Guidelines for Research Committee Liaison

The **Research Committee Liaison (RCL)** will be a member of the Research Committee who will assist investigators that are conducting an approved research study using data from the PSRC database according to the Research Progress. The RCL should have **in depth knowledge of the PSRC database** either by being involved with a service/department contributing data (active site or previously contributed data), an SPS board member (past/current) familiar with the database, OR an author in a published manuscript using the PSRC database.

The Chair or Vice Chair of research will contact all RC members and solicit at least one member to volunteer for RCL of a proposal. If we don't have a volunteer, the RCL role may be assigned to an RC member. **Failure to reply to a request for RCL within 48 hours of email receipt may result in expulsion from the RC.** Note that it's acceptable for an RC member to decline a RCL request if they are away from work, at a conference, have a competing deadline, family emergency, etc.

Timeline:

Time 0	**Receipt of requested PSRC data** - If an iterative process is required to obtain the appropriate data for analysis, the date on which the final iteration of data is received will be Time 0.
6 months	**Investigators submit written progress report to Research Committee** - Recommended milestone for completion of data analysis
12 months	**Investigators submit written progress report to Research Committee** - Recommended milestone for initial manuscript submission - If milestone not achieved, a Research Committee Liaison will be assigned to provide assistance
18 months	**Investigators submit written progress report to Research Committee** - Research Committee Liaison to continue to assist if initial manuscript submission not yet made
24 months	**Investigators submit written progress report to Research Committee** - Recommended deadline for initial manuscript submission unless extenuating circumstances - Study continuation will be re-evaluated based on progress to date - If additional time is required, investigators will continue to work with Research Committee Liaison and provide written progress reports every 6 months to research committee until initial manuscript submission completed

The role of the RCL is intended to be one of **support** and **guidance**. Guidelines for how an RCL may support investigators may include, but are not limited to:

1. **Establish milestones or goals for completing manuscript**
    a. The RCL can assess progress to date, sections completed/to be completed, and provide advice regarding setting milestones for completing remaining sections of manuscript. The RCL is not responsible for writing or revising any part of the manuscript.
    b. The RCL can provide advice in response to specific, targeted questions raised by investigators about select portions of the manuscript. The RCL is not responsible for reviewing the manuscript in its entirety to provide editorial comments or feedback in preparation for approval by Research Committee prior to journal submission or for journal submission.

2. **Provide advice or recommendations on how to perform data analysis**

a. Once the investigators have formulated their initial data analysis plan, the RCL can provide advice or recommendations on the plan within scope of the RCL's own statistical experience, if needed. The RCL is not responsible for performing any data analysis on behalf of the investigators.
b. If the investigators require additional statistical support, the RCL can assist by referring the investigators to one of the statistical support resources available through the SPS.

3. Provide advice or guidance regarding manuscript submission

a. The RCL can provide recommendations on suitable journals for submission for the manuscript, if requested.
b. The RCL can provide guidance regarding strategies or responses to specific comments from reviewers for a resubmission, if requested.
c. The RCL can provide advice or guidance in response to specific, targeted questions about the submission process. The RCL is not responsible for completing any portion of a submission on behalf of the investigators.