

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	<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		
Compulsory for all report types			
ICMJE Uniform Disclosure Form for Potential Conflicts of Interest For each author	ALL report types	Yes	To follow*
Order of Authors Agreement 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	To follow*
Permissions Checklist Needs to be completed and submitted even if no permissions are required	ALL report types	Yes	To follow*
*To be submitted along with your 1st revision			
The following forms are required for the report types detailed below			
CONSORT	Should be submitted for all reports containing RCTs	Yes	N/A
CONSORT for Abstracts	<i>HTA RCTs</i> Should be submitted for all HTA reports containing RCTs	Yes	N/A
PRISMA 2020	<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

CHEERS Checklist	Recommended for reports containing a substantial economic evaluation or cost-effectiveness component	Yes	No
PRISMA 2020 for Abstracts	<i>Evidence syntheses / Systematic reviews</i> Can be used along with PRISMA 2020 for reports containing systematic reviews	Yes	No
TIDieR	Recommended for reports reporting Interventions	Yes	No
TiDieR- Placebo	Recommended for reports reporting placebo or sham interventions	Yes	No
GRIPP2 Long Form Can be viewed at https://www.bmj.com/content/358/bmj.i3453 downloadable version is not available	Public involvement Please refer to this form as a guide for reporting public and patient involvement.	Yes	No
STARD checklists	Diagnostic accuracy studies	Yes	No

Editorial Requirements

Link to guidance	Report type	Required		
Report-specific requirements				
Economic Evaluations	Economic evaluations	Does the report satisfy the 'Consolidated Health Economic Evaluation Reporting Standards (CHEERS) statement', if appropriate?	Yes	N/A
Programme Grants for Applied Research	PGfAR	Short abstract (300 words maximum) for each chapter if this is appropriate	Yes	N/A
Programme Grants for Applied Research	PGfAR	The report contains a Research Pathway Diagram	Yes	N/A
Programme Grants for Applied Research	PGfAR	The report contains a Research Summary	Yes	N/A
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	
Contents				
Report Content	ALL (except PGfAR)	Maximum word count of 50,000 words in the main body of the report	Yes	
Programme Grants for Applied Research	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	
Title page	ALL	Full and accurate report title, detailing the study type	Yes	
Title page	ALL	A list of keywords for the report supplied	Yes	
	HTA/EME	The report has been run through MeSh on Demand for the appropriate keywords	Yes	N/A
Title page	ALL	Contact details for the corresponding author	Yes	
Title page	ALL	All author's disclosure of interests listed on their ICMJE is added to the Disclosure of interest statement on the reports title page	Yes	
Authorship	ALL	Has a Group been named as an author of the report? If yes , 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 Yes	N/A
Abstract	ALL (except PGfAR)	Abstract (500 words maximum)	Yes	
Abstract	PGfAR	Abstract (750 words maximum)	Yes	
Scientific summary	ALL	Scientific summary (2400 words maximum)	Yes	
Conclusions/ future research recommendations	ALL	Clear conclusions and recommendations for future research	Yes	
Acknowledgements	ALL	Acknowledgements section including the contributions of each author (their role, job title and speciality)	Yes	
Acknowledgements	ALL	Contains statement on patient data	Yes	N/A
Format				
References	ALL	References in Vancouver style with superscript numbers without brackets (NO references in the scientific summary or abstract[s])	Yes	

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Artwork Preparation	ALL	Illustrations or photographs of sufficient quality	Yes
Tables and Figures	ALL	Tables and figures numbered consecutively, NOT by chapter and appendix.	Yes
	ALL	Tables in an editable format	Yes
Figures	ALL	Number of figures in the main body of the report	<input type="text"/>
Tables	ALL	Number of tables in the main body of the report	<input type="text"/>
Permissions and copyright			
Copyright	ALL	Copyright has NOT been assigned exclusively to any other publications.	Yes
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 No
If yes, the authors have either stripped any confidential data from the report OR			Yes No N/A
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 N/A
Data Sharing (for all reports) Data sharing			
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
Current approved protocol version (as reflected in the final report):			<input type="text"/>

I,, lead author of the above-named report, confirm that it is complete and undertake full responsibility for the content. I can confirm that it has been accomplished in accordance with the NIHR Journals Library Information for Authors guidance.

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.

Signature* Date

*Please note, forms submitted online via the MIS do NOT require a signature as the form has been authorised by your unique MIS login