



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 August 1st and February 1st.
2. Draft your study proposal utilizing the online form on the EAST Multicenter Trials website. The only requirement initially is the online study proposal.
3. If your study is accepted as an EAST Multicenter Trial the following **required** documents to include in the submission are:
  - a. Data Dictionary
  - b. Data Collection Tool
  - c. IRB Approval from Your Local Institution

*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 options for data collection. Information regarding Data Collection Tools can be found on the EAST website.

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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 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.