



T1D Exchange Quality Improvement Collaborative (T1DX-QI) Publication Policy and Procedures

1. Objectives

This policy describes the process for T1DX-QI presentations and publications.

2. Definitions

T1DX-QI includes clinical centers participating in the collaborative that have signed data use agreements with T1D Exchange and share data for quality improvement/population health research.

3. Publications

A publication is any document submitted to a professional journal with regional or national circulation. Approval of publications may be withheld until such time as deemed appropriate by The Publication Committee. Prior publications and presentation can be found [here](#).

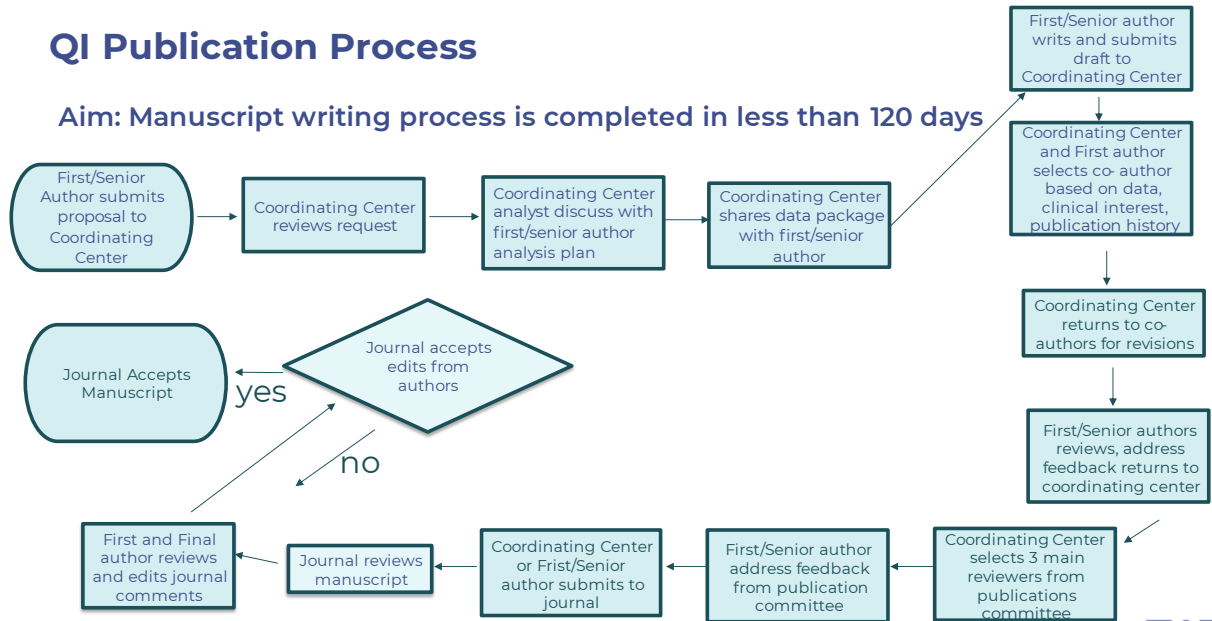
I. Projects can be proposed by completing the [application form](#)

1. Workflow process:

- I. First/Senior Author submits proposal manuscript idea to Coordinating Center
- II. Coordinating Center reviews request for feasibility (2 weeks)
- III. Coordinating Center analyst discuss with first author on analysis plan (4 weeks)
- IV. Coordinating Center shares data package with first/senior author (4-6 weeks)
- V. First/Senior Author writes and submits first draft to Coordinating center (8 weeks)
- VI. Coordinating center and first author selects co-authors based on data submission, [clinical interest](#) and presentation/publication history with T1DX-QI or coordinating center invites PI from contributing center to select co-authors (2 weeks)
- VII. Coordinating Center returns to co-authors for revisions (2 weeks)
- VIII. First/Senior author reviews, address feedback and returns to Coordinating center (2 weeks)
- IX. Coordinating Center selects 3 main reviewers from publication committee for feedback (2 weeks)
- X. First/Senior author review, address feedback from publication committee (2 weeks)
- XI. Coordinating Center or First/Senior author submits to journal (2 weeks)

QI Publication Process

Aim: Manuscript writing process is completed in less than 120 days



Last revised 2/4/22



Authorship Criteria/Responsibility

4. Leading/First Author

- i. Leading/First author is the person who initiates a scientific project/data analysis
- ii. Shared lead authorship is possible in case of equal contribution
- iii. Leading/First author's responsibility:
 - a. Establish communication with co-authors
 - b. Establish communication with data management group
 - c. Regular reporting on progress of project to QI project coordinators
 - d. Write the first draft of publication in cooperation with co-authors
 - e. Act as corresponding author for journal communication
 - f. Check text, numbers, tables, figures etc. regarding accuracy

5. Co-authorship criteria

- I. Regular data is uploaded to QI Collaborative
- II. A balance of distribution (national representation, a mix of senior and junior faculty)
- III. T1DX-QI is intentional in its process of inviting people who live with diabetes to be members of the writing groups so that the patient voice is represented in Collaborative publications.

6. Co-author obligations

- I. Make contributions to the content (eg, creation of figures/tables, searching for literature, writing parts of manuscript, review of manuscript)
- II. Provide contact data and conflict of interest to lead author after acceptance of invitation
- III. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- IV. Drafting the work or revising it critically for important intellectual content; AND

- V. Final approval of the version to be published; AND
 - VI. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

 - VII. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. Contributors who meet fewer than all 4 of the above criteria for authorship should be included as co-authors under the name, "QI Collaborative Group."
 - VIII. One individual will be designated as leading author and will be responsible for ensuring that the first draft of the publication is written. Co-authors are selected according to defined criteria.
7. Exclusion of co-authorship
- I. No response from T1DX-QI within 1 week
 - II. Acknowledgements
 - A. Under acknowledgements, support by the QI Collaborative should be mentioned as appropriate with use of the following statement to acknowledge funding agencies and sponsors: "This work was supported by the QI Collaborative members, namely: ... (contact qi@t1dexchange.org for current names) The content is solely the responsibility of the authors and does not necessarily represent the official views of the members. This work was funded by The Leona M. and Harry B. Helmsley Charitable Trust. Finally, we would like to thank all participating clinics of the QI Collaborative, especially the centers in this project (Appendix).
 - B. If a member of the Collaborative is personally invited to present Collaborative data or represent the QI Collaborative to a professional biomedical group, the invitation must be forwarded to the Coordinating Center. The Coordinating center reserves the right to accept or not accept the invitation and to suggest a presenter other than the member who received the original invitation.

Publication Committee Meeting

- I. Committee meets quarterly
- II. Planning meeting and coordinating center to decide agenda with a planning meeting before the committee meeting
- III. Previous agenda can be found [link](#)
- IV. Committee co-chairs serve 2-year terms which is listed in the charter (appendix a) include charter

Learning Session/Conference Abstracts

- I. 3 months before event call for abstracts open, Coordinating Center send out a call for abstracts
- II. First/Senior author completes the [Submission form](#) and sends to Coordinating Center
- III. T1DX-QI analyst team meets to discuss feasibility
- IV. 2 weeks share data
- V. First author writes abstract
- VI. Co-authors selected from First Author site and from Coordinating Center recommendations
- VII. Send abstracts to co-author for review
- VIII. First author reviews and responds to feedback
- IX. First author submits to corresponding journal
- X. Submitted abstracts for learning session can be turned into manuscripts
- XI. Co-chairs and Coordinating Center discuss the feasibility and Journal for best submission

Who Can Request Data

- I. Fully mapped sites can use data that is collected in the data specification
 - a. [Version 0 2 7](#)
 - b. VS 0_2_4
(https://docs.google.com/spreadsheets/d/18Fwhe2sNZ_4dtttPWPwZHsV9xIMdZKk1VfguUZ_7A7o/edit?usp=sharing)
- II. Sites reporting to Smartsheet can request Smartsheet data for their publication

Compilation of Links:

Link to data specifications

<https://docs.google.com/spreadsheets/d/1trt1BQB34nBB8619PRTB1DH4ChLtMsnhQ41qnuw11jU/edit?usp=sharing>

Version 3.0 Revised July 8, 2022

https://docs.google.com/spreadsheets/d/18Fwhe2sNZ_4dtttPWPwZHsV9xIMdZKk1VfguUZ_7A7o/edit?usp=sharing

Link to publications

(<https://t1dx-qi.t1dexchange.org/publications/>)

Link to publication submission form

(<https://t1dx-qi.t1dexchange.org/committees/publications/>)

Link to Clinical Interest Survey

(https://t1d.iad1.qualtrics.com/jfe/form/SV_3gADJGeEHiz9LpQ)

Link to previous meeting minutes

(<https://t1dx-qi.t1dexchange.org/committees/publications/>)

Appendix A – Publication Committee Charter

Purpose

T1D Exchange QI Collaborative (“T1DX-QI”) established a Publications Committee to execute decisions and sets priorities concerning all publications, and makes final decisions concerning publications arising out of the T1DX-QI.

Structure and Processes

A. Membership

The Committee will consist of a minimum of eight members, with growth anticipated. Member commitment is for two years with the option to renew their term. Members will consist of endocrinologists and subject-matter experts who are actively working for and committed to pediatric, adult, and older adult populations with T1D.

Members will be include:

1. T1D Exchange Quality Improvement Team
2. External partners (medical, academic, research, industry, CBO)
3. Appointed leaders from each clinic contributing data in the T1DX-QI

B. Meetings

The Committee will meet at least quarterly. In-person meetings will be scheduled on an ad hoc basis depending on the work flow and member consensus.

C. Responsibilities and Duties

The following functions are expected to be the common recurring activities of the Committee in carrying out its responsibilities. These functions should serve as a guide with the understanding that the Committee may carry out additional functions and set priorities and procedures. The Committee is responsible for conducting reviews of publication proposals as defined in the publication policy, providing advice on statistical methods, and contributing to discussions on best practices regarding T1DX-QI topic areas. Discussions may result in actionable recommendations for T1DX-QI. Committee members are encouraged to write, solicit, and submit articles and abstracts for publication.

To support these activities, **Committee members will:**

- Publish, present, and disseminate on the findings of the QI Collaborative, under the leadership and guidance of T1D Exchange.⁷

D. Conflicts of Interest

The Committee member must abide by T1D Exchange's conflict of interest policy. They are requested to disclose all financial interests and working relationships with any entity whose financial interests potentially could be affected by the conduct or outcome of T1D Exchange activities; including all relationships that might have a bearing on his/her role or the perception of this role.

E. Confidentiality

The Committee members will keep the material reviewed and deliberations of the Committee strictly confidential. If a Committee member has uncertainty about whether an issue or materials should be kept confidential, this should be discussed with the VP, Population Health and Quality Improvement or CEO of T1D Exchange Inc.

Current members can be found using this [link](#)

