



Research Abstract Submission & Presentation

FHS Research Collaborative & Publications Committees

October 21, 2022

When to develop an abstract



Study Type	Concept Proposal Acceptance to Full Proposal Submission (2wks before RCC meets)	RCC Full Proposal Approval to PI site IRB Approval & Database Opening	Time from IRB and Database Finalization at Primary Site(s) to ALL Site IRB Completion	RCC Full Proposal Approval to Data Entry Completed	Data Entry Completion to Data Cleaning & Analysis*	Data Entry Completion to Manuscript Submission to Pub Committee	Total from RCC Full Proposal Approval to Manuscript Submission
Retrospective Chart Review	3-6 mos	3 mos	3-6 mos	6-12 mos	3 mos	6-9 mos	12-21 mos
Retrospective Chart and Central Image Review	3-6 mos	3 mos	3-6 mos	6-18 mos based on complexity & patient numbers	3 mos	6-9 mos	36 mos maximum Timeline based on complexity & patient Numbers
Prospective	6-12 mos	6 mos	6 mos	3 mos from last patient data end point	6 mos	9-12 mos	Timeline based on complexity & patient numbers

These are meant to be guidelines for research proposal timelines. In developing a proposal, changes from the above should be justified based on complexity of the study, retrospective vs prospective, and case volumes for any given institution. Volumes and complexity of echo analyses will also need to be considered. *Would expect abstract development and submission immediately after data analysis.



Submitting an Abstract

- Once data is complete (ideal) and analyzed, discuss plans to develop an abstract for submission
- Confirm authorship roles and order, and must include “for the Fetal Heart Society Research Collaborative” after the author listings
- Draft an abstract which should be reviewed by all members of the Study Working Group/authors PRIOR TO final approval by the Research Collaborative (RCC) and Publications (PC) Advisors
- Submit abstract to RCC and PC at least 5 days prior to submission
- All abstract submissions should be followed by manuscript to be ready for submission **within 6 months**



Submitting an Abstract

- Submission of the final accepted abstract and the presentation (poster/3MT, oral pptx) to the RCC and PC should occur no later than 5 days prior to deadline for presentation upload or the actual presentation if earlier upload is not expected
- The presenter is designated by the PI and must be one of the authors
- Presentation material must display the FHS logo, and FHS templates should be used:
 - [Fetal Heart Society Slide Template – Updated 10/21/22 \(PowerPoint\)](#)
 - [Fetal Heart Society Poster Template – Updated 10/21/22 \(PowerPoint\)](#)