

**METRC Conference Abstract Submission Checklist**

- Submit a proposal to the Publications Committee describing the objective(s) of the abstract, the requisite data sources, and a preliminary analysis plan.**

Be sure to identify the writing group on the proposal form. All abstracts must have a named writing group to include a lead author + investigators from the appropriate protocol committee(s) and the MCC in accordance with the current guidelines:

*A minimum of 3 clinical investigators and 3 members of the MCC and a maximum of 5 clinical investigators and 5 members of the MCC. A request for exemption should be made in circumstances where the lead author feels there should be fewer or more authors.*

The publications committee will help with finalizing writing groups if you are unsure who to include.

- Work with the writing group and the MCC to conduct the analysis and write the abstract.**

Prior to submitting the abstract to the Publications Committee for approval, the Coordinating Center must confirm that the abstract has appropriate statistical review and input.

- All writing group members must approve the abstract prior to submitting to the Publications Committee.** The lead author should check, per each submission to a conference, to be sure all writing group members approve of the abstract prior to submission, and that the abstract author listing is complete and correct.
- Submit a full abstract (with complete statistical analysis and write up) to the Publications Committee for review.**
- Submit Publications Committee approved abstract by the conference deadline.**

Please e-mail Lisa Reider ([lsemani1@jhu.edu](mailto:lsemani1@jhu.edu)) with any questions you may have.