

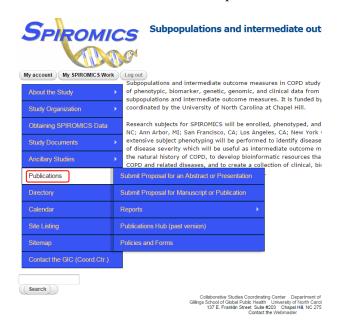
# Proposal Submission Directions to submit a proposal for a Manuscript or Presentation/Abstract on the SPIROMICS website

### I. Submitting a proposal via the SPIROMICS website

- 1. Navigate to the study website
  - a. http://www2.cscc.unc.edu/spiromics/
- 2. Log in with your username and password (case-sensitive and multiple wrong entries will cause temp lock-out of website).

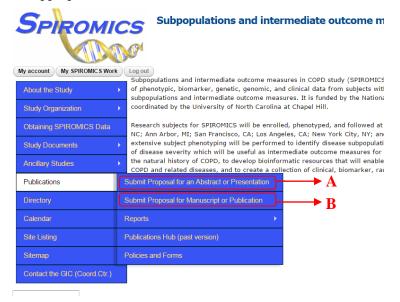


3. Hold the mouse over the "Publications" menu to expand the tabs.



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4. Select the appropriate button. Advance to section A or B below accordingly.



A. Submitting an Abstract or Presentation (done usually after an approved manuscript proposal)

5. Enter information into all relevant fields.



6. When the form is complete, save the proposal using the "Submit" button at the bottom of the form. Use the "Preview" button to review the proposal before submission.



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### **B.** Submitting a Manuscript or Publication

5. Enter information into all relevant fields.

My account My SPIROMICS Work	Locust	
About the Study	Create Proposal	
Shurk Organization	Submit a MANUSCRIPT PROPOSAL for Approval. Before completing this form please click bere.	
Obtaining SPIROMCS Data	An autocomplete, or word completion, field has a " O" at the right. This means it features a utility which predicts the content	
Study Documents	of the field as a user is typing. Users can typically use the "Tab" key to select a suggestion or the "Down Arrow" key to select or of many suggestions from a list. Be sure to check the content of these fields after selection.	
	Full Title *	
	The full title should be a descriptive title that clearly states the intentions and purpose of the submission. It also must include the study's full name	
	(SPROMCS).  Abbreviated Title *	
	Constitute name & kees brief I NOTE: This field has a 40 character lines.	
	Keywords	
Contact the GIC (Coord Ctr.)	The inventor should enture of the topics related to the shall expected by comman.  Propose:  On the comman shall be comman or the comman of the comman or th	
	The proposer should be the person submitting the proposal.	
	Lead Author  Flass stor first 3.7 infers of leaf name and wat, a list of datalase name(s) will appear, solect name with career highlighting correct name, press enter lay, their solection is made the come will appear in field with a number or paintifices wherearth Eq. Selec Correla (499)	
	Lead Author (please add if not found in the field above)	
	[ <last ,="" <="" driffel="" lat="" name:=""> 2nd Driffel &gt; (K.g. Gates, WH) ]</last>	
	Affiliation	

6. Certain fields have an "autocomplete" feature indicated by a circle on the right. Users can select names from a list after typing the first few letters in a field.

Lead Author		
enter key. After selection is made the name will appear in field with a number i	n pare	nthesis afterwards E.g. Betsy Carreta (###)
Bets	-	
Betsy Carretta (carretta) (carretta) Leau Author (piease auu ii not iouna in the neid above)	l ,	
	Please enter first 5 -7 letters of last name and wait, a list of database name(s) nater key. After celection is made the name will appear in field with a number in Sets    Bets    Bets    Carretta (carretta) (carretta)	Please enter first 5 -7 letters of last name and wait, a list of database name(s) will ap nater kay. After selection is made the name will appear in field with a number in pare Bets  Betsy Carretta (carretta) (carretta)

7. Click the "Choose File" button to attach a table or figure to the proposal. After the document is selected, click the "Upload" button to submit the file.

must be included in the appropr	e tables, figures, or table shells. Do not attach a copy of your proposal here. Proposal text riate boxes on this form.
Add a new file  Choose File No file chosen  Files must be less than 512 MB.  Allowed file types: pdf doc docx xls xl	Upload Upload Upload

8. When the form is complete, save the proposal using the "Submit" button at the bottom of the form. Use the "Preview" button to review the proposal before submission.

NOTE: Manuscript prepar	ation is expected to be completed in one to three years.
If timely progress is not	being made, the study may replace the lead authors or the manuscript proposal will expire.
Proposal File	
Add a new file Choose File No file of Files must be less than 5 Allowed file types: pdf d  Submit Preview	
	Collaborative Studies Coordinating Center Department of Biostatistics Gillings School of Global Public Health University of North Carolina at Chapel Hill 137 E. Franklin Street Suite #203 Chapel Hill, INC 27514-4145 Condact the Webmaster

NOTE: When a proposal has been submitted to the system it is considered eligible for Publications Committee review. Please do not submit proposals that are incomplete or that require further editing.

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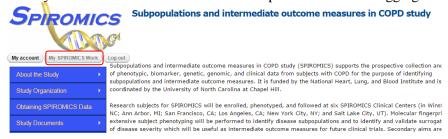
## **Proposal Revision**Directions to revise a proposal on the study website

A proposal may have a revision requested during a review. If that is the case, the submitter must log on to the study website and revise the submission according the comments.

Affiliated Investigators contact <u>spiromics@unc.edu</u> to make revisions.

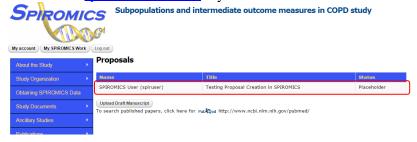
### **Study Members and Investigators** (with permission to Study Members Area) Logging on to the study website

- 1. Navigate to the study website
  - a. http://www2.cscc.unc.edu/spiromics/
- 2. Click the "My SPIROMICS Work" button in the top left corner after logging in.

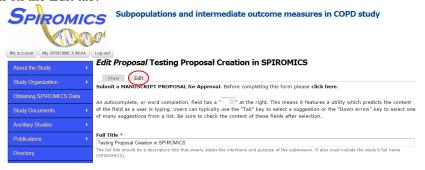


#### Revising the submission

1. Select the Proposal you want to revise from the table. Approved proposals will not be listed here. Contact <a href="mailto:spiromics@unc.edu">spiromics@unc.edu</a> if you need to make revisions.



2. Click on the Edit tab.



3. Edit any of the relevant fields that need changing or clarification.

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4. Upload your cover memo stating any revisions and responses to reviewers comments in the "Attachments" field.

Attachments
NOTE: Attachments may include tables, figures, or table shells. Do not attach a copy of your proposal here. Proposal text must be included in the appropriate boxes on this form.

Add a new file
Choose File No file chosen
Files must be less than \$12 MB.
Allowed file types: pdf doc docx xls xlsx txt.

5. After updating the proposal, click the "Submit" button at the bottom of the form to save.

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