

CONSTRUCTION OF WRITING GROUPS WITHIN RESPOND

WI R5.1

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PURPOSE AND SCOPE

Describing the procedures and responsibility when constructing writing groups for scientific proposals within RESPOND.

RESPONSIBILITY

- a) The person(s)/group proposing a new scientific project is responsible for:
- Informing the RESPOND secretariat which cohorts will provide data to a given project.
 - Appointing core members for the writing group (WG) as outlined below under '**Procedures b)**'

Note: Determining which cohorts will supply data to a given analysis should be part of the initial feasibility assessment at the project proposal stage¹

- b) The RESPOND secretariat is responsible for:
- Constructing the WG, including determining cohort representation within 14 days after the Scientific Steering Committee has approved the scientific proposal, following the objective criteria outlined in '**Procedures b)**'
 - Keeping a log on which cohorts were included for different projects over time

Note: Cohort PIs will, per default, be placed as the cohort representative in the WG. Any PI may nominate another cohort-affiliated investigator to replace them in the WG.

The following text will be sent to the PIs of the cohorts nominated for the project:

You have been nominated as a writing group member for a new RESPOND project. However, please note that you may appoint another person from your department/cohort to act as a writing group member on this project instead of you. If we do not hear from you by dd.mm.year, you will be featured as the writing group member.

If applicable:

*Your cohort has further been assigned a second membership in the writing group. Please nominate a second member by dd.mm.year. If you do not nominate your preferred member for this writing group, the principal investigator will be the only featured member. Please see the writing group guidelines ^{***WI R_5***}. Please also kindly check that your affiliations are correct.*

- c) Each funding body is responsible for:
- Appointing a member of the WG as outlined below under ‘**Procedures b)**’
- d) The community representatives are responsible for:
- Appointing a member of the WG as outlined below under ‘**Procedures b)**’

PROCEDURES

- a) Once the RESPOND Scientific Steering Committee has officially approved a proposal (i.e. when the proposing group have received an official notification of acceptance), the RESPOND secretariat will construct the WG for the project.
- b) A WG includes:
- Up to seven members from the (core) proposing group (i.e., scientifically significant contributors to the development of the first draft of a proposal) are assigned by the lead authors of the project. Unless agreed otherwise, these will be placed at the leading spaces in the WG list (i.e. first, second and third author, and second last, and last author)
 - One community member providing that they fulfil the ICMJE criteria.
 - One academic member from each funding body, providing that they fulfil the ICMJE criteria.
 - If relevant, experts from outside the RESPOND collaboration can be included in the writing group.

Note: Participation in a specific working group does not automatically secure a place in the WG.

- The number of cohort representatives in the WG will be determined by the secretariat. It will be based on an objective criterium of the overall number of enrolled RESPOND participants by cohorts at the end of the last dataset, as shown in **Table 1**

Note: A specific cohort can have a maximum of two representatives included in a particular WG.

Table 1: Algorithm to calculate the number of cohort representatives in WGs

Number of participants enrolled*	Number of cohort representatives in the WG
0 – <1000	1-2 shared among cohorts**
≥1000 – <4000	1
≥4000	2

***Note:** Only cohorts that have actively supplied data to the most recent dataset *and* contributed data to the respective project will be considered for representation.

****Note:** If the *overall sum* of participants from all cohorts with <1000 participants enrolled in the most recent dataset is ≥1000 – <4000, one WG membership will be assigned among those. If the sum is ≥4000, two WG members are distributed among these cohorts. The appointment will follow a rotation principle, giving a fair distribution of WG memberships.

Note: Not all cohorts supplying data to a given project will automatically have a representative included in the WG.

Note: Data supplied to RESPOND in-kind will not grant a second WG membership to a cohort.

- c) Unless otherwise specified, the core group will be placed on the most prominent places in the WG (i.e., first, second and third, and second last and last author). After the first three named authors, cohort representatives are listed based on the number of individuals included in the analyses from cohorts (i.e., from largest contributor to smallest).

Following cohort representatives, members of the writing group from funding bodies are added. additional members of the core group and community are entered between these and the second last coauthor.

Note: Representatives of funding bodies cannot be the scientific lead of a project, i.e., they may be part of the core writing group but may not feature as first – or last (senior) author of a RESPOND abstract, conference presentation or manuscript.

In case of more than one cohort representative, these are added after community members but before authors from funders.

The WG composition also applies when submitting manuscripts under a group authorship, where the WG should be featured in the acknowledgement section.

Abstracts are to be submitted with the core group on behalf of the RESPOND study, whereas all named authors should figure on oral and poster presentations at conferences and meetings.

The full working group should be listed as part of the acknowledgements for manuscripts.

REFERENCES

1:

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fchip.dk%2FPortals%2F0%2Ffiles%2FRESPOND%2FRESPOND_study%2520proposal%2520template.doc%3Fver%3D2017-12-07-090247-223&wdOrigin=BROWSELINK

2:

<https://edmgr.ovid.com/aids/accounts/ifaauth.htm>

HISTORY LOG – CHANGES PERFORMED

Following changes between version 1.0 to 1.1 under Procedures:

1. Added in the authorlist that members of the writing group from funding bodies are added, following cohort representatives.
2. Added:
Note: Representatives of Funding bodies cannot be the scientific lead of a project, i.e., they may be part of the core writing group but may not feature as first – or last (senior) author of a RESPOND abstract, conference presentation or manuscript.
3. Added:
full working group should be listed as part of the acknowledgements for manuscripts.
4. Change made in red:
Abstracts are always **to be** submitted with ~~only the first~~ **the core group** author noted on behalf of the RESPOND study, whereas ~~the~~ **all** named authors should figure on oral and poster presentations at conferences and meetings.

ATTACHMENTS