



Research Manuscript Development & Submission

FHS Research Collaborative & Publications Committees

October 21, 2022

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 a Manuscript

- Once data collection and analysis are complete, the PI should notify the Publications Committee Chair and Study Advisors that a manuscript is underway.
- A manuscript should be completed within 6-9 months of date entry completion for retrospective and 9-12 months for prospective studies, and within 6 months of an abstract submission
- The PI with input from the Study Working Group +/- RCC and PC advisors selects the journal
- The PI should seek revisions and approval of the Study Working Group first, then forward the manuscript to the RCC and PC Advisors
- Following listing of authors, the following should be stated “on Behalf of the Fetal Heart Society Research Collaborative.”

Submitting a Manuscript

- Acknowledgements regarding funding should include:
 - Any funding specifically provided for the purposes of the given research
 - This publication was developed with the support of the Fetal Heart Society sponsoring institutions*, including the Children's National Hospital, University of California, San Francisco Benioff Children's Hospital, The Hospital for Sick Children, The University of Utah School of Medicine / Intermountain Primary Children's Hospital, Lucile Salter Packard Children's Hospital at Stanford, Texas Children's Hospital, Columbia University Irving Medical Center, Phoenix Children's Hospital, Children's Hospital of Minnesota, University Hospitals Rainbow Babies & Children's Hospital, Children's Healthcare of Atlanta, Mount Sinai Hospital, Children's Health System of Texas (Dallas), Ann and Robert H. Lurie Children's Hospital of Chicago, Nemours Children's Hospital & Foundation, Cincinnati Children's Hospital Medical Center/UK Health Care Kentucky Children's Hospital, Arkansas Children's Hospital, The Children's Mercy Hospital (Kansas), The Heart Institute at UPMC Children's Hospital of Pittsburgh, Inova Health Care Services, Seattle Children's Hospital, Nationwide Children's Hospital, University of Virginia Children's Hospital, University of California Davis Medical Center, Duke University, Monroe Carell Jr. Children's Hospital at Vanderbilt, OSF Healthcare - Children's Hospital of Illinois, Johns Hopkins All Children's, Fairview Health Services, Children's Hospital & Medical Center Omaha, Washington University School of Medicine, and the Cleveland Clinic Children's Hospital. Without their contributions the evolution of the Fetal Heart Society and this and ongoing research would not be possible.
*This list may change by the time of submission, **please check with the publications committee for the exact list** (see QR code to right)
- The final version of the manuscript should be submitted to the Research Collaborative and Publications Committee Chairs and then to the Board of Directors for final approval (2-4 weeks) prior to submission
- Response to reviews and revisions should be created by the PI, reviewed and approved by the Study Working Group and PC advisor. If considered "straightforward" the revisions can be submitted without further review. If considered "extensive" revisions should be reviewed as well by the RCC, PC and members of the Board of Directors, prior to submission

