

## CRIC Manuscript Submission Checklist

<b>Summary Information</b>	
<b>Date:</b>	<b>MS#:</b>
<b>Full Proposal Title:</b>	
<b>Elements Required for Review</b>	
<input type="checkbox"/> Manuscript title includes “ <b>CRIC</b> ” acronym (if possible)	
<input type="checkbox"/> List of authors includes “ <b>and the CRIC Study Investigators*</b> ” and lists the following authors: <i>Amanda H Anderson PhD, MPH; Lawrence J. Appel, MD, MPH; Jing Chen, MD, MMSc, MSc; Debbie L Cohen, MD; Laura M Dember, MD; Alan S. Go, MD; James P. Lash, MD; Mahboob Rahman, MD; Panduranga S. Rao, MD; Vallabh O Shah, PhD, MS; Mark L. Unruh, MD, MS.</i>	
<input type="checkbox"/> <b>Acknowledgments include a description of the grants and grant numbers</b> (e.g., grants to the SDCC, to all clinical centers whose data were included)	
<input type="checkbox"/> Acknowledgments include grant numbers for site-specific CTSA/GCRCs	
<input type="checkbox"/> Confirmation that a minimum of 1 writing committee conference call was conducted	
<input type="checkbox"/> Confirmation that a minimum of 2 manuscript drafts were circulated to the writing committee	
<input type="checkbox"/> Confirmation that the writing committee members both received and approved the penultimate draft	
<input type="checkbox"/> Cover letter submitted stating that the penultimate draft is ready for review including: <ul style="list-style-type: none"> <li><input type="checkbox"/> an explicit statement from the Writing Committee chair confirming that the manuscript is consistent with the scope reflected in the originally approved manuscript proposal (if manuscript is not consistent with original scope an explanation must be provided)</li> <li><input type="checkbox"/> an explicit statement confirming that all co-authors were provided with the penultimate draft being submitted for PubExec review</li> <li><input type="checkbox"/> an explicit statement describing the grants and grant numbers that are acknowledged in the body of the manuscript (including CTSA/GCRC grant numbers)</li> </ul>	
<input type="checkbox"/> Name of journal to which the manuscript is being submitted	
<input type="checkbox"/> Statement that contributing authors have adhered to the authorship guidelines outlined by the target journal	
<input type="checkbox"/> Statement confirming that you have reviewed the Planned USRDS Publications: Checklist for Approval Requests and have satisfied the following requirements: <ul style="list-style-type: none"> <li>• Submitted the penultimate draft for privacy assurance review to the USRDS Coordinating Center (CC) at <a href="mailto:USRDS@niddk.nih.gov">USRDS@niddk.nih.gov</a>. <b>The email should include the following information:</b> <ul style="list-style-type: none"> <li>○ Please use the subject line: “<b>USRDS manuscript</b>”</li> <li>○ Name of the journal for planned submission</li> <li>○ Indicate the <b>USRDS Data Use Agreement number: 2019-11b</b></li> <li>○ Indicate if the USRDS CC has a copy of your current IRB approval, or attach the current approval letter in your email to USRDS (local approval if applicable)</li> <li>○ <b>Indicate the funding source, specifically NIH funding and grant number in your email to USRDS</b></li> </ul> </li> <li>• Manuscript includes USRDS citation</li> <li>• Manuscript includes USRDS disclaimer</li> </ul>	
<b>Upon Journal Review/Publication</b>	
<input type="checkbox"/> Copy of the journal’s letter of acceptance, request for revisions, or letter of rejection provided to the Pub Exec Subcommittee	
<input type="checkbox"/> Reprint or copies of the final publication provided to Pub Exec subcommittee	