

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 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	<input type="text"/>	Research programme	<input type="text"/>
Title of Report	<input type="text"/>		

Forms (please confirm that you have included the relevant forms in the submission of your report)			
Form	Report type		
<b>Compulsory</b> (Reports cannot proceed to editorial review without these forms.)			
<a href="#">ICMJE Uniform Disclosure Form for Potential Conflicts of Interest</a> For each author	ALL report types	Yes	
<a href="#">Order of Authors Agreement</a> Please ensure ALL authors are listed on the form in the order they appear on the title page. We can accept multiple forms as long as all authors are listed on each copy	ALL report types	Yes	
<a href="#">Permissions Checklist</a> Needs to be completed and submitted even if no permissions are required	ALL report types	Yes	
<b>The following forms are required for the report types detailed below</b>			
<a href="#">CONSORT</a>	Should be submitted for <b>all</b> reports containing RCTs	Yes	N/A
<a href="#">CONSORT for Abstracts</a>	<i>HTA RCTs</i> Should be submitted for all HTA reports containing RCTs	Yes	N/A
<a href="#">PRISMA 2020</a>	<i>Evidence syntheses / Systematic reviews</i> Should be submitted for all reports containing systematic review	Yes	N/A

We recommend you refer to the following forms where appropriate, and please indicate below if you are including the form with your report submission			
<a href="#">CHEERS Checklist</a>	Recommended for reports containing a substantial economic evaluation or cost-effectiveness component	Yes	No
<a href="#">PRISMA 2020 for Abstracts</a>	<i>Evidence syntheses / Systematic reviews</i> Can be used along with PRISMA 2020 for reports containing systematic reviews	Yes	No
<a href="#">TIDieR</a>	Recommended for reports reporting Interventions	Yes	No
<a href="#">TiDieR- Placebo</a>	Recommended for reports reporting placebo or sham interventions	Yes	No
<a href="#">GRIPP2 Long Form</a> Can be viewed at <a href="https://www.bmj.com/content/358/bmj.i3453">https://www.bmj.com/content/358/bmj.i3453</a> downloadable version is not available	Public involvement Please refer to this form as a guide for reporting public and patient involvement.	Yes	No
<a href="#">STARD checklists</a>	Diagnostic accuracy studies	Yes	No

Editorial Requirements				
Link to guidance	Report type	Required		
<b>Report-specific requirements</b>				
<a href="#">Economic Evaluations</a>	Economic evaluations	Does the report satisfy the 'Consolidated Health Economic Evaluation Reporting Standards (CHEERS) statement', if appropriate?	Yes	N/A
<a href="#">Programme Grants for Applied Research</a>	PGfAR	Short abstract (300 words maximum) for each chapter if this is appropriate	Yes	N/A
<a href="#">Programme Grants for Applied Research</a>	PGfAR	The report contains a Research Pathway Diagram	Yes	N/A
<a href="#">Programme Grants for Applied Research</a>	PGfAR	The report contains a Research Summary	Yes	N/A
<b>Public and Patient Involvement</b>				
<a href="#">Reporting patient and public involvement</a>	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"/>
<a href="#">Plain Language Summary</a>	ALL	Plain Language summary (300 words maximum)	Yes	
<b>Equality, Diversity, and Inclusion</b>				
<a href="#">Equality, Diversity, and Inclusion</a>	ALL	The report contains a separate section reporting on Equality, Diversity, and Inclusion as a subheading with the discussion of the report (Mandatory from 1 <sup>st</sup> April 2022)	Yes	
<b>Contents</b>				
<a href="#">Report Content</a>	ALL (except PGfAR)	Maximum word count of 50,000 words in the main body of the report	Yes	
<a href="#">Programme Grants for Applied Research</a>	PGfAR	Maximum synopsis (main body) word count of 15,000 words	Yes	
Report Content	ALL	An accurate, comprehensive table of contents, list of tables and list of figures (where applicable)	Yes	
Report Content	ALL	Abbreviations list	Yes	
<a href="#">Title page</a>	ALL	Full and accurate report title, detailing the study type	Yes	
<a href="#">Title page</a>	ALL	A list of keywords for the report supplied	Yes	
<a href="#">MeSHonDemand</a>	HTA/EME	The report has been run through MeSh on Demand for the appropriate keywords	Yes	N/A
<a href="#">Title page</a>	ALL	Contact details for the corresponding author	Yes	
<a href="#">Title page</a>	ALL	Authors deemed primary conflicts of Interest added to the Disclosure of interest statement on the report's title page. (list of primary conflicts can be found <a href="#">here</a> )	Yes	
<a href="#">Authorship</a>	ALL	Has a Group been named as an author of the report?	Yes	N/A
		<b>If yes</b> , have the group members been listed in Appendix 1 (if there is more than one group listed as an author, each group should be listed in its own appendix)	Yes	
<a href="#">Abstract</a>	ALL (except PGfAR)	Abstract (500 words maximum)	Yes	
<a href="#">Abstract</a>	PGfAR (only)	Abstract (750 words maximum)	Yes	
<a href="#">Scientific summary</a>	ALL	Scientific summary (2400 words maximum)	Yes	
<a href="#">Conclusions/ future research recommendations</a>	ALL	Clear conclusions and recommendations for future research	Yes	
<b>Acknowledgments Section</b>				
<a href="#">Acknowledgements</a>	ALL	Acknowledgements section including the contributions of each author (their role, job title and speciality)	Yes	

Continued on page 3 - please ensure all pages are complete

<a href="#">Acknowledgements</a>	ALL	Contains statement on patient data	Yes	N/A
<a href="#">Acknowledgements</a>	ALL	Contains ethics statement	Yes	
<a href="#">Acknowledgements</a>	ALL	Contains Information Governance Statement	Yes	
<a href="#">Acknowledgements</a>	ALL	Contains <a href="#">Data Sharing</a> Statement Page number in the report where a statement is made to indicate your data sharing and accessibility position:	Yes	<input type="text"/>
<b>Format</b>				
<a href="#">References</a>	ALL	References in Vancouver style with superscript numbers without brackets (NO references in the scientific summary or abstract[s])	Yes	
<a href="#">Artwork Preparation</a>	ALL	Illustrations or photographs of sufficient quality	Yes	
<a href="#">Tables and Figures</a>	ALL	Tables and figures numbered consecutively, NOT by chapter and appendix.	Yes	
	ALL	Tables in an editable format	Yes	
<a href="#">Figures</a>	ALL	Number of figures in the main body of the report		<input type="text"/>
<a href="#">Tables</a>	ALL	Number of tables in the main body of the report		<input type="text"/>
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<b>Confidential Information (for all reports) <a href="#">Confidential Information</a></b>				
Did the original version of this report contain any commercial-in-confidence (CIC) and/or academic-in-confidence (AIC) data?			Yes	No
If yes, the authors have either stripped any confidential data from the report OR			Yes	No
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	No
<b>Protocol (for all reports except PGfAR) <a href="#">Report submission</a></b>				
Final protocol[s](or equivalent document) uploaded to MIS at submission.			Yes	
Currently approved protocol version (as reflected in the final report):				<input type="text"/>
<b>Management Information System (MIS) <a href="#">MIS Log In</a></b>				
All authors register for or have existing MIS accounts (The account should be using the same email address that is included on the authorship forms).			Yes	
All authors have linked their <a href="#">ORCiD</a> to their MIS account			Yes	

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