

**SAMPLE TOOL
for Scholarship Guidelines
Manuscripts/Abstracts**

Tentative Full Title:

**Name of Proposed Writing Group
Chair**

Affiliation:

Other Proposed Members of Writing Group (insert additional lines, if necessary)

Name:

Affiliation

a. Scholarship Proposal Form

FOR PI SITE USE:

Scholarship Proposal #: _____

Date Received: ___/___/___

INSTRUCTIONS: This form is used by any person (investigator or who is not a named investigator on the XX study) to submit scholarship (a manuscript or an abstract) to the XX investigators. This is needed to ensure that relevant study investigators (of the studies providing the data) and scholarship writing groups have reviewed and discussed the proposed topic. This is intended to maximize good communication, prevent overlap, and ensure fairness of the process.

- ***The PIs will be included as authors on all scholarship.**
- * **All scholarship must be approved by XX leadership prior to submission.**

Manuscript and Presentation Plan Reviews

2. **Scholarship Group Review:** It is the responsibility of the Scholarship Group Chair to ensure that all members of the scholarship group have reviewed and given their approval for this manuscript proposal and understand the criteria for authorship on the eventual manuscript or abstract.

Authorship credit should be based only on substantial contributions to (1) conception and design, or acquisition of data, or analysis and interpretation of data; and to (2) drafting the article or revising it critically for important intellectual content; and on (3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met.

Indicate below if this review has been completed.

- Yes No

3. **Check for Duplication:** It is the responsibility of the Scholarship Group Chair to review the list of existing manuscripts and abstracts and ensure there is no substantive overlap between this proposal and previously approved proposals either published or still in active status. Indicate below if this review has been completed.

- Review Completed Date review completed: _____

List any related proposals identified (provide title and proposal #):

Scholarship INFORMATION

4. Please indicate target journal or conference:

5. Please provide a timeline for scholarship and submission to JAHF PI's.

6. Background and rationale:

7. Overall purpose or objective:

8. Specific research questions or hypotheses:

9. Data used:

10. Specify anticipated major variables (include time points, if relevant):

11. Briefly summarize the proposed methods of data analysis:

12. Location of data analyses

- Central (coordinating center analyst)
- Local (non-coordinating center analyst)
- N/A

- 13. Please provide a timeline of when you expect to request data or analyses to be conducted by the coordinating center, if needed.**

- 14. Please describe below any special circumstances or requests you would like the scholarship committee to consider during this review.**

- 15. Google location: (All manuscripts should reside in a Google folder shared with the PI's)**

- 16. Final Scholarship approval date: _____**