**SWEET Data, Publication and Presentation Committee**

**Request for Data Analysis**

**and / or**

**Submission of Proposed Manuscript/Presentation/Abstract**

*All relevant questions must be answered for this form to be complete.*

***Select All That Apply:***

\_\_ Request to SWEET Data, Publication and Presentation Committee for data analysis

\_\_ Submission of proposal to SWEET Publication and Presentation Committee

1. **CONTACT AND GENERAL INFORMATION**
	1. **Name of Submitter / Requestor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate contact person *(if applicable)***:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **SWEET e.V. member, i.e. SWEET certified centre or SWEET corporate member?** \_\_ Yes \_\_ No
* SWEET Member*:* : Centre / Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If not SWEET member: Affiliation / Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Contact Information:**
* E-mail address 1: \_\_\_\_\_\_\_\_\_\_\_ \_ @\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* E-mail address 2: \_\_\_\_\_\_\_\_\_\_\_\_\_@ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone number 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone number 2: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. **Topic Area:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **REQUEST FOR DATA ANALYSIS FOR PROPOSED MANUSCRIPT (if applicable)**
	1. **Specific Aims or Primary Questions / Endpoints for Requested Analysis:**
	2. **Description of Data To Be Analyzed , including:**
		1. **Time Range of Data, if applicable**:
		2. **Population Subset**:
		3. **Variables of Interest (please make sure that you only state variables that are part of the SWEET dataset)**:
		4. **Data collection outside the SWEET database, for example survey data**
		5. **Additional Description**:
	3. **Method(s):**
		1. **Inclusion criteria**:
		2. **Exclusion criteria**:
		3. **Groups that shall be compared**:
		4. **Correlation**:
		5. **Time trend:**
	4. **Additional Comments**, if needed:
2. **SUMMARY INFORMATION: PROPOSED PUBLICATION**
	1. **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	2. **Type of Publication:** *(select one – mark with “X” – and complete the additional information)*
		1. \_\_ **Manuscript** submission

**Targeted Journal**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Submission Date** (dd MON yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. \_\_ **Abstract** submission to scientific or professional meeting

**Meeting Name and Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Date** (dd MON yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abstract Submission Deadline** (dd MON yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If SWEET member was personally invited to present SWEET data or represent SWEET to a professional biomedical group, the invitation must be forwarded to the SWEET Data Committee. See SWEET Publications and Presentations: Definitions and Policy, version 2 (03/2015).*

* 1. **Authors / Writing Group:**
		1. **Writing Group Chair Name and Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		2. **Proposed Co-author Names and Location/Affiliation**:

| **CO-AUTHOR NAMES** | **AFFILIATION / LOCATION** *For SWEET Member: SWEET Study Center code, core lab, etc.* |
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*Add additional lines—or attach Continuation Page -- if needed.*

*Note: Regarding authorship attribution, see SWEET Publications and Presentations: Definitions and Policy, version 2 (04/2019).*

1. **PROPOSED SUMMARY / ABSTRACT**

*The following should not exceed 250 – 300 words.*

* 1. **Brief Background and Purpose:**
	2. **Methods:**
	3. **Results:**
	4. **Discussion:**
	5. **Main References** (no more than 5 references)
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