



Eastern Association for the Surgery of Trauma  
Advancing Science, Fostering Relationships, and Building Careers

## **EAST MULTICENTER STUDY PROCESS AND INSTRUCTIONS**

1. EAST conducts a call for proposals biannually and the official call for proposals to lead an EAST Multicenter Trial submission dates are April 15th and October 15th.
2. Draft your study proposal utilizing the example templates supplied on the EAST Multicenter Trial webpage. The **required** documents to include in the submission are:
  - a. EAST Multicenter Study Proposal
  - b. Data Dictionary
  - c. Data Collection Tool

*IRB Approval from Your Local Institution is not required to submit a proposal*

*NOTE: We recommend consultation with a statistician and potential co-investigators prior to submission for review by the EAST Multicenter Committee.*

3. Submit all required documents listed above to the EAST Multicenter Committee through Rachel Dixon at [rdixon@east.org](mailto:rdixon@east.org). All required documents must be sent electronically via email.
4. Establishing data collection process.
5. If a proposed study is accepted by the EAST Multicenter Trials Committee as an EAST approved study and reaches publication, PIs are strongly encouraged to have the words "EAST Multicenter Trial" in the title or subtitle of the manuscript. If this is not done a reason must be provided to EAST (such as: insufficient character allowance in the title for a given journal) prior to submission for publication.

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If approved by the EAST Multicenter Committee, you have two options for data collection:

- Arrange for data collection via electronic or snail-mail means to your institution directly and convert all these to formats you require for analysis.
- Utilize the online data collection portal – a shared resource of EAST and the American Association for the Surgery of Trauma (AAST) **[RECOMMENDED]**. The development of an online data portal unique for your study, as well as all data storage and access is facilitated through a contract with INFOTECH. The use of this portal provides for improved collaboration and storage of data. **There is, however, a cost associated with the development of an online data entry portal specific to your study. A discounted cost of \$6,000 is required from the investigator (or other investigator secured source such as a grant or scholarship) – to be paid to EAST, who will then provide payment to INFOTECH via AAST.**

After payment has been received and processed, the program designers at INFOTECH will assign a team that will work closely with you to develop a portal that meets your specifications. As part of this process, you will be called upon to Beta test the developed portal. **PLEASE TAKE GREAT CARE DURING THIS PROCESS**, as once finalized, any additional future changes to the database will incur additional cost to the investigator. EAST will invoice the appropriate party for any additional incurred expenses.

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6. Draft and circulate a recruitment letter or email (example included on the EAST Multicenter Trials website) to potential co-investigators. Include in the recruitment letter or email either a copy of the following documents related to the study, or refer them to the EAST Multicenter Trials page, where we will post the following for you:
  - a. Study Proposal
  - b. Paper Data Collection Tool
  - c. Data Dictionary

*NOTE: It is also useful to include at this stage the expectations for the rules of authorship in EAST Multicenter Studies. These have been established and are included on the EAST Multicenter Study webpage for your utilization.*

*NOTE: It is also very useful to establish a priori a HARD deadline for data submission. As it is requested that your work be submitted to the EAST Annual Scientific Assembly, it is useful to pick a deadline for completion of data submission far enough in advance of the EAST abstract due date to facilitate effective analysis and interpretation. EAST's abstract submission deadline is July 1<sup>st</sup> of each year.*

7. As your study progresses, we recommend (but do not require) regular study update emails to co-investigators. Useful information to include in these updates a listing of those centers who have agreed to participate. For prospective studies, outlining the rankings for who has submitted the most patients may also be useful – many investigators have found that these simple actions keep investigators engaged and promotes the kind of collegial competition that improves recruitment and contributes to a successful investigation. As PI, you will have access to the web portal data reports at your discretion to gauge progress.
8. At the due date, download final dataset from the online data portal - analyze, draft abstract. For submission of this data to any meeting (preferably to an EAST Annual Assembly) the submitted abstract title should include the words “EAST MULTICENTER STUDY” or “EAST MCT” unless extenuating circumstances prevent this.
9. If accepted for publication, use the EAST Multicenter Study Rules for authorship to guide you in determining authorship order for original and subsequent reports.

If you have any questions or need assistance please contact the EAST Administrative Office at [managementoffice@east.org](mailto:managementoffice@east.org) or call (312) 202-5508.