



# 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.csc.unc.edu/spiromics/>
2. Log in with your username and password (case-sensitive and multiple wrong entries will cause temp lock-out of website).

**SPIROMICS** Subpopulations and intermediate outcome measures in COPD study

Subpopulations and intermediate outcome measures in COPD study (SPIROMICS) supports the prospective collection and analysis of phenotypic, biomarker, genetic, genomic, and clinical data from subjects with COPD for the purpose of identifying subpopulations and intermediate outcome measures. It is funded by the National Heart, Lung, and Blood Institute and is coordinated by the University of North Carolina at Chapel Hill.

Research subjects for SPIROMICS will be enrolled, phenotyped, and followed at six SPIROMICS Clinical Centers (In Winston-Salem, NC; Ann Arbor, MI; San Francisco, CA; Los Angeles, CA; New York City, NY; and Salt Lake City, UT). Molecular fingerprinting and extensive subject phenotyping will be performed to identify disease subpopulations and to identify and validate surrogate markers of disease severity which will be useful as intermediate outcome measures for future clinical trials. Secondary aims are to clarify the natural history of COPD, to develop bioinformatic resources that will enable the utilization and sharing of data in studies of COPD and related diseases, and to create a collection of clinical, biomarker, radiographic, and genetic data that can be used by external investigators for other studies of COPD.

**User login**

Username \*

Password \*

Create new account

Log in

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, NC 27514-4145  
Contact the Webmaster

3. Hold the mouse over the “Publications” menu to expand the tabs.

**SPIROMICS** Subpopulations and intermediate out

My account My SPIROMICS Work Log out

Publications Submit Proposal for an Abstract or Presentation

Directory Submit Proposal for Manuscript or Publication

Calendar Reports

Site Listing Publications Hub (past version)


Sitemap Policies and Forms

Contact the GIC (Coord Ctr.)

Search

Collaborative Studies Coordinating Center Department of Biostatistics  
Gillings School of Global Public Health University of North Carol  
137 E. Franklin Street, Suite #203 Chapel Hill, NC 27514-4145  
Contact the Webmaster

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




**Subpopulations and intermediate outcome m**

My account My SPIROMICS Work Log out

About the Study	Subpopulations and intermediate outcome measures in COPD study (SPIROMICS) of phenotypic, biomarker, genetic, genomic, and clinical data from subjects with subpopulations and intermediate outcome measures. It is funded by the National Institutes of Health and coordinated by the University of North Carolina at Chapel Hill.
Study Organization	
Obtaining SPIROMICS Data	Research subjects for SPIROMICS will be enrolled, phenotyped, and followed at NC; Ann Arbor, MI; San Francisco, CA; Los Angeles, CA; New York City, NY; an extensive subject phenotyping will be performed to identify disease subpopulations of disease severity which will be useful as intermediate outcome measures for the natural history of COPD, to develop bioinformatic resources that will enable COPD and related diseases, and to create a collection of clinical, biomarker, and genomic data.
Study Documents	
Ancillary Studies	
Publications	<input type="button" value="Submit Proposal for an Abstract or Presentation"/> → <b>A</b> <input type="button" value="Submit Proposal for Manuscript or Publication"/> → <b>B</b>
Directory	
Calendar	Reports
Site Listing	Publications Hub (past version)
Sitemap	Policies and Forms
Contact the GIC (Coord. Ctr.)	

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

- Enter information into all relevant fields.



**Subpopulations and intermediate outcome measures in COPD study**

My account My SPIROMICS Work Log out

**Create Abstract / Presentation Proposal**

Select an Abstract / Presentation Proposal for Approval.

This entire form must be completed fully. No incomplete forms will be reviewed. Asterisk fields indicate required, only to prevent blank form submissions.

Some fields have an "autocomplete" function indicated by a circle on the right of the text field. E.g. Enter a few letters into the text field and wait for a filtered list to appear. Choose the correct person by using the number to highlight the name within the list and clicking.

For fields that use the Rich Text Editor, please select the "Paste From Word" option when using Copy and Paste to add content from a Microsoft Word document.

**Full Title \***  
The full title should be a descriptive title that clearly states the objectives and purpose of the abstract. It may need to include the study full name.

**Abbreviated Title**  
Short title used to help track a MS00. This field has a 50 character limit.

**Affiliated Manuscript \***  
Select the manuscript that the abstract/presentation is derived from.

**Submission**  
   
 E.g. 09/22/2016 E.g. 09:45pm

**Abstract Number**

**Approval Date**  
E.g. 09/20/2016

**PC Review**  
E.g. 09/20/2016

**Abstract Status**

- N/A
- Resubmitted
- Incomplete
- Deferred
- Withdrawn
- Pending Review
- Review send email
- Review
- Not Approved
- Approved send email
- Approved

- “Affiliated Manuscript” is now a required field. Select the manuscript this abstract/presentation is derived from. If the manuscript is pending review select MS000.
- 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.

**Presentation / Poster**

**Add a new file**

No file chosen

Files must be less than 512 MB.

Allowed file types: doc docx xls xlsx ppt pptx pdf swf vid.

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, NC 27514-4145  
Contact the Webmaster

## B. Submitting a Manuscript or Publication

### 5. Enter information into all relevant fields.

The screenshot shows the 'Create Manuscript Proposal' form for the SPIROMICS study. The form includes several text input fields: 'Full Title', 'Abbreviated Title', 'Submission' (with date and time pickers), 'MSE', 'PC Review Date', 'PC Deadline Date', and 'PC Submitted Date'. Below these are radio button options for 'Publications Committee Status' including 'N/A', 'Placeholder', 'Incomplete', 'Deferred', 'Withdrawn', 'Pending Review', 'Revise send email', 'Revise', and 'Not Approved'. The 'Full Title' field has a small circle icon to its right, indicating an autocomplete feature.

### 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**

Please enter first 5 -7 letters of last name and wait, a list of database name(s) will appear, select name with cursor highlighting correct name, press enter key. After selection is made the name will appear in field with a number in parenthesis afterwards E.g. Betsy Carretta (##)

The screenshot shows the 'Lead Author' text input field with the text 'Bets' entered. A dropdown menu is open below the field, showing the suggestion 'Betsy Carretta (carretta) (carretta)'. A red arrow points to the dropdown arrow icon on the right side of the input field.

### 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.

**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**

No file chosen

Files must be less than 512 MB

Allowed file types: pdf doc docx xls xlsx txt.

### 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 preparation 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

No file chosen

Files must be less than 512 MB.

Allowed file types: pdf doc docx xls.xlsx ppt pptx txt.

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, NC 27514-4145  
 Contact 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.**

## Proposal Revision

### Directions to revise a proposal on the study website

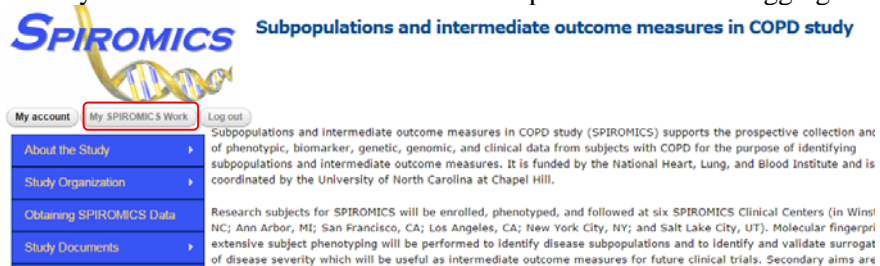
*A proposal may have a revision requested during a review. If that is the case, the submitter must log on to the study website and revise the submission according to the comments.*

**Affiliated Investigators** contact [spiromics@unc.edu](mailto:spiromics@unc.edu) to make revisions.

### Study Members and Investigators (with permission to Study Members Area)

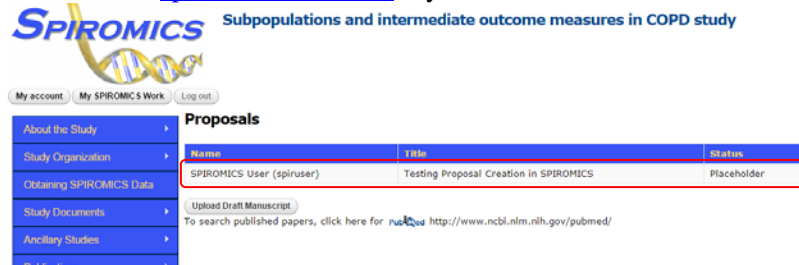
#### Logging on to the study website

1. Navigate to the study website
  - a. <http://www2.csc.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 [spiromics@unc.edu](mailto:spiromics@unc.edu) if you need to make revisions.



2. Click on the Edit tab.

**SPIROMICS** Subpopulations and intermediate outcome measures in COPD study

My account My SPIROMICS Work Log out

**Edit Proposal Testing Proposal Creation in SPIROMICS**

View Edit

Submit a **MANUSCRIPT PROPOSAL** for Approval. Before completing this form please **click here**.

An autocomplete, or word completion, field has a " " at the right. This means it features a utility which predicts the content 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 one of many suggestions from a list. Be sure to check the content of these fields after selection.

**Full Title \***

Testing Proposal Creation in SPIROMICS

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 (SPIROMICS).

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

Files must be less than 512 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.