



Analysis Timeline and Tasks

Proposals accepted for analysis at the DCC are ideally completed within 18 months of project acceptance. The suggested timeline below will help guide the process.

Task	ISHLT
Open Calls for Proposals	April
Proposal Deadline	June 1
Proposal Review by Research Committee	June 13-25
Decision Letters Distributed with notification of Project Liaison	June 25
Analysis	June 28-Sept 15
Finish Abstract	15 September-October
Abstract Deadline	October
ISHLT Presentation	April
Finish and Approve Manuscript	June
Submit Manuscript	July

Sub-Tasks for Analysis

- Call with senior author, first author, project liaison and DCC
- Call with full writing group
- Abstract generation and review (writing group calls as needed)
- Abstract submission
- Presentation generation and review
- Manuscript generation and review (writing group calls as needed)
- Paper submission



Calls for Proposal Timeline for DCC Analyses

ISHLT Abstract Deadline: October

ISHLT Presentation Deadline: April

Manuscript Deadline: June

ISHLT members may submit IMACS proposals at any time. The timeline below was devised for proposals intended for submission to the ISHLT Annual Scientific Sessions. The timeline in parenthesis can be used as a guide for projects accepted off schedule that are intended for direct publication.

Item	ISHLT Deadline	Responsibility
Notify group of proposal opening and closing date	Annual ISHLT meeting and on ISHLT Connect	DCC
Send reminder 10 days prior to closing	May 20	DCC
Proposal submission deadline	June 1	IMACS Community
Feasibility checks	June 1-June 5	DCC
Blind proposals sent for scoring	June 6	Research Committee Vice Chair of Data Studies
Research Committee returns scoring sheets to DCC	By June 13 (within 6 weeks of rolling submission)	Research Committee Vice Chair of Data Studies
Research Committee call to review and approve proposals and assign writing group and Project Liaison for accepted proposals	By June 20	DCC & Research Committee
Accepted/Rejected letters sent to Investigators	By June 25	Research Committee Vice Chair of Data Studies
Project introduction call	By June 28 (within 2 weeks of project acceptance for rolling submission)	First Author & Senior Author, Project Liaison, DCC Representative
Analytic planning call	By Jul 12	First Author, Senior Author, & DCC, and IMACS Writing Group members including Project Liaison
Project Update Call#1	By Aug 20	Writing Group
Final abstract generation	By September 14	First Author/Writing Group
Project Update Call#2- Abstract comment	By September 21	First Author/Writing Group
Submit abstract for full RC review	By September 30 (within 3 months of project acceptance. Papers going directly to publication can omit this task)	First Author submits to RC
Abstract review by RC	By October 3	DCC & Research Committee

Notification of abstract approval by RC approval	By October 10	Project Liaison or Vice Chair
Abstract submission	October 15	First Author
Manuscript & ISHLT Presentation preparation	December – February 14	First Author/Writing Group
Project Update call #3- ensure all analyses for paper and presentation are known by DCC	December – February 14	First Author, Senior Author, DCC
Project Update Date Call #4: Review ISHLT presentation and Manuscript progress	January – March 10	First Author, Writing Group, DCC statistician
Final ISHLT Presentation Submission date for RC approval	March 14	First Author/DCC
Notification of ISHLT Presentation approval from RC	March 21-23	Project Liaison or Vice Chair
ISHLT Presentation	April	First Author
Project Update call #5 as needed.	April	First Author/Writing Group
Submit Manuscript for review by RC	June 1 (within 18 months of project acceptance for rolling submission)	First Author
Notification of RC Manuscript approval	June 1-June 10 (within 2 weeks of RC submission)	Project Liaison or Vice Chair
Manuscript submission	June 10-20	First Author
Destruction of IMACS data	Upon acceptance of final paper or within 24 months of IMACS project acceptance, whichever comes first	First and Seniors Author with notification of IMACS

In order to facilitate high quality research, we encourage investigators to follow this timeline. If a project does not meet these calendar milestones, the Research Committee reserves the right to postpone abstract submission and/or amend primary or senior authorship for unfinished manuscripts.



De-Identified Database Timeline

Accepted proposals for investigator-completed analyses using IMACS de-identified datasets are ideally completed within 18 months of project acceptance.

ISHLT members may submit IMACS proposals for de-identified datasets at any time. The timeline below was devised for proposals intended for submission to the ISHLT Annual Scientific Sessions. The timeline in parenthesis can be used as a guide for projects accepted off schedule that are intended for direct publication.

Task	ISHLT
Calls for Proposals	Open
Proposal Deadline	March 31, June 30, Sept 30, Dec 31 or next business day.
Proposal Deadline for Data-requests specifically with intent to use at ISHLT annual meeting	June 30
Proposal Review by Scientific Committee Due	15 days from proposal deadline
Decision Letters Distributed with notification of Project Liaison	20 days from proposal deadline, 4-5 days of RC decision
Data Released to Approved Investigators	15 business days from RC approval
Abstract Deadline for RC review	14 days prior to ISHLT abstract closure or 4 months after approval
Presentation Deadline for RC review	14 days prior ISHLT/other meeting
Manuscript Deadline for RC review	18 months after IMACS project acceptance
Destruction of IMACS data	Upon acceptance of final paper or within 24 months of IMACS project acceptance, whichever comes first

If a project does not meet these calendar milestones, the Research Committee reserves the right to postpone abstract submission and/or amend primary or senior authorship for unfinished manuscripts

Sub-Tasks for Analysis

- Abstract submission to RC
- RC approval of ISHLT abstract
- ISHLT Presentation Submission
- ISHLT Presentation Approval by RC
- Paper submission to RC
- Approval of paper by RC