**Checklist for Publication’s Authorship, Acknowledgments and Source Funding**

**As the study statistician or the HQ author with highest hierarchical position of no statistician is co-author, you are responsible for ensuring that the published paper conforms with EORTC POL009. This checklist is meant to help you in this task.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Groups involved | Verify if the trial was set up as intergroup, if so identify all groups involved (information in PRISMA) |
|  |  |  |  |
|  |  | Company involved | Identify if company is involved (information in PRISMA) |

**TITLE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | EORTC | Make sure “EORTC” is visible in titles and/or authors list |
|  |  |  |  |
|  |  | Other groups | Verify that all group names are visible in title and/or text (reference the study as intergroup study and indicate all study numbers clearly |

**AUTHORSHIP**

|  |  |  |
| --- | --- | --- |
|  |  | Check authorship rules versus protocol and/or intergroup agreement and POL009 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  |  | Make sure that first/second/ last authors conform | | |
|  | |  | |  | | | |  |
|  | |  | |  |  | Make sure that all participating groups are fairly represented | | |
|  | |  | |  | | | |  |
|  | |  | |  |  | Make sure order reflects, recruitment rates (for trials) / nb of usable case (for TR/QOL analyses) per institution | | |
|  | |  | |  | | | |  |
|  | |  | |  |  | Make sure specialty contributors (e.g. central imaging, central pathology, QOL statististician/QOL representative/ PK-PD analyst, …) are in the list as required | | |
|  | |  | |  | | | |  |
|  | |  | |  |  | Make sure EORTC staff are in the authors list as per POL009 | | |
|  |  | |  | | | |  | |
|  |  | | EORTC Group Steering Committee or other body may need to review the list and approve list | | | | | |

Pharma company representatives are generally not authors except if specific central analyses were conducted in their laboratory (eg. PK/PD) in which case the person responsible for these analyses may be listed after approval of the Author of POL009.

**ACKNOWLEDGMENTS – Sources of funding**

**The acknowledgments must be validated by the Director General through the communication office. In order that they can check this, you must supply them with information regarding the study financial support.**

**Below is a list of elements that must appear in the email sent to them.**

**Sources of information wrt financial support: Project Manager, PRISMA (study details), and SharePoint (http://portal.eortc.be/Clinical\_Trials/Contracts/default.aspx)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Study sponsor | | | EORTC / other body (which) (information in PRISMA) |
|  |  |  | | |  |
|  |  | Study financial set up | | | Academic / With Educational Grant / Fully supported (information in PRISMA) |
|  |  |  | | |  |
|  |  |  |  | If pharmaceutical involvement, identify if they provided drugs only, educational grant, or full support. | |
|  |  |  | | |  |
|  |  | If intergroup | | | Make sure that each group could provide the list of financing bodies to acknowledge when they review the document |
|  |  |  | | |  |
|  |  | EORTC HQ staff | | | Identify the EORTC staff authoring the publication |
|  |  |  | | |  |
|  |  | EORTC Fellow | | | Specific acknowledgement to the funding source of fellowship (see Saïda for sources of support) |
|  |  |  | | |  |
|  |  | First author | | | Provide country of residence (if from EORTC, otherwise indicate not from EORTC study) |
|  |  |  | | |  |
|  |  | Last author | | | Provide country of residence (if from EORTC, otherwise, indicate not from EORTC ) |
|  |  |  | | |  |
|  |  | **OBTAIN VALIDATED ACNKOWLEDGMENTS FROM COMMUNICATION OFFICE** | | | |

**ACKNOWLEDGMENTS – Contributors and patients**

**Several journals keep this information in the online appendix, this is acceptable**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Patients | Acknowledge contribution of patients |
|  |  |  |  |
|  |  | Centers and investigators | Acknowledge all investigators from sites who have no representative in the list of authors |
|  |  |  |  |
|  |  | EORTC staff | Acknowledge all HQ staff who contributed scientifically but do not qualify as co-authors (such as DM, CRA, PM, fellows, former staff) |
|  |  |  |  |
|  |  | Other scientific contributors | Acknowledge all scientists who contributed to the study but who do not qualify as co-authors, including those from Pharma, if any |
|  |  |  |  |
|  |  | Intergroups | Acknowledge all groups who contributed patients, material or support to the study. (! This is also valid for TR or ancillary research if the research used patient data or material from the collaborating groups) |