



**T1D Exchange QI Collaborative
Publication Committee Charter**
Last Updated: May 15, 2024

Purpose

T1D Exchange Quality Improvement Collaborative (“T1DX-QI”) established a Publication Committee to conduct reviews of publication proposals, provide advice on statistical methods, and contribute to discussions on best practices regarding T1DX-QI topic areas.

The purpose of the Publication Committee is to disseminate findings from the Collaborative with the broader community, industry, and academia by:

- Reviewing publication proposals and in process publications/abstracts
- Monitoring publications in process
- Brainstorming/proposing target journals and venues to share work

Structure and Processes

A. Membership

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 diabetes; and are actively contributing to and participating within T1D Exchange.

Members will include:

1. T1D Exchange Quality Improvement Team
2. Nominated Committee-co-chairs
3. Appointed site leads from each center

Committee Co-Chair Terms

Co-chairs serve two-year terms to lead the T1DX-QI Publication Committee. Whenever possible, the Committee will be led by one pediatric and one adult provider.

New co-chairs are identified through a peer- and self-nomination process and ideally are already existing members of the Committee. In the event no nominations are received, current co-chairs may outreach to potential candidates to encourage their nominations. If no existing members are nominated, or nominees are brand new to the Committee, retiring and newly appointed co-chairs may overlap terms to support Committee work and sustainability.

B. Meetings

The Committee will meet at least quarterly. In-person meetings will be scheduled ad hoc depending on the workflow 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 will support publication activities by reviewing, publishing, disseminating and sharing opportunities for publication. The committee will contribute to manuscript and abstract writing, topic brainstorming, and tracking status of manuscripts/abstracts,

To support these activities:

Committee co-chairs will:

- Provide input on the strategic direction of the Publications Committee, including monitoring plans
- Review and edit abstracts and manuscripts that are written by the Collaborative
- Facilitate or co-facilitate Publications Committee meetings

Committee members will:

- Attend quarterly meetings
- Publish, present and disseminate findings of the T1DX-QI
- Review, write, solicit, and submit articles and abstracts for publication

T1DX team members will:

- Support with meeting scheduling, logistics, minutes, and recordings
- Maintain the Publication Committee website [page](#) with up-to-date information and documentation

D. Conflicts of Interest

The Committee members 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.

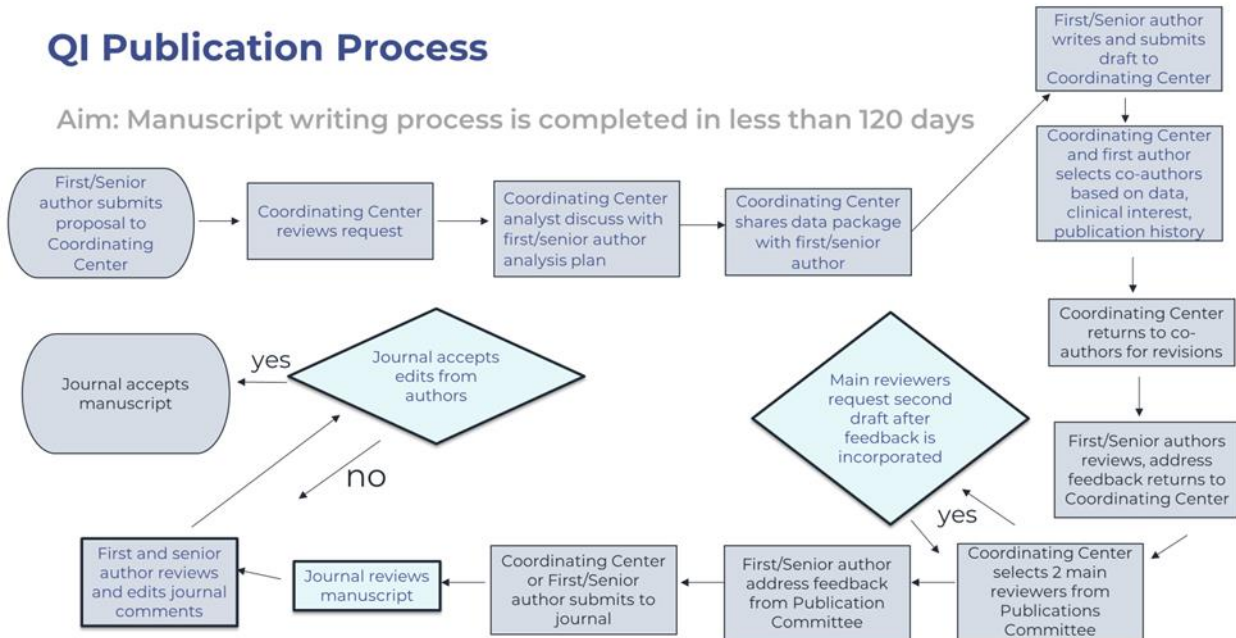
E. Confidentiality

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 T1D Exchange CMO and EVP of Population Health and Quality Improvement.

Appendix A: Publication Committee Publication Process

QI Publication Process

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



Last revised 2/23/2023