

Submitting a New Project to Collaborate with the ID COP

* Prepare a Study Protocol and Case Report Form for new research project/survey.
	+ If affiliated with a specific workgroup in the COP, please state that intent and ensure that the Work Group leaders are aware and have reviewed the protocol.
* Submit the Study protocol and Case Report Form to the IDCOP Executive Committee (EC) Chair.
* The IDCOP EC has monthly conference calls and will review the proposal
* The IDCOP EC will submit suggestions to the principal investigator
* Once approved by the IDCOP EC the Project is "adopted" as an IDCOP Initiative
* Primary Investigator will submit the proposal for IRB approval including a data use agreement
* Enrollment of Study Sites to be inclusive as possible
* Data Collection
* Data Analysis
* Preparation and submission of an abstract to ATC or other meeting
* Preparation of the manuscript
* Submission of the finalized manuscript to the IDCOP Executive Committee
* EC will provide feedback on the manuscript
* Submission of revised manuscript to the AST Education Committee
	+ Include name of target journal
	+ Manuscript title can not specifically reference AST
	+ Place the following language in the acknowledgements: “This manuscript is a work product of the American Society of Transplantation’s Infectious Disease Community of Practice”
* Education Committee will provide feedback to which a response is requested
* After responding to the Education Committee, you will be told if the paper is ready to submit to your target journal