

CYP-C Research Champion Peer Review Publication SOP

Rationale: The data custodians of CYP-C, the Public Health Agency of Canada (PHAC), has a mandate to analyze and publish data from CYP-C for the purposes of routine and enhanced public health surveillance and epidemiology. PHAC is seeking external collaborators with expertise in pediatric oncology who are interested in working on impactful manuscripts. The CYP-C Management Committee is establishing a process for the identification of CYP-C Research Champions (RCs) who wish to be involved to provide content expertise, contribute to, lead or co-lead publications with PHAC using CYP-C data and other relevant sources.

Identification of Projects: PHAC will publish their list of planned manuscripts and priority topics on the C17 website (<http://www.c17.ca/index.php?cID=70>) and at additional opportunities such as during CYP-C presentations at COG and C17 meetings. RCs may also propose related or distinct topics for PHAC consideration.

Choosing Projects: RCs are asked to indicate in writing their desire to participate in a CYP-C publication. They will be asked to: (a) indicate project; and (b) indicate preferred role. This opportunity is only available to CYP-C RCs but there is no maximum to the number of possible CYP-C RCs. Please refer to CYP-C RC eligibility criteria. Number of non-PHAC collaborators will not routinely exceed 5 for any manuscript.

Responsibilities: Unless otherwise negotiated, PHAC will provide analytic capacity and be responsible for all data management-related tasks for a given publication. Chosen collaborators are responsible for attending 2-3 conference calls as required and for providing written feedback on received manuscript drafts. Those who have chosen to first author publications are responsible for scheduling planned conference calls, chairing those calls and drafting the manuscript in a timely fashion. If these responsibilities are not met (received written concern about the timeline 3 times), then he/she may continue with the project as a collaborator but may be replaced as first author. The first, senior and corresponding author roles will be negotiated at the onset of the collaboration.

Decision Making: Allocation to projects will consider the follow: (1) content or methodological knowledge (whichever is most relevant for a specific project); (2) order of request receipt (earlier requests will be prioritized); (3) junior status (young investigators will be prioritized); (4) geographical representation (as means of promoting collaborations across Canada); (5) smaller size center (smaller centers will be prioritized); and (6) previous contribution to a PHAC/CYP-C product (to ensure equity in project distribution). Decision making will be made on a consensus basis by a sub-set of the CYP-C Management Committee (Sung/Pole/Barber/Onysko) with consultation to the entire CYP-C Management Committee if required.

Authorship: First and senior authorship positions will be negotiated at the onset of the project process. Authorship of remaining authors will be decided by the first and senior author. The addition of further authors is to be decided collectively by the established authors. To be considered an author, individuals must make timely and substantive contributions to the analytic plan, interpretation of the data and manuscript preparation. All authors must meet ICMJE criteria (<http://www.icmje.org/>).