

This policy has two (2) parts

- Projects initiating from a C<sup>3</sup>P Member Institution
- Projects initiating outside of C<sup>3</sup>P Member Institutions (investigator initiated)

FOR PROJECTS INITIATING FROM A C<sup>3</sup>P MEMBER OR WORK GROUP

- All C<sup>3</sup>P Members/Work Groups will submit project and manuscript ideas to the C<sup>3</sup>P Executive Committee, including the topic, lead author, and identified co-authors.
- The C<sup>3</sup>P Executive Committee will maintain a list of planned projects and manuscripts identified by all C<sup>3</sup>P Members/Work Groups.
- Each member institution will have the opportunity to nominate one or more contributors to each manuscript
- The C<sup>3</sup>P Executive Committee will review and approve the ideas and the author lists.
- Data will **not** be released to the investigators UNTIL authors have been identified
- **Authorship of Abstracts and Manuscripts:**
  - Authorship will be determined by the primary investigators, in alignment with the above rules
  - Nominated individuals **MUST** be intellectually involved in the project to be a co-author.
  - Co-authorship will only be warranted for collaborators who meet the ICJME recommendations for authorship (<http://www.icmje.org/recommendations/browse/roles-andresponsibilities/defining-the-role-of-authors-and-contributors.html>)
  - The Co-chairs of C<sup>3</sup>P are not automatically co-authors; they will be co-authors only if they have been actively and intellectually involved in the project.
  - To support the training goals of C<sup>3</sup>P, (full) professors are asked to consider co-senior authorship or not being senior author.
- **Acknowledgments:** The Consortium for Childhood Cancer Predisposition is supported by the St. Baldrick's Foundation.
- **Human Subjects Protection Statement for Manuscripts.** Where required, it can be indicated that C<sup>3</sup>P data collection is overseen by the Western Institutional Review Board (WIRB) and by institutional IRBs.
- **Review:** The C<sup>3</sup>P Executive Committee will review all abstracts and manuscripts prior to submission for publication to ensure proper acknowledgments are included. Authors of abstracts are encouraged to plan ahead, to ensure timely review by the C<sup>3</sup>P Executive Committee prior to submission deadlines.
  - Co-authors will participate in manuscript drafting and review of data interpretation and content in the usual and customary method.
  - Abstracts and manuscripts (including consensus papers) will be reviewed by the C<sup>3</sup>P Executive Committee prior to submission for publication to ensure proper acknowledgments are included.

#### FOR PROJECTS INITIATING OUTSIDE OF C<sup>3</sup>P MEMBER INSTITUTIONS

- The C<sup>3</sup>P Executive Committee reviews all requests
- Authorship of Abstracts and Manuscripts: Immediately after a C<sup>3</sup>P project request is approved, authorship will be considered by the C<sup>3</sup>P Executive Committee, which will provide recommendations to the primary investigators of the project
- **Project team:**
  - If patients in the study have been contributed by a member institution, then the C<sup>3</sup>P Executive Committee will ask the member institution representative to nominate an individual to be part of the project team and part of the authorship group on abstracts and manuscripts.
  - At least one member from the executive committee will serve as a liaison to the project and contribute as a co-author. The executive committee will identify the liaison based on expertise.
  - As part of the review, The C<sup>3</sup>P Executive Committee may determine that “specialty” experts (for example, genetic counselors, pathologists, radiologists, etc) should be included in the project.
  - It is anticipated that collaboration with international experts will greatly enhance the research conducted with these data.
  - The C<sup>3</sup>P Executive Committee will consider the need for statisticians to participate in the work and be included on the manuscript.
  - Data will **not** be released to the investigators UNTIL authors have been identified
- **Authorship of Abstracts and Manuscripts:**
  - Authorship will be determined by the primary investigators for this project request, in alignment with the above rules and recommendations by the Executive Committee
  - Nominated individuals **MUST** be actively, and intellectually involved in the project to be a co-author.
  - Co-authorship will only be warranted for collaborators who meet the ICMJE recommendations for authorship (<http://www.icmje.org/recommendations/browse/roles-andresponsibilities/defining-the-role-of-authors-and-contributors.html>)
  - The Co-chairs of C<sup>3</sup>P are not automatically co-authors; they will be co-authors only if they have been actively and intellectually involved in the project.
  - To support the training goals of C<sup>3</sup>P, (full) professors are asked to consider co-senior authorship or not being senior author.
- **Acknowledgments:** The Consortium for Childhood Cancer Predisposition is supported by the St. Baldrick’s Foundation.
- **Human Subjects Protection Statement for Manuscripts.** Where required, it can be indicated that C<sup>3</sup>P data collection is overseen by the Western Institutional Review Board (WIRB) and by institutional IRBs.
- **Review:** The C<sup>3</sup>P Executive Committee will review all abstracts and manuscripts prior to submission for publication to ensure proper acknowledgments are included. Authors of abstracts are encouraged to plan ahead, to ensure timely review by the C<sup>3</sup>P Executive Committee prior to submission deadlines.
  - Co-authors will participate in manuscript drafting and review of data interpretation and content in the usual and customary method.
  - Abstracts and manuscripts will be reviewed by the C<sup>3</sup>P Executive Committee prior to submission for publication to ensure proper acknowledgments are included.