TRACE-CORE Publication Process
for TRACE-CORE Investigators and Other Investigators with a TRACE-CORE Sponsor

1. First author submits paper proposal to TC project manager via email
2. Manuscript given manuscript ID number and sent to P&P Committee for review
3. Committee members provide written feedback to first author via email
4. P&P Committee reviews at in-person meeting; first author must be present or available by phone
   - Result: Revisions required
   - Result: Approved
5. First author makes requested minor revisions, adds authors, and submits final proposal to project manager
6. First author completes data use agreement (DUA) and files with project manager
7. First author completes detailed data request via REDCap request form
   - Result: Revisions required
   - Result: Approved
8. Project manager reviews data request
9. Data manager extracts data and uploads to REDCap for retrieval by author
10. Writing team completes analysis and drafts the manuscript
11. Author submits draft manuscript and code to project manager
12. Manuscript sent to committee members for review; code sent to data management team for review
13. P&P Committee reviews at in-person meeting; first author must be present or available by phone
   - Result: Revisions required
   - Result: Approved
14. First author submits manuscript to journal; first author must keep project manager updated on manuscript status

Estimated Timeframes
2 Weeks

Revised: 11/25/2014