



Philadelphia Department of Public Health
Health Commissioner's Office Review Committee
Protocol for Proposals, Manuscripts, Abstracts, and Presentations
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Submission Address:

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OR

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1. Introduction

Purpose

The Health Commissioner's Office (HCO) Review Committee of the Philadelphia Department of Public Health (PDPH) serves to:

1. Ensure that all research involving PDPH data, staff, or clients supports the mission of the Department
2. Ensure that PDPH staff are active collaborators on all proposals initiated by external researchers, where appropriate
3. Ensure that the Health Commissioner is aware of the findings from these endeavors and their public health implications

The HCO Review Committee **does not take the place of the Department's Institutional Review Board (IRB)**. Research involving human subjects still needs to be reviewed by the IRB.

Purview

The HCO Review Committee protocol applies to the following scientific endeavors:

- Proposals for research or public health analysis that will result in publication and/or conference presentation
- Manuscripts submitted for publication
- Conference abstract submissions
- Conference presentations

This protocol applies to **both internal PDPH proposals and proposals led by external researchers**. All PDPH Divisions and Units, as well as external researchers, are expected to adhere to this protocol. The Director of Policy and Planning of the Department of Public Health is responsible for enforcing this protocol. This protocol serves to replace all previous protocols related to this matter.

Timeline and process in brief

The responsible author must submit an official submission form (see attached) and the final version of any proposal, manuscript, abstract, or presentation **2 weeks prior to initiation of research or 2 weeks prior to submission of the research product to a journal or conference**. Written approval from the appropriate Division Director is also required. Detailed steps are laid out below and in Figures 1 – 3. Information will also be available at www.phila.gov/health/units/hcoreview.

2. Definitions

Responsible author refers to first author or first PDPH author if there are external authors.

Researcher refers to an individual external to PDPH who engages in research utilizing PDPH staff, data, clients, etc.

Proposal refers to any activity (including research and non research projects) that involves the use of PDPH staff, data, clients, etc where the intent of the proposal is to publish the findings in the form of a conference presentation or manuscript.

NOTE: Internal quality assessment projects or program enhancement projects are excluded, unless the intent from the beginning is to publicize the findings to a wider audience in the form of a publication or presentation.

Article, report, executive summary, and manuscript refer to any written material covered by this protocol.

Presentation refers to both slide and poster conference presentations.

3. Composition of the HCO Review Committee

The HCO Review Committee consists of the Health Commissioner (or Health Commissioner's designee), the Director of Policy and Planning, a Program Manager, and an Epidemiologist. The Program Manager and the Epidemiologist will be appointed at the discretion of the Health Commissioner. The Director of Policy and Planning is the Chair of the HCO Review Committee.

4. Procedures for Submission to the HCO Review Committee

The purpose and procedures for submission of proposals, manuscripts, abstracts, and presentations are described in the following sections and are detailed in Figures 1-3.

4.1 Proposals for research or public health analysis (Figure 1)

Purpose: The purpose of HCO Review Committee review of proposals is (1) to provide input at an early stage to facilitate clearance of the proposal and (2) to decide whether PDPH staff resources should be used for the proposal. Proposals will be reviewed for their alignment with the Mission of PDPH¹ and their public health impact. If the proposal neither aligns with the Mission nor has demonstrable public health impact, approval by the HCO Review Committee is unlikely. Additionally, if the concept review indicates that PDPH will have no influence on the direction of the research, then approval is also unlikely.

Submission Procedures: Prior to initiation of proposal activities, the responsible author must follow these steps for proposal clearance:

- The responsible author will complete the **HCO Review Committee Submission Form** (Appendix A) and develop an **executive summary** for the project.
 - The executive summary should be about 1-2 pages in length and include the title, author(s) and affiliations, date of submission, anticipated start date, brief background/context for the proposed project, objectives of the proposed activities, data sources to be used, anticipated analytic methods to be employed (if applicable),² and how the proposal relates to the Mission of the PDPH and/or benefits the public's health.
- Submit the above documents to the supervising Division Director(s) for approval.
- **At least two weeks prior to commencement of any proposed activities**, submit the above documents with the supervising Division Director's approval (email confirmation acceptable) to the HCO Review Committee.

Committee Response: The Director of Policy and Planning will provide the Committee's decision on the proposal (Approval, Approval with minor revisions, Revise and resubmit, or Reject) within 10 working days of receipt, relate all feedback, and facilitate revisions and/or negotiations with the responsible author.

NOTES:

- Responsible authors should note that **any activities deemed research involving human subjects must also undergo PDPH Institutional Review Board (IRB) review**. Due to deadlines for each committee, simultaneous submissions may be necessary. Please see Section 8 for further IRB details.
- If research results in new data collection (i.e. not previously collected), PDPH retains ownership rights to the resultant data (issues of dual ownership will be dealt with on a case by case basis).

¹ The Mission of Philadelphia Department of Public Health is to protect and promote the health of all Philadelphians, and provide a safety net for those most at risk.

² The HCO Review Committee will comment on the scientific methodologies described in submitted proposals; however, it is the expectation that the authors have determined the most appropriate methods to be employed in the proposed activities.

- When warranted for outside research proposals without a PDPH collaborator, the Director of Policy and Planning will facilitate the recruitment of PDPH staff.
- All research products (including white papers and peer-reviewed publications) shall include PDPH collaborator(s) as co-author(s). Any resultant manuscripts for submission to peer-reviewed journals are subject to the protocol on publication. The PDPH author is responsible for following the referenced protocol.
- Any new studies/research (i.e. secondary data analyses) that utilize data collected during the initial research project are subject to this protocol. Analyses that extend the original research and result in additional papers or manuscripts will be subject to the policy and protocol on research publication. The PDPH author is responsible for following the referenced protocol.

4.2. Manuscripts for Publication (Figure 2)

Purpose: The HCO Review Committee is responsible for reviewing the manuscript for public health implications, including those of a potentially sensitive nature. The Committee is responsible for making the Health Commissioner aware of all findings and any particular issues that may affect City agencies beyond PDPH responsibilities or operations.

Submission Procedures: Prior to journal submission, the responsible author should follow these steps for manuscript clearance:

- Submit the **final version of the manuscript**, associated documentation (journal requirements), and a completed **HCO Review Committee Submission Form** (Appendix A) to the supervising Division Director for approval.
- **At least 2 weeks before submission to the journal**, submit the above documents with the supervising Division Director's approval (email confirmation acceptable) to the HCO Review Committee.

Committee Response: The Director of Policy and Planning will provide the Committee's decision on the manuscript (Approval, Approval with minor revisions, Revise and resubmit, or Reject) within 10 working days of receipt, relate all feedback, and facilitate revisions and/or negotiations with the responsible author.

NOTES:

- All research products (including white papers and peer-reviewed publications) shall include PDPH collaborator(s) as co-author(s). Any resultant manuscripts for submission to peer-reviewed journals are subject to the protocol on publication. The PDPH author is responsible for following the referenced protocol. Any new studies/research (i.e. secondary data analyses) that utilize data collected during the initial research project are subject to this protocol.
- Analyses that extend the original research and result in additional papers or manuscripts will be subject to the policy and protocol on research publication. The PDPH author is responsible for following the referenced protocol.
- The author is responsible for corresponding with the editor, publisher, or first author (if PDPH author is not the first author) regarding journal review, addressing reviewers' comments, and resubmitting a revised document.
- If substantial changes to the manuscript are required by the journal, particularly those involving policy issues, the manuscript may need to be reviewed and cleared again by the HCO Review Committee. The responsible author should contact the Director of Policy and Planning in these situations.
- All final published versions of manuscripts should be provided to the supervising Division Director(s) and the Director of Policy and Planning.

4.3. Conference Abstracts (Figure 3)

Purpose: The HCO Review Committee and the Health Commissioner review abstracts for content. In their review, they will also consider time away from work, travel costs, and conference registration fees.

Submission Procedures: Prior to conference submission, the responsible author should follow these steps for abstract clearance:

- Submit the **final version of the abstract** with associated conference documentation (name, location, and dates) and the completed **HCO Review Committee Submission Form** (Appendix A) to the supervising Division Director for approval.
 - Please note on submission form (in designated areas) whether conference attendance will require time away from work, travel costs, and/or registration fees.
- **At least two weeks prior to the abstract submission deadline,** submit the above documents with the supervising Division Director's approval (email confirmation acceptable) to the Health Commissioner through the Commissioner's Administrative Assistant (Joan.Wood@phila.gov) and to the HCO Review Committee.

Committee Response: The Director of Policy and Planning will provide the Committee's decision on the abstract (Approval, Approval with minor revisions, Revise and resubmit, or Reject) within ten business days, relate all feedback, and facilitate revisions and/or negotiations with the responsible author.

4.4. Conference Slide or Poster Presentations (Figure 2)

Purpose: The HCO Review Committee will review presentations for content and format. Previous approval of an abstract does not grant approval to subsequent presentations related to that abstract.

Submission Procedures: Prior to the conference, the responsible author should follow these steps for presentation clearance:

- Submit the **final version of the conference presentation** with associated conference documentation (name, location, and dates) and the completed **HCO Review Committee Submission Form** (Appendix A) to the supervising Division Director for approval.
- **At least two weeks prior to the conference,** submit the above documents with the supervising Division Director's approval (email confirmation acceptable) to the HCO Review Committee.

Committee Response: The Director of Policy and Planning will provide the Committee's decision on the conference presentation/poster (Approval, Approval with minor revisions, Revise and resubmit, or Reject) within 10 business days of receipt, relate all feedback, and facilitate revisions and/or negotiations with the responsible author.

5. Conflict of Interest

Any HCO Review Committee member who is a co-author on submitted research proposals, manuscripts, abstracts, or conference presentations must recuse himself from the review.

6. Dispute Resolution

Ongoing communication between researchers, authors, co-authors, and supervisors throughout the process of preparing material for publication will help prevent disputes from arising during the review process. However, occasionally disputes in scientific/technical, policy, authorship, and/or editorial areas may arise during the review process. Resolution of conflict should occur at the lowest possible level within the organization. This process should begin with the disputants trying to resolve the conflict amongst themselves. If the collaborators cannot come to agreement, the HCO Review Committee will render a final decision.

7. Disclaimer

The HCO Review Committee reserves the right to require the following disclaimer be attached to the final product if warranted:

“The findings and conclusions in this paper are those of the author(s) and do not necessarily represent the views of the Philadelphia Department of Public Health.”

8. Institutional Review Board (IRB)

Any proposals that involve **research with human subjects are required to be reviewed by the PDPH IRB**, even if the research is believed to be exempt from IRB review. The IRB will only review proposals that have been approved by the HCO Review Committee. Since the IRB meets less frequently than the HCO Review Committee it may be necessary to simultaneously submit proposals to both the IRB and HCO Review Committee. The IRB Administrator can provide guidance about submission to the IRB and whether simultaneous submission is necessary.

IRB Contact Information:

Judith Samans-Dunn, MSIA
Administrator – PDPH IRB
Strawberry Mansion Health Center
2840 W. Dauphin Street
Philadelphia, PA 19132
215-685-2411 / Fax: 215-685-2440
www.phila.gov/health/units/irb

Figures 1 – 3: Process for Submission of Proposals, Manuscripts, Conference Abstracts, and Conference Presentations for Review by Health Commissioner’s Office (HCO) Review Team

Figure 1 – Proposals for research or public health analysis

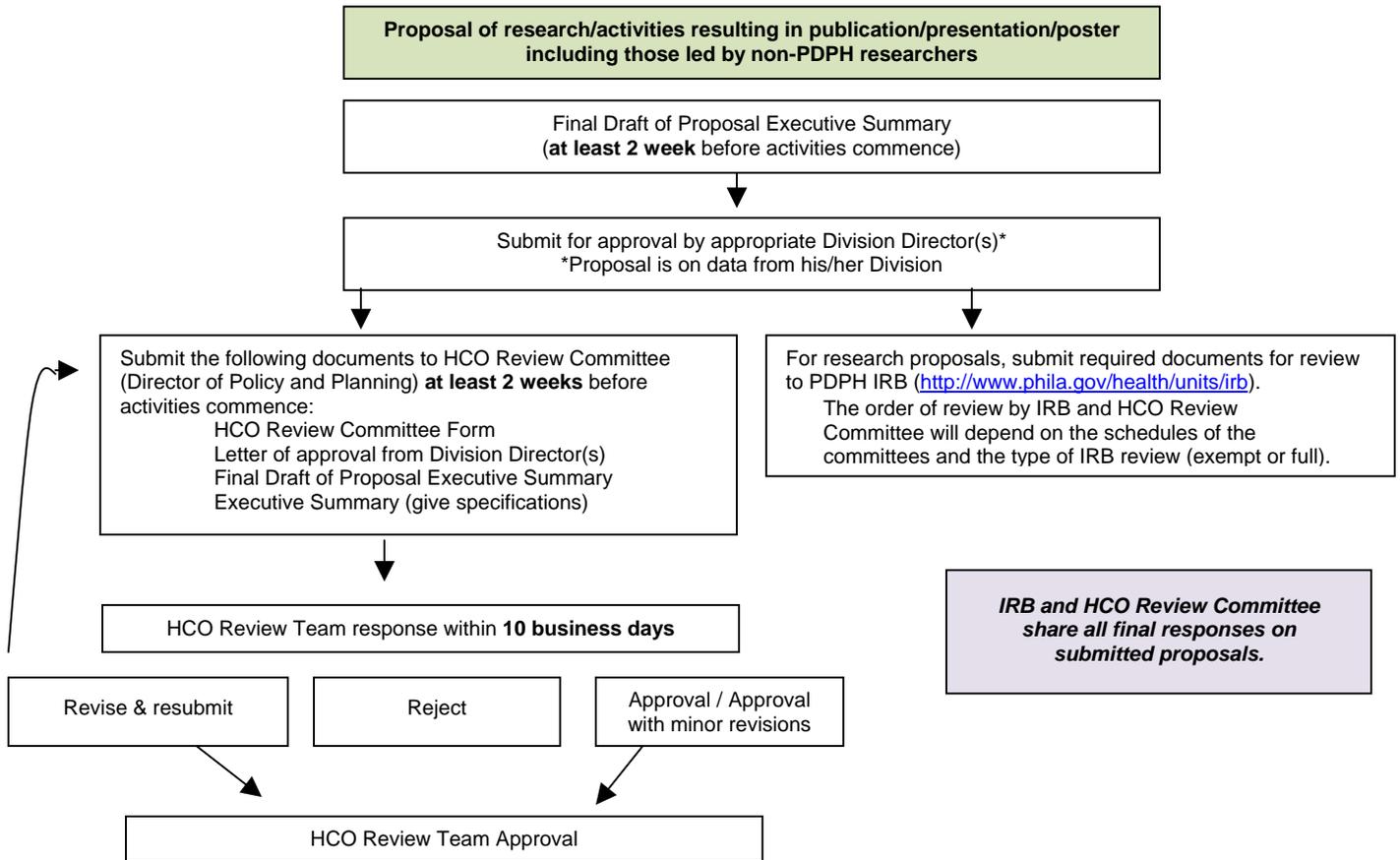


Figure 2 - Manuscripts and Conference Presentations

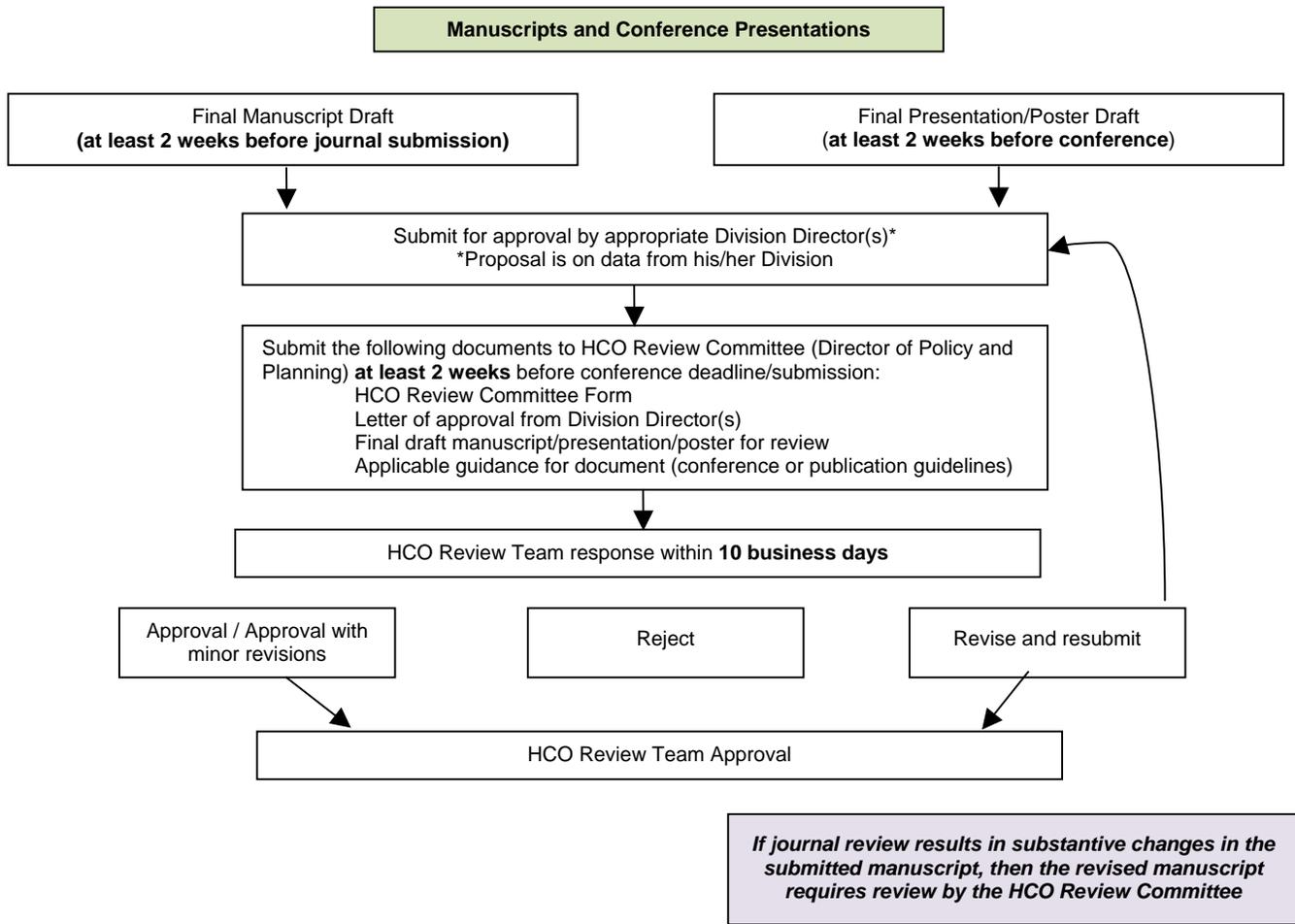
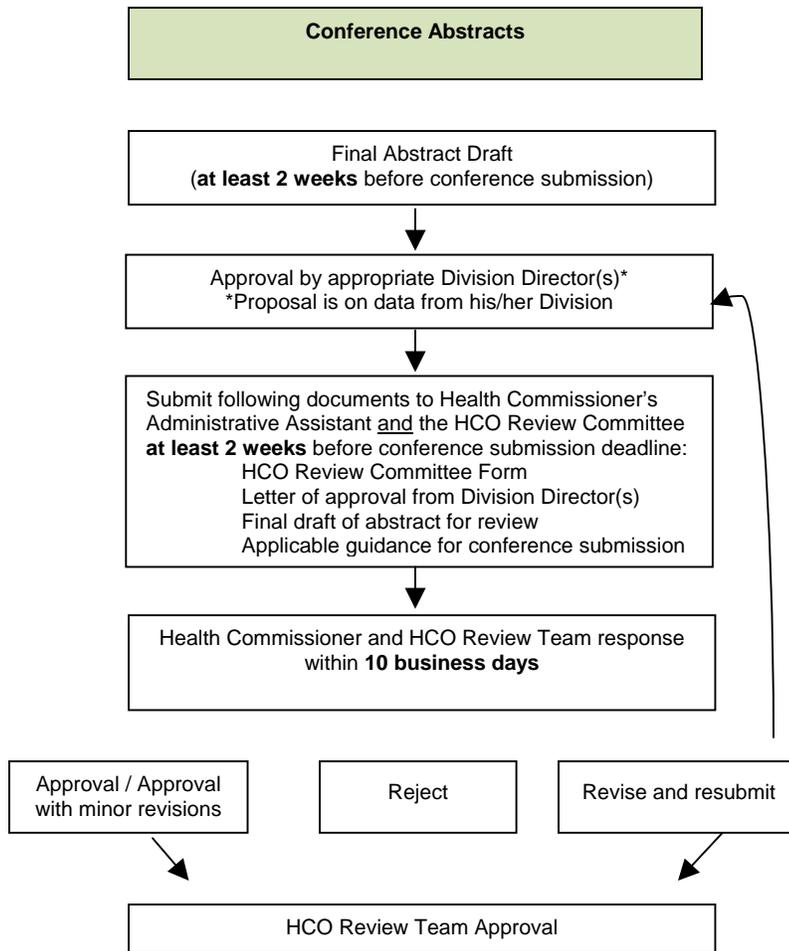


Figure 3 – Conference Abstracts





Health Commissioner's Office Review Committee Submission Form

I. Primary Contact Information

Name:	
Affiliation:	
Address:	
Email:	
Phone:	

II. PDPH Collaborator Information

(A PDPH Collaborator is required ONLY if the primary contact is external to PDPH)

Name:	
Division:	
Email:	
Phone:	

III. Submission

Title:	
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- Research/Collaborative Project/Public Health Analysis (Attach two page executive summary – see below)
- Manuscript (Attach manuscript and provide name of Journal to which it will be submitted)
- Conference Abstract (Attach abstract and provide conference name, date, and location)
 - Conference will require time away from work
 - Conference will require travel and/or registration costs
- Conference Slide Presentation (Attach presentation)
- Conference Poster Presentation (Attach presentation)
- Other (Describe in detail and attach pertinent materials)

Has or will this study been submitted for review by the PDPH IRB? Yes No
 (Guidelines for IRB submission can be found at: <http://www.phila.gov/health/units/irb/index.html>)

Executive Summary (required only for Research/Collaborative Project/Public Health Analysis): The executive summary should be about **1-2 pages in length** and include the title, author(s) and affiliations, date of submission, anticipated start date, brief background/context for the proposed project, objectives of the proposed activities, data sources to be used, anticipated analytic methods to be employed (if applicable), and how the proposal relates to the Mission of PDPH and/or benefits the public's health.