

# PCRC Proposal Submission Checklist

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## Pre-submission preparation:

- ☐ Proposal reviewed with institution's MPOG Site PI:
- ☐ Proposal discussed with MPOG Coordinating Center member:
- ☐ Institutional IRB Complete; IRB number: 
  - ☐ IRB specifies that the dataset accessed is a Limited Dataset (i.e. \*NOT\* fully de-identified)
- ☐ Cohort Sample Size Estimated using MPOG DataDirect
- ☐ Query Test data download of local data performed. If infeasible, explain:

## PCRC proposal components:

### *Manuscript*

- ☐ Cover Sheet (limit one page)
- ☐ Introduction (target 300-500 words; limit 750 words)
- ☐ Methods - including acknowledgement of appropriate guidelines for reporting (e.g. RECORD, TRIPOD, etc.)
- ☐ Proposed Statistical Analyses
- ☐ Response to Reviewers (Revisions only; PCRC recording available on PCRC website – “Current Projects”)

### *DataDirect Query Specifications*

- ☐ Data elements to determine inclusion criteria - MPOG Query ID:
- ☐ Data elements to perform analysis - MPOG Query ID:

### *Guidelines for Reporting*

- ☐ Completed checklist from appropriate guidelines for reporting (e.g. RECORD, TRIPOD, etc.)

***On behalf of the proposed team of investigators, I attest to having completed the above required steps prior to scheduling a PCRC review.***

Name:  Date:

Role (e.g. first author, PCRC presenter, site PI/RC):