

How-to manual: STCS Full Proposal

Please refer to the STCS Guidelines for further information.

		Regular Project	International Collaboration	BSc/ MSc/ MD thesis	Monocentric study	Amendment
Application procedure	Letter of intent	Yes	No	No	Yes	Yes
	Full Proposal	Yes	Yes	Yes	Yes	Yes
Requirements	Authors	All scientists are invited to submit a project, but the STCS recommends to involve an STCS investigator* All authors must be named at the time of submission: PI, RI, SSR and other Co-authors				
	Samples	Yes	No	No	No	Yes
	STCS Funding	Not available since 2021	No	No	No	Not available since 2021
	CRF	Responsibility of the Co-Investigator in the respective center	All members of the working group are in favor and commit to collecting the data (no added workload outside a specific group)	Thesis author's responsibility	Center's responsibility	Center's responsibility
	Working group approval	No	Yes (if applicable)	Yes (if applicable)	Yes (if applicable)	Yes (if applicable)
	Approval of all involved centers	Yes <ul style="list-style-type: none"> confirmation of SSR mandatory SSR will usually be co-author 	Yes (if applicable, see "Regular project")	Yes (if applicable, see "Regular project")	n/a	Yes (if applicable, see "Regular project")
Evaluation procedure	<ul style="list-style-type: none"> Submission of LOI respecting the regular deadline. It 	<ul style="list-style-type: none"> Submission of FUP respecting the regular deadline - 	<ul style="list-style-type: none"> Submission of FUP regardless of regular deadline - 	<ul style="list-style-type: none"> Submission of LOI respecting the regular deadline - 	<ul style="list-style-type: none"> Submission of LOI respecting the regular deadline - 	

		<p>will be send to the SC.</p> <ul style="list-style-type: none"> • After invitation by STCS: Submission of FUP respecting the regular deadline. • Review of FUP by RV and statistician • Discussion and decision with review and Q/A Session at SC Meeting • PI will be informed about the decision and further review process (if applicable) 	<p>labelled as International Collaboration</p> <ul style="list-style-type: none"> • Formal check of criteria by STCS office • Discussion and decision w/o expert’s review at SC Meeting Meeting. SC can request Q/A Session at SC Meeting and regular evaluation. • PI will be informed about the decision 	<p>labelled as BSc/ MSc/ MD thesis</p> <ul style="list-style-type: none"> • Formal check of criteria by STCS office • <u>Either:</u> <ul style="list-style-type: none"> - presidential decision when all conditions are fulfilled - Discussion and decision w/o expert’s review at SC Meeting. SC can request Q/A Session at SC Meeting and regular evaluation. • PI will be informed about the decision 	<p>labelled as Monocentric Study. It will be send to the SC.</p> <ul style="list-style-type: none"> • After invitation by STCS: Submission of a FUP regardless of regular deadline • Formal check of criteria by STCS office • <u>Either:</u> <ul style="list-style-type: none"> - presidential decision when all conditions are fulfilled - Discussion and decision w/o expert’s review at SC meeting. SC can request Q/A Session at SC Meeting and regular evaluation. • PI will be informed about the decision 	<p>labelled as Amendment. It will be send to the SC.</p> <ul style="list-style-type: none"> • After invitation by STCS: Submission of FUP respecting the regular deadline. • Formal check of criteria by STCS office • Discussion and decision w/o expert’s review at SC Meeting • PI invited to SC Meeting for Q/A Session • PI will be informed about the decision
After approval	Progress report	<ul style="list-style-type: none"> • Submit 18 months after receiving AL 	<ul style="list-style-type: none"> • Submit 18 months after receiving AL 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • Submit 18 months after receiving AL 	<ul style="list-style-type: none"> • Submit 18 months after receiving AL
	Publications and final report	<ul style="list-style-type: none"> • All Publications resulting from FUP must acknowledge 	<ul style="list-style-type: none"> • Same rules as “Regular project” apply. 	<ul style="list-style-type: none"> • Same rules for publication as in 	<ul style="list-style-type: none"> • Same rules as “Regular project” apply. 	<ul style="list-style-type: none"> • Same rules as “Regular project” apply.

STCS with authorship

- Send manuscripts to STCS prior to publication for formal evaluation
- After publication, send accepted manuscript and lay summary of publication to STCS
- In case no publication exists, final report necessary

“Regular project” apply.

- Send thesis to STCS to complete project
- In case no publication exists, the thesis document is sufficient
- Lay summary for thesis is recommended, but not mandatory

Footnote:

* An STCS investigator is defined as either member of one of the STCS bodies or working groups.

Abbreviations:

AL Approval letter
FUP Full proposal
LOI Letter of Intent
SC Scientific Committee
SSR Study site representative

PI Principle investigator
RV Reviewer
Q/A Question and Answer
w/o Without