

## Dissemination Policy

### Definitions

1) DBPNet Publications:

Publications may be the product of work accomplished across the network or involve a smaller number of participating DBPNet sites. Any abstract or manuscript that utilizes data generated by DBPNet is considered DBPNet research and is covered by this policy.

2) Authorship:

Qualification for authorship of DBPNet publications is dependent on the requirements for authorship as specified by the meeting (for abstracts) or journal (for manuscripts) to which the publication is being submitted. Participating sites should determine before data collection begins who are likely to be authors from their site.

It is expected that prior to writing a manuscript involving DBPNet data, if not part of the investigative team, the lead author will submit a proposal summarizing the manuscript and the authors to be involved in manuscript preparation. It is anticipated that these would reflect a proposal for a secondary data analysis. A justification for each author should be provided. It is expected that every site involved in a DBPNet study will have at least one participating author who meets authorship criteria, and generally not more than two unless justified in the manuscript proposal.

3) Acknowledgement and Manuscript Titles:

The involvement of DBPNet should be recognized by the inclusion of the Networks name in the title or abstract of peer reviewed publications according to the following guidelines:

**Multi-site Studies** (studies involving data collection from more than one DBPNet site)

- 1) The first manuscript reporting results of a study that is the result of a DBPNet collaboration should have DBPNet in the title.
- 2) Manuscripts that report the results of the study for the primary aims/hypotheses of the study should have DBPNet in the title.
- 3) Secondary data analyses or analyses unrelated to the primary aims of the study may or may not include DBPNet in the title as judged to be appropriate by the authors. If DBPNet is not included in the title, the abstract should mention DBPNet.

- 4) If authors feel that it is not appropriate to include DBPNet in the title or abstract as described above they may submit an explanation of why the guidelines are not being followed and the DBPNet Dissemination Committee will decide whether the manuscript should comply with the above guidelines (or not).
- 5) All studies must acknowledge participating members of DBPNet and the funder of DBPNet as described under acknowledgement below.
- 6) It is recognized that DBPNet data made available as part of a requirement that datasets be made publically available may not acknowledge DBPNet in the above ways.

### **Single Site Studies**

The following types of studies might be supported by DBPNet, but would be considered single site studies for the purposes of this policy:

- Investigators at multiple sites collaborate on study design, but data is collected at only one site.
- The study is conducted at multiple sites, but a site wants to use the data collected only at their site (perhaps in conjunction with other data collected at their site) in writing a manuscript.
- A study done at one site uses DBPNet data collection, analysis, financial or other resources.
  - 1) There is no expectation that DBPNet be included in the title or abstract unless the authors judge that it is appropriate to do so.
  - 2) The manuscript must still be reviewed by the Dissemination Committee.
  - 3) These studies must still acknowledge DBPNet as described below.

### **Acknowledgement**

- Acknowledgement of HRSA funding using HRSA approved language.
  - DBPNet is supported by cooperative agreement UA3MC20218 from the Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.
- Acknowledgement of DBPNet Sites and Site PIs or Steering Committee Members:
  - Each site that contributes data to a publication will be listed, with each listing including the name of the site and the name of the site Principal Investigator (or Steering Committee member as appropriate). The listings will be preceded by the following statement:

“The data used for this study was collected as part of the DBPNet. Data was contributed by the following DBPNet member sites: (list of sites with SC or PI name from site)”

- Steering Committee Sites/Members, who are not considered authors or noted as having contributed data (as indicated above) will be acknowledged in publications as collaborators/contributors using the following statement: **“The following individuals contributed as members of the DBPNet Steering Committee, By Institution.”** The list of members will be provided to the primary author once the Dissemination Committee has approved the work for publication submission and may include others as noted in the statement below.
- Individuals at network sites making more than a minimal contribution to either the design of a DBPNet study, data collection, implementation or review of a DBPNet manuscript should be acknowledged in either the first publication or the publication presenting primary study outcomes.

### **Review and Approval Process of Scientific Manuscripts & Abstracts**

Investigators planning to submit results of a study that utilizes data generated by DBPNet must have their manuscript or abstract approved by the DBPNet Dissemination Committee (DC) prior to submission.

**PROCESS:** The investigator should submit the manuscript or abstract to the Network Coordinating Center (NCC) along with the DC Submission Checklist documenting that authors attest to having reviewed the work in detail. The NCC will review the submission for appropriate authorship and acknowledgement as described above and will send the item to the DC for review and to the HRSA/MCHB Project Officer.

The DC is authorized to approve the manuscript or abstract on behalf of DBPNet. When approved the author will be notified by the NCC.

If the DC or the HRSA/MCHB Project Officer have concerns requiring clarification or modification these comments will be sent to the investigator by the NCC. The investigator will be asked to respond to each concern and submit a revised abstract or manuscript to the NCC.

The DC Chairperson may either:

- 1) accept the revised submission on behalf of the DC
- 2) at his or her discretion, request another review by the DC
- 3) request the NCC to submit the revised abstract or manuscript to the Executive Committee, if needed for final review and decision.

One of the following three outcomes will be determined by the DC and communicated to the author by the NCC:

- 1) approve the abstract or manuscript;
- 2) approve the abstract or manuscript pending resolution by the Investigator of specific DC stipulations for revision;
- 3) reject the abstract or manuscript.

In the event that an investigator chooses to revise an abstract or manuscript approved pending specified revisions by the DC, the investigator must submit a letter to the NCC with the revised abstract or manuscript describing his or her response to the DC concerns and the DC Chairperson and/or DC must review and approve or reject the revised abstract or manuscript as described above.

In the event that an investigator wishes to appeal a decision of the DC to reject an abstract or manuscript, they may do so by submitting a detailed, written appeal to the NCC. The appeal will be forwarded to the Executive Committee, which shall have final authority on the disposition of the abstract or manuscript in such cases.

If an abstract approved by the DC is accepted for poster or oral presentation, it is assumed that the content will be consistent with the submitted abstract as reviewed and approved by the DC. The authors are not required to submit the poster or slides for review unless the author wishes to have such a review.

**METHOD OF REVIEW:** Abstracts and manuscripts will be reviewed by each individual member of the DC, through in-person, conference call, or electronic voting on the disposition of the submission. The Chair or any individual member of the DC may ask for a committee conference call to discuss the submission; however, a conference call of the DC is not required. All decisions must be by a two-thirds majority. Any submission that receives a majority, but less than two-thirds, of the votes of DC members will require a committee conference call to discuss the submission.

**TIMEFRAME:** All manuscripts must be submitted to the DC a minimum of two weeks prior to the DC meeting date, which occurs the first Friday of every month. Abstracts for scientific or professional meetings may be submitted two weeks prior to the deadline, as they do not require full committee review. Submitting authors are requested to notify the NCC of planned submissions in advance of a deadline, so the DC can be alerted. Members of the DC and the HRSA Project Officer shall submit their individual decision to the NCC within two weeks of receipt of the submission.

### **Public Communications**

For media reports, press releases, and interviews related to DBPNet studies, DBPNet must be acknowledged as a sponsor of the study.