Academic Process: Proposals

All proposals are unique and may not follow this path exactly. Some steps may require additional review or modifications.



Submit Proposal

- Submit your proposal via
 SurveyMonkey Apply
 following these instructions.
- The applicant must be from a current ACTION site in good standing.



DCC Review

The ACTION Data Coordinating Center (DCC) will review the data request within 3 business days to confirm the site's good standing.







Academic Committee Evaluation

At least 5 of the Academic Committee members will review the proposal based on:

Impact
Likeliness
to change
practice and/
or outcome

Data CollectionAnalysis can be performed using existing data

FeasibilityLikeliness to be be completed within 12 mos

ResourcesLikeliness to
use minimal
DCC resources

CollaborationHas senior
author and
writing group
formed

Leadership Decision

Scores from the Academic Committee are sent to the Academic Leaders for **approval or denial** within **3 business days.**



Next Steps



If Approved: The DCC and Academic Leaders will meet with the applicant within 2 weeks to discuss next steps and details (writing group authors, deadlines, data needs, etc.).



If Denied: Leadership provides feedback, suggests improvements, or explores new project ideas.

Data Provision

- Initial data will be provided within
 weeks after the follow-up call.
- Full descriptive data is provided
 within 4-6 weeks after initial data release.



Ongoing Monitoring

ACTION will check in with the applicant **3 months post-approval** to assess progress and provide support.





Academic Process: Manuscripts

ACTION will track manuscript progress and send communication via SurveyMonkey Apply to ensure timely submission.



Draft Manuscript

After an abstract is accepted and presented, the author has **6 months** to draft the manuscript.

- The author may request additional analysis from the DCC and updates on the clinical status of the original cohort.
- Prior to submitting to the journal, the author will send the manuscript to writing group and leadership for feedback,
 which will be provided within a specified timeframe.
- The submitting author will ensure authorship guidelines are followed: <u>ACTION Authorship Guidelines</u>.



Submit Manuscript

Submit manuscript to journal and notify Data Coordinating Center (DCC) once complete.



Next Steps



If Accepted: The author will notify the DCC and share the PDF of the final manuscript.



If Denied: Typically, 1–2 months are needed for revisions and resubmission

 The writing group will determine which revisions are feasible.

