

UNC Health Registry/Cancer Survivorship Cohort (HR/CSC) - **Publication Checklist**

Investigator Name:

Project Title:

Before your abstract/manuscript is submitted to a scientific meeting or journal:

- Explore the UNC Health Registry/Cancer Survivorship Cohort website resources.** UNC Health Registry Website → For Researchers tab → <http://unchealthregistry.org/unchreg/ForResearchersDataSharing>
- Submit a Cohort Discovery inquiry** to find out if we have your target population and sample size. Once your cohort discovery is complete you will receive a brief survey from the HR/CSC asking for your feedback.
- Complete and submit the Publication Proposal form** for **EACH** manuscript proposal and abstract through the UNC HR/CSC website. <http://unchealthregistry.org/unchreg/ForResearchersDataSharing> - click on “*Begin Your Inquiry Here*”. Choose your publication type (scientific meeting publication abstract or manuscript proposal) and include a detailed description of your timeline, main hypothesis/study questions, data needs and a clear rationale before scheduling your meeting.
- Schedule a time to meet with the UNC Health Registry/Cancer Survivorship Cohort Director to discuss manuscripts.** Bring your cohort discovery results (if applicable) and completed publication triage form and IRB (if you do not already have an IRB submitted to us with an ancillary study).
- Sign and return** your LDBR Data Sharing Agreement (DSA) to the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager. *Data will not be distributed without a signed DSA.*
- An e-requested data request form is issued to you** via your email on file. Complete and submit the form through the provided link. Please allow up to 4 weeks for data request turnaround.
- Begin analysis, provide regular progress reports** and complete the manuscript/presentation and/or poster deliverable.
- Submit to co-authors for review** and alert the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager when coauthor approval is obtained.
- Provide** a copy of your publication type (scientific meeting poster/ presentation slides or manuscript proposal) and Scientific Meeting/Journal submission details to the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager after coauthor approval is obtained.
- Notify** the UNC Health Registry/Cancer Survivorship Cohort Data Sharing Manager of all submissions to journals and/or scientific meetings, including; submission date, meeting name and location and journal titles.
- Report the submission status of your publication (accepted/ not accepted/published/presented) and send final citations for published journal articles.**