RESEARCH STUDY POLICY

I. General Policy and Process Overview

The C-PROBE Steering Committee welcomes proposals from individual investigators to carry out research studies involving C-PROBE participants and their stored biological materials. Nevertheless, to protect the integrity of the core, prioritize the utilization of its resources for scientific advancement, ensure regulatory compliance, and monitor participant burden, such Research studies must be reviewed and approved by the O'Brien Renal Center PI, Subramaniam Pennathur M.B.B.S., and the C-PROBE Steering Committee (C-PROBE SC). Formal approval must be granted before initiation of research activities or submission of a proposal for external funding consideration.

Research proposals will be limited to investigators with established affiliation with at least one of the C-PROBE institutions or in collaboration with O'Brien Renal Center investigators. Investigators seeking use of the core without these affiliations (outside investigators) will be considered on a case-by-case basis by the C-PROBE SC and Center PI only in the setting where an O'Brien Renal Center or C-PROBE investigator serves as a co-investigator or as a principal investigator in a multiple-PI project.

II. Definitions of Research Study/Sub-study

A research study is one based on information from C-PROBE participants in an investigation or analysis which is relevant to, yet not described in the C-PROBE Study protocol, and derives support from funds outside of the C-PROBE core. A research study may propose the collection of additional data not collected or analyzed as part of the routine C-PROBE data set.

III. Research Study Investigators

Research studies are encouraged from core investigators and their colleagues at C-PROBE core institutions. Outside investigators will be reviewed on a case-by-case basis by the C-PROBE SC and the O'Brien Center PI. All Research studies must outline funding sources and demonstrate sufficient funding to cover the costs incurred by the C-PROBE sites and laboratories (e.g. processing and/or shipping fees) to perform all procedures as well as conduct the complete data analysis outlined by the Research study. There are no funds available for these purposes within the C-PROBE Core. However, all statistical analyses performed to characterize C-PROBE participants can be shared with research investigators to link Research study results with core data upon request which will be reviewed and approved by C-PROBE SC. Likewise, Research study investigators who perform additional statistical analyses on core data must agree to share these analyses with the core and subsequently with the NIH.

IV. Requirements and Procedures for Approval of a Research Study

Each research study linked to the C-PROBE core must undergo a formal review process by the C-PROBE SC as outlined here. The Research study proposal template (attached) must be completed for review by the C-PROBE SC. Incomplete templates will be returned to the submitter before review and delay this process. One to two C-PROBE SC members or approved Research investigators will be assigned to each research study as reviewer(s). After receipt of a research proposal, reviewers will be selected by the C-PROBE Core Directors based on the following criteria: 1) one of the selected reviewers must be affiliated with a site other than the research proposal site 2) selected reviewers cannot be listed as co-investigators on the research proposal 3) reviewers should not have any potential conflict of interest with study proposal or proposing investigator. The SC Member Reviewer to whom an application is assigned may ask for an additional review by another SC member or O'Brien Renal Center investigator. In the special case that the 3 criteria cannot be met, a request will be made by directors and/or PI for additional O'Brien Renal Center investigators to serve as reviewers. C-PROBE SC members will be notified by the directors when additional reviewers are being requested. The C-PROBE SC reviewer(s) will use the C-PROBE Research Study Review template to review the proposal and make a recommendation to approve, revise, or

disapprove study. If the C-PROBE SC reviewer(s) recommends revision or disapproval, the C-PROBE SC reviewer(s) will give any comments or questions regarding the proposal to the submitting PI for response. The submitting PI will return responses to the SC or Research investigator reviewer(s) comments before the proposal will be presented to the C-PROBE SC. The C-PROBE SC or Research investigator reviewer(s) will briefly present the Research proposal to the SC members at the next SC meeting or via e-mail by reviewer template and make a recommendation to approve, revise, or disapprove study. All SC members will receive a brief template outline of the proposal prior to the meeting and be prepared to make a recommendation or ask for further discussion on the proposal. In order to expedite the research study approval process, electronic voting by the SC may be utilized when all SC members are not available for a scheduled meeting. There must be unanimous agreement for approval of a Research study by SC members. If a SC member has not responded within the voting window, the member's approval will be inferred. If members cannot reach an agreement on an application, it shall be brought to the attention of the O'Brien Renal Center PI, Dr. Subramaniam Pennathur, for further deliberation. The O'Brien Center PI may confer with the members of the SC to reach a final decision. All proposals recommended for approval by the C-PROBE SC will require final review and approval by the O'Brien Center PI. All principal investigators initiating C-PROBE Research studies will be required to either have 1) documented participation in the educational seminar or 2) viewed the videotape of the seminar with attestation, ***Regulatory Principles for Kidney Disease Research in the 21st Century*** found on the C-PROBE website. C-PROBE directors will ensure that approved Research protocols are 1) consistent with the goals of the O'Brien Renal Center and 2) adhere to regulatory guidelines and 3) are in agreement with or complimentary to the C-PROBE protocol.

V. Data and Specimen Delivery

Once a research study is approved and all regulatory requirements are met, requested C-PROBE data and specimen will be available to the approved Research investigator within the following timeline. This timeline begins from the date of the Research approval letter and is dependent on staff availability and simultaneous requests to the C-PROBE.

Time Frame	**Items:**
6 – 12 weeks	DNA (Paxgene)
6 – 12 weeks	RNA (Paxgene)
6 – 12 weeks	Plasma
	Urine
6 – 12 weeks	RNA from pellet
6 – 12 weeks	Supernatant
4 – 8 weeks	Renal Tissue
	Other (would need to contact Biobank Director, Matthias Kretzler)
2 – 3 weeks	Existing phenotypic data in the C-PROBE
3 – 4 weeks	Blinded Existing phenotypic data in the C-PROBE
Variable depending on data collection	Newly added data to C-PROBE (examples: questionnaires, X-Rays, etc.)

VI. Changes to an Approved Research Study

Once a research study is approved, amendments to the protocol including but not limited to changes in the structure or concept of the study, investigators involved in the study, data elements to be collected or analyzed, and/or study aims must be disclosed to the C-PROBE SC within 30 days of amendment. C-PROBE SC will decide whether an additional review is necessary based on the changes made in the study.

VII. Publication of C-PROBE Research Studies and C-PROBE Data

C-PROBE aims to disseminate its research findings in quality scientific publications and presentations. The following policy purposes to encourage and facilitate the presentation of the C-PROBE analyses while providing

guidelines that ensure appropriate use of the C-PROBE data, timely completion of manuscripts and presentations, equitable access to authorship, and adherence to established principles of authorship. C-PROBE SC will manage and implement these guidelines and provide oversight of the publications process.

A. C-PROBE Corporate Authorship Label – For the purposes of group labeling on manuscripts and presentations, C-PROBE investigators will be referenced as *The Michigan Kidney Translational Core Center C-PROBE Investigator Group, supported by NIH/NIDDK, 2P30-DK-081943.* On manuscripts, the names of all investigators in the core group will be listed in the acknowledgement section by institution. For the purposes of group labeling on abstracts, C-PROBE will be referenced as *The Michigan Kidney Translational Core Center (2P30-DK-081943)*.

B. Authorship, Writing Committee Chair, and Formation of Writing Committees
   1. *C-PROBE Investigators* are defined as investigators are responsible for the recruitment, management, and data collection of the C-PROBE cohort. A list of C-PROBE Investigators is available at http://sitemaker.umich.edu/renal.core.center/home on the Group Directory link. This list is continually updated and archived.
   2. *C-PROBE Staff* are defined as study coordinators, data managers, and other personnel who assist in the development and maintenance of the C-PROBE subject and data pool.
   3. *C-PROBE Research Study Investigators* have been previously defined in Section III.
   4. *C-PROBE Network* includes C-PROBE investigators, staff and trainees involved in C-PROBE.
   5. Recognition through authorship will be distributed among the C-PROBE network for studies including C-PROBE data.
   6. For Research studies containing C-PROBE data, the research study PI or designee who submits a manuscript proposal will serve as the Writing Committee Chair and be responsible for
      a) the development of an initial list of authors for the writing committee
      b) the development of a manuscript proposal for solicitation among the C-PROBE network for additional authors.
      c) the refinement of the final author roster based on the effort and contribution made by each member of the writing committee in the preparation of the manuscript.
      d) the inclusion of the corporate authorship at the end of the author list with the entire list of C-PROBE investigators in the acknowledgements section or appropriate section defined by the journal. This list will be provided by the C-PROBE Project Manager upon request.
   7. The Writing Committee must include at least one C-PROBE Investigator as an author when C-PROBE data is reported in a manuscript.
   8. The C-PROBE SC will facilitate inclusion of C-PROBE Investigators and Staff on Writing Committees as outlined in section C (below).
   9. Authorship on C-PROBE publications will adhere to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Committee of Medical Journal Editors. (See appendix.)

C. Submission of Manuscript Proposals Containing C-PROBE Data
   1. PI's who wish to write a manuscript containing C-PROBE data must submit a manuscript proposal to the C-PROBE SC utilizing the fill-in form (see attached) which includes the following outline:
      (1) Summary Information
         (a) Full Proposal Title
         (b) Abbreviated Title (Up to 50 letters and spaces)
         (c) Proposed Writing Committee
         (d) Abstract/Brief Description
         (e) Keywords

(f) Additional Comments

(2) Proposal Details
   (a) Introduction (Brief rationale and background)
   (b) Research Hypothesis (Clear statement of scientific questions to be addressed)
   (c) Data (List of variables to be used, biological samples)
   (d) Detailed analysis plan
   (e) Proposed mock-up tables and figures
   (f) Proposed journal(s) for submission
   (g) References

2. The manuscript proposal will be reviewed electronically by the C-PROBE SC within 2 weeks of submission.
3. C-PROBE SC will make a collective decision to
   a) Approve the initial proposal as written
   b) Outline recommendations with a goal of enhancing the quality of the manuscript proposal with follow-up review
   c) Provide information to the writing chair on data availability that may affect the proposal with follow-up review or
   d) Reject the proposal with justification(s) outlined to the writing chair.
4. After the C-PROBE SC approves the manuscript proposal, the C-PROBE SC will distribute this manuscript proposal to C-PROBE Investigators and Staff as a solicitation for authorship.
5. C-PROBE network members requesting inclusion in the manuscript may provide justification for their involvement (e.g. area of expertise, interest) to guide selection
   a) Interested investigators requesting inclusion in the manuscript must respond to the C-PROBE SC solicitation within one week unless otherwise stated in the solicitation.
   b) Failure to respond to solicitation at the stipulated deadline will significantly reduce the opportunity for participation as an author and consideration for inclusion will be at the discretion of the writing chair and based on the number of authors already selected.
6. C-PROBE SC will review requests and work with the Writing Chair to select C-PROBE author(s) with the goal of providing the appropriate clinical research expertise and equitable distribution of authorship within the C-PROBE network.

D. Manuscript Review Process
1. The Writing Committee Chair is required to submit the final draft to the C-PROBE SC for review and approval.
2. Revisions related to the publications policy must be adhered to for approval of the final draft. Further suggestions may be given to enhance the quality of the manuscript but are not required for approval.
3. C-PROBE SC will review and respond with final comments on the draft within two (2) weeks of submission to the SC.
4. C-PROBE SC-approved manuscript drafts are considered the *penultimate draft* and can be submitted to the selected journal. Manuscript drafts that are NOT approved by the C-PROBE SC cannot be submitted to a journal. If a manuscript is submitted to a journal WITHOUT C-PROBE SC approval, the manuscript must be withdrawn until approval has been granted
5. Resubmitted Manuscripts – Updated manuscripts for re-submission to another journal must be sent to the C-PROBE SC before re-submission with an outline of all updates. C-PROBE Directors will review changes and approve submission within two (2) day UNLESS manuscript changes are considered substantial enough to warrant another review by the C-PROBE SC (e.g. data elements or author roster changes). Writing Committee Chair will be notified within three (3) days of the decision of the C-PROBE Directors.

6. Accepted Manuscripts - Copies of accepted manuscripts (including tables and graphs) must be submitted to the C-PROBE Steering Committee.

E. Abstracts and Presentations Containing C-PROBE Data

1. No abstracts or presentations may be submitted to any national or international organization for consideration without prior review and approval by the C-PROBE SC, and sign-off from all co-authors.
2. Authorship for abstracts should include key contributors (a minimum of one C-PROBE author unless the exclusion is justified due to limited authorship space) and, in final presentation, the C-PROBE corporate label and logo. Trainees who have contributed to abstracts/presentations are highly encouraged to be represented as authors.
2. The full text of abstracts or presentations is due to the C-PROBE Steering Committee for review no less than three (3) days before the abstract submission deadline or the date of presentation. One C-PROBE SC reviewer along with one C-PROBE director will review abstract for approval. Abstracts or presentations submitted too late for review risk withdrawal if the C-PROBE Steering Committee is not able to approve in time.
3. Accepted Abstracts and Invited Presentations - Copies of accepted abstracts or invited presentations (including tables and graphs) must be submitted to the C-PROBE Steering Committee.
4. Distribution of unpublished data (electronic, hard copy, or otherwise) to individuals outside of the Michigan O'Brien Center during a presentation is highly discouraged.