

IMACS Research Study Guidelines and Policies

I. General Considerations

- A. IMACS Research Studies propose questions and test hypotheses that are relevant to, and congruent with, the goals and purposes of IMACS. These studies should not replicate concurrent related studies unless the Principal Investigators of those studies agree to this. IMACS Research Studies may involve all IMACS participants, or subsets of them, depending on the eligibility criteria of the study, sample size needed, and interest of IMACS investigators in participating.
- B. IMACS Research Studies must be independently funded by the investigator or by resources obtained by the investigator.

II. Application Procedures

- A. Applicants will complete the IMACS Research Study Application Form and submit this by email to the Chair of the IMACS Scientific Committee as indicated on the form. The Chair will assign an IMACS Study Proposal Number and request a review by the Scientific Committee to occur within 14 days; at least 2 non-conflicted members must send back comments and a vote. The options for the Committee are: 1) Accept without revision; 2) Accept after revisions requested in comments; 3) Re-review after revision; or 4) Reject. A majority of the votes received by the deadline will determine the outcome of proposal, with the Chair voting in the case of ties. If insufficient votes are received, the timeline will be extended an additional 14 days. The committee's response and any additional requested information will be given by the Chair to the investigator proposing the study.
- B. If a re-review is requested by the Committee, a revised proposal will be submitted, including a version with marked revisions and a final version with all changes incorporated, as well as a cover letter addressing the requested changes, and the process outlined in Section II A will be repeated until a final decision is made.
- C. For approved studies, all IMACS members will be informed of the study objectives, requirements and contact person(s) so that they may participate. The Principal Investigator will submit an annual report to the Chair of the Scientific Committee outlining progress made, difficulties encountered and plans to overcome them. At the conclusion of the study, the Principal Investigator will inform the Chair of the Scientific Committee of the findings and publication plans.

III. Publications

- A. All proposed IMACS publications must be approved prior to submission by the Scientific Committee. Manuscripts or abstracts that would be submitted for publication will be submitted to the Chair of the Scientific Committee; manuscripts will be submitted for IMACS review at least 30 days prior to submission. The IMACS Scientific Committee chair will assign 2 non-conflicted Scientific Committee members as primary reviewers who will report their findings and suggestions to the full Scientific Committee within 2 weeks. The non-conflicted Scientific Committee members will then vote as above on the manuscript to: 1) Allow submission without revision; 2) Allow submission after revisions requested in comments; or 3) Re-review after revision. A majority of the votes received by the deadline will determine the outcome of the proposal, with the Chair voting in the case of ties. The Chair will notify the corresponding author of the manuscript of the Committee's decision within a few days of the completion of the review and within one month of submission.

- B. The abstract review policy will be similar, but the review period will be shortened; reviewers will provide their reviews within 3 days of receipt. Authors should submit a meeting abstract that will be published to the Chair of the IMACS Scientific Committee at least 10 days prior to submission.
- C. If changes requiring re-review are requested by the Committee, a revised manuscript or abstract will be submitted, including a version with marked revisions and a final version with all changes incorporated, along with a cover letter addressing the requested changes. The process outlined in Section III A and B will be repeated until a final decision is made.
- D. The manuscript or abstract requirements and authorship policy of all IMACS articles will be consistent with the requirements of the International Committee of Medical Journal Editors. (Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors. N Engl J Med, 1997. 336(4): p. 309-15. and Flanagin, A., P.B. Fontanarosa, and C.D. DeAngelis, Authorship for research groups. JAMA, 2002. 288(24): p. 3166-8.) As outlined in these publications, and per the intended journal's requirements, IMACS investigators who have substantially contributed to a project will be named authors. In some publications it may be appropriate to name the IMACS Group in the authorship, with contributing IMACS investigators listed in an Appendix (which appears as a co-authorship in PubMed) and others in the Acknowledgments section.