

Your final report must meet all of the editorial criteria listed below in order for it to be accepted for editorial review. The lead author should complete the checklist and upload it on to the [NETSCC Management Information System \(MIS\)](#) when submitting the final report. PGfAR authors should submit their report and accompanying documentation as directed by their CCF contact.

Each section below details the type of report that each requirement is relevant to (though if in doubt please contact the editorial office). A link to further guidance in the [Information for Authors](#) is provided with each requirement.

Project reference **Research programme**

Title of report

Forms (please confirm that you have included the relevant forms in the submission of your report)		
Form	Report type	
ICMJE Uniform Disclosure Form for Potential Conflicts of Interest For each author	ALL	Yes <input type="checkbox"/>
Order of Authors Agreement Signed and agreed by each named author	ALL	Yes <input type="checkbox"/>
CONSORT/ CONSORT for Abstracts/ PRISMA / STARD checklists where applicable	Randomised controlled trials / evidence synthesis / systematic reviews / diagnostic accuracy studies	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Permissions Checklist	ALL	Yes <input type="checkbox"/>
CHEERS Checklist	Reports containing a substantial economic evaluation or cost effectiveness component	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Editorial Requirements			
Link to guidance	Report type	Required	
Report-specific requirements			
Economic evaluations	Economic evaluations	The report satisfies the 'Guidelines for authors and peer reviewers of economic submissions to the BMJ'? if appropriate.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Programme Grants for Applied Research	PGfAR	Short abstract (300 words maximum) for each chapter if this is appropriate.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Programme Grants for Applied Research	PGfAR	The report contains a Research Pathway Diagram	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Programme Grants for Applied Research	PGfAR	The report contains a Research Summary	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Public and Patient Involvement			
Reporting patient and public involvement	ALL	Page numbers in the report where patient and public involvement in the research is explained (please also state if not applicable):	<input type="text"/>
Plain English Summary	ALL	Plain English summary (300 words maximum)	Yes <input type="checkbox"/>
Contents			
Report Contents	ALL (exc. PGfAR)	Maximum word count of 50,000 words in main body of report	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Programme Grants for Applied Research	PGfAR	Maximum synopsis (main body) word count of 15,000 words	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Report Contents	ALL	Accurate, comprehensive table of contents, list of tables and list of figures (where applicable)	Yes <input type="checkbox"/>
Report Contents	ALL	Abbreviations list	Yes <input type="checkbox"/>

Link to guidance	Report type	Required	
Title page	ALL	Full and accurate report title, detailing the study type	Yes <input type="checkbox"/>
Title page	ALL	A list of keywords for the report supplied	Yes <input type="checkbox"/>
	HTA/EME	Report has been run through MeSh on Demand for the appropriate key words	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Title page	ALL	Contact details for the corresponding author	Yes <input type="checkbox"/>
Title page	ALL	All author's competing interest (or none) noted on the title page, and the competing interest statement included	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Abstract	ALL (except PGfAR)	Abstract (500 words maximum)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Programme Grants for Applied Research	PGfAR	Abstract (750 words maximum)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Scientific summary	ALL	Scientific summary (2400 words maximum)	Yes <input type="checkbox"/>
Conclusions / recommendations	ALL	The report does NOT make recommendations about policy or practice.	Yes <input type="checkbox"/>
Conclusions / recommendations	ALL	Clear conclusions and recommendations for future research	Yes <input type="checkbox"/>
Acknowledgements	ALL	Acknowledgements section including the contributions of each author (their role, job title and specialty)	Yes <input type="checkbox"/>
Acknowledgements	ALL	Where relevant, contains the statement on patient data	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Format			
Format	ALL	Format is Microsoft Word with 1.5-line spacing	Yes <input type="checkbox"/>
Format	ALL	Each page numbered and a total word count provided.	Yes <input type="checkbox"/>
References	ALL	References in Vancouver style. (with NO references in the scientific summary or abstract[s])	Yes <input type="checkbox"/>
Artwork preparation	ALL	Illustrations or photographs of sufficient quality.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Figures	ALL	Tables and figures numbered consecutively, NOT by chapter and appendix.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Figures	ALL	Number of figures in main body of report	<input type="text"/>
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Tables	ALL	Tables in an editable format	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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Copyright	ALL	Copyright has NOT been assigned exclusively to any other publications.	Yes <input type="checkbox"/>

Confidential Information (for all reports) Confidential Information	
Did the original version of this report contain any commercial-in-confidence (CIC) and/or academic-in-confidence (AIC) data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Listed the names of the third parties that have agreed for previously labelled confidential data information taken from their submissions to be published and, provided details of the affected pages in the stripped version of the report (with page numbers, references, tables etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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Page number in the report where a statement is made to indicate your data sharing and accessibility position:	<input type="text"/>

Protocol (for all reports except PGfAR) Report submission	
Final protocol[s](or equivalent document) uploaded to MIS at submission.	Yes <input type="checkbox"/>
Current approved protocol version (as reflected in the final report):	<input type="text"/>

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The lead author affirms that this manuscript is an honest, accurate, and transparent account of the study being reported; that no important aspects of the study have been omitted; and that any discrepancies from the study as planned (and, if relevant, registered) have been explained.

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Date

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