of the abstract, the requisite data sources, and a preliminary analysis plan.**

Be sure to identify the writing group on the proposal form. All abstracts must have a named writing group to include a lead author + investigators from the appropriate protocol committee(s) and the MCC in accordance with the current guidelines:

A minimum of 3 clinical investigators and 3 members of the MCC and a maximum of 5 clinical investigators and 5 members of the MCC. A request for exemption should be made in circumstances where the lead author feels there should be fewer or more authors.

The publications committee will help with finalizing writing groups if you are unsure who to include.

- Work with the writing group and the MCC to conduct the analysis and write the abstract.**

Prior to submitting the abstract to the Publications Committee for approval, the Coordinating Center must confirm that the abstract has appropriate statistical review and input.

- All writing group members must approve the abstract prior to submitting to the Publications Committee.** The lead author should check, per each submission to a conference, to be sure all writing group members approve of the abstract prior to submission, and that the abstract author listing is complete and correct.
- Submit a full abstract (with complete statistical analysis and write up) to the Publications Committee for review.**
- Submit Publications Committee approved abstract by the conference deadline.**

Please e-mail Lisa Reider (lsemani1@jhu.edu) with any questions you may have.