**HCHS/SOL PUBLICATIONS PROPOSAL TEMPLATE – Word clone version of the website form**

This Word document matches the format of the online submission form. You may use this template prior to cut/paste into the website form when your draft is ready. Email submissions are not permitted. Attachments to blank webforms will similarly not be accepted.

**1.** *Revised Manuscript Proposal?*: **Yes/No check box**

***2.*** *a. Full Title*: The full title should be a descriptive title that clearly states the intentions and purpose of the submission. It also must include the study's full name E.g. HCHS/SOL.
REVISED SUBMISSIONS NOTE: Help us expedite the review of a previously reviewed proposal, if you are submitting a revised proposal please put the word REVISED and a hyphen in all caps before your title. E.g. REVISED – Title in Regular Upper/Lower Case.

 *b. Abbreviated Title: (Omit study name & keep brief; max 40 characters)*:

***3.*** *Type of Paper:* 

***4.*** *Ancillary Study:* 

***5.***Title of Ancillary Study:

If the Ancillary Study is not found in list above, enter Number and Title here. (E.g. 001 HCHS/SOL Ancillary Study Title)

***6.*** *Keywords:*

*The keywords should include some of the topics related to the study separated by commas.*

***Author Information:***

***7.*** *Proposer:*

*<First Name><Middle Name or Initial><Last Name>; <E-mail Address> (E.g. William Henry Gates;* *founder@microsoft.com**).*

***8.*** *Lead/Corresponding Author:*

*Enter the first few letters of the last name and select the Lead/Corresponding Author from the filtered list by using the pointer to highlight the correct name and clicking.
After selection is made the Lead/Corresponding Author's name will appear in field with a number in parentheses afterwards. E.g. Daniela Sotres-Alvarez (558).*

***9.*** *Lead/Corresponding Author not on HCHS/SOL website:*

 *If the Lead/Corresponding Author is not found in field above, please insert the full name and current email address.
<First Name><Middle Name or Initial><Last Name>; <E-mail Address> (E.g. William Henry Gates;* *founder@microsoft.com**).*

***10.*** *Lead/Corresponding Author Affiliation:
*

***11.*** *Lead/Corresponding Author Affiliation: If the Lead/Corresponding Author is not at an HCHS/SOL site, list current affiliation.*

***12.*** *Lead Author has REVIEWED this proposal and found NO OVERLAP:*

*Place a check in the checkbox to verify that the Lead Author of this manuscript proposal has reviewed the list of existing HCHS/SOL manuscript proposals AND has found NO OVERLAP between this proposal and previously approved manuscript proposals either published or still in active status. [HCHS/SOL Investigators can search keywords in HCHS proposals by navigating to Pubs Hub -> Reports -> Manuscript Proposal Keyword Search]*

***13.*** *Manuscript Affiliation: *

***14.****Sponsoring PI:*

*If you are not a current HCHS/SOL Investigator, then list name(s) of Sponsoring PI and Ancillary PI to indicate they have reviewed and approve of this submission.
NOTE: If using Ancillary Study data, the AS PI must also be listed as Sponsoring PI. The sponsoring PI is often of the same affiliation, but it is not required to be.*

***15.*** *Co-Author(s):*

*By listing Co-Authors, you indicate they have reviewed this submission.
Enter the first few letters of the last name and select the Co-Author from the filtered list by using the pointer to highlight the correct name and clicking.
After the selection is made the Co-Author’s name will appear in field with a number in parentheses afterwards. E.g. Daniela Sotres-Alvarez (558).*

***16.*** *Co-Author(s) not on HCHS/SOL website:*

 *If the Co-Author is not found in field above, please insert the full name and current email address.
<First Name>, <Middle Name or Initial><Last Name>; <E-mail Address> (E.g. William Henry Gates;* *founder@microsoft.com**).*

***17.*** *Additional Corresponding Authors:*

*Enter the first few letters of the last name and select the Additional Corresponding Authors from the filtered list by using the pointer to highlight the correct name and clicking.
After selection is made the Additional Corresponding Author's name will appear in field with a number in parentheses afterwards. E.g. Daniela Sotres-Alvarez (558).
Please list any additional authors to receive Pubs Committee correspondence such as approval, revisions, etc. Authors listed must be registered HCHS/SOL website users.
These should only be corresponding authors, not the entire writing group.*

***18.*** *Nominee(s) Requested:*

*Name of Nominee|Email Address| Affiliation| Justification| Misc Notes: With proposal submission please ignore this table*

***Data Information:***

***19.*** *Data Analysis Location:*

*The location where the data analysis will be performed. Data must be handled per study policy.*

***20.*** *Other Data Analysis Location:*

*If you selected "A Writing Group Member's Site", please specify the Location where the data analysis will be performed.*

***21.*** *Data Requests:*

 *Check appropriate box(es) if you plan to use the data in this manuscript. {baseline, visit2, visit3, visit4}*

***22.*** *Other Data Request Type:*

 *If the Data Request Type is not available above, please list the other data request types.*

***23.*** *This manuscript proposal is primarily the result of an ancillary study *

***24.*** *This manuscript proposal is affiliated with a K award *

***25.*** *This manuscript proposal is a dissertation *

***26.*** *Scientific Interest Group****:*** *If this manuscript proposal has been developed in consideration with a Scientific Interest Group, please select it from the list.*

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***Manuscript Information:***

***27.*** *Consortium Paper Information:*

 *If this is a consortium paper, please provide information such as name, member studies, goals, etc.
Please select the  (Paste From Word) option when using Copy and Paste to add content from a Microsoft® Word document. The browser will open a separate window. Use "Ctrl+V" to paste the content into the window, then select the  button.*

***28.*** *Rationale:*

*Please select the  (Paste From Word) option when using Copy and Paste to add content from a Microsoft® Word document. The browser will open a separate window. Use "Ctrl+V" to paste the content into the window, then select the  button.*

***29.*** *Main Hypothesis/ Study Questions:*

*Please select the  (Paste From Word) option when using Copy and Paste to add content from a Microsoft® Word document. The browser will open a separate window. Use "Ctrl+V" to paste the content into the window, then select the  button.*

***30.*** *Analysis Plan / Outline:*

*Please select the  (Paste From Word) option when using Copy and Paste to add content from a Microsoft® Word document. The browser will open a separate window. Use "Ctrl+V" to paste the content into the window, then select the  button.*

***31.***  *Table Shell:*

*REQUIRED: If using data -- attach table shells and provide an illustrative file title. (e.g. Example table for CVD Risk Comparisons). File title is limited to 65 characters including the extension, e.g., .pdf, .docx, .doc. If no data -- provide an outline, then click to "Browse..." and upload a single file from your computer to include in the submission for review (you may need to combine multiple figures, tables etc. into one file to append).*

***32.*** *Add a new file:*

*Please use ONLY “underscores” \_ or alphanumeric (Aa-Zz, 0-9) characters in the file name.*

***33.*** *Relevant References:*

 *Please select the  (Paste From Word) option when using Copy and Paste to add content from a Microsoft® Word document. The browser will open a separate window. Use "Ctrl+V" to paste the content into the window, then select the  button.*

***34.*** *Other Supplementary Proposal Materials:*

*Upload other supplemental proposal materials. Do not upload the proposal file.*

***35.*** *Add a new file:*

*Please use ONLY “underscores” \_ or alphanumeric (Aa-Zz, 0-9) characters in the file name.*

*(NOTE) Manuscript Preparation is expected to be completed in one to three years.*

***If timely progress is not being made, the study may replace the lead authors or the manuscript proposal will expire.***