

MANUSCRIPT/ABSTRACT PROPOSAL FORM

ADMINISTRATIVE USE

Date of Submission: ____ (dd/mm/yy)	Date of Approval: ____ (dd/mm/yy)
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Instructions:

- Please complete each field
- Submit the completed form to honeill@hsph.harvard.edu or jmattei@hsph.harvard.edu
- **The lead author is responsible completing the analysis and presentation and publication within 1 year of the approved date, or the proposal may become available to another investigator.**

☐ Abstract/Presentation

☐ Manuscript

☐ Both

- Proposed Title:**
- Lead Author Name/Proposer:**
- Affiliation and contact information for lead author/proposer:**
- Are you an Undergrad / Graduate student OR Postdoctoral fellow / associate / resident)?**
- Co-authors:** (Proposed co-authors, institution, email address and/or telephone numbers, and proposed responsibilities*. The Study may nominate additional authors if special expertise for interpreting the data is needed.)

Name	Institution	Contact information	Responsibilities*

*Examples may include: develop the research question and analytical plan; conduct statistical analysis; contribute to analysis; draft the manuscript; contribute to manuscript; interpret results; provide important intellectual contributions; critically revise manuscript. Identify the senior and corresponding author.

- Background/Rationale:**
- Research Hypotheses/Research Questions:**
- Analytical plan:**

a) Inclusions/Exclusions:

b) Variables requested: (Identify independent; dependent; potential covariates, if appropriate. When appropriate, describe any transformations, definitions, or categorizations to a variable.)

c) Statistical analyses and proposed software:

d) Who will perform the statistical analysis?

e) Who will verify the statistical analysis (conduct technical review for accuracy of statistical code and reporting of results)?

f) Please provide expected table shells.

9. If this is intended to be an abstract for presentation at a conference, please indicate the name and date of the conference. We will appreciate having a copy of the final presentation for our records, and the citation of the abstract if it will be published.

10. KEY REFERENCES